How To: Create an Account

Go to the TAPPISAFE website www.tappisafe.org

STEP 1
Click on Create Account

Create Account

TAPPI SAFE

About ▼
Course Co...

Login

A Standardized Ap...
for the Pulp and Pa...

TAPPISAFE is the first industry-r...
verification program for the pulp...
converting industries.

View Courses   Create Account

More than 120 facilities and 20,000 contractors
and suppliers are currently enrolled

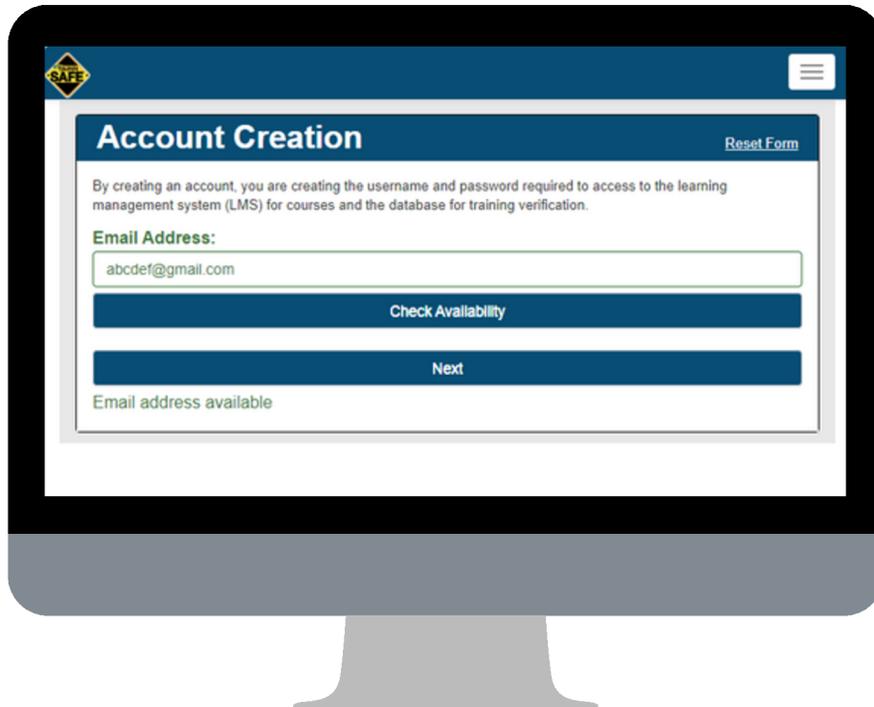20 facilities and 20,000...
are currently enrolled...
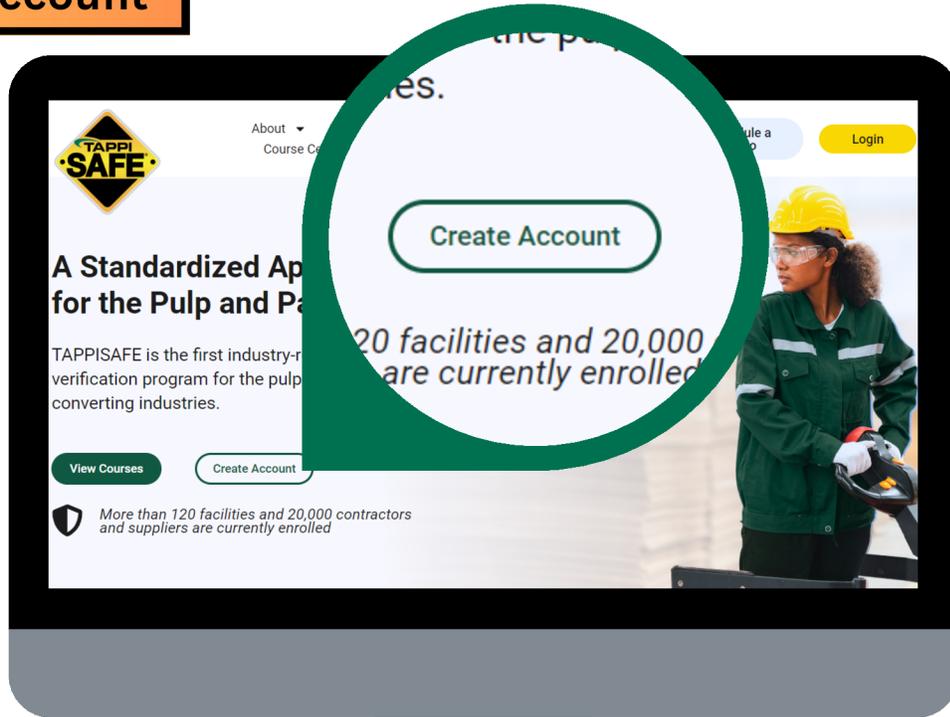
STEP 2
Click on Email Address box

Enter your email address

Click "Check Availability" to see if the email address is in use. If it is, use a different email or contact support to locate your existing account.
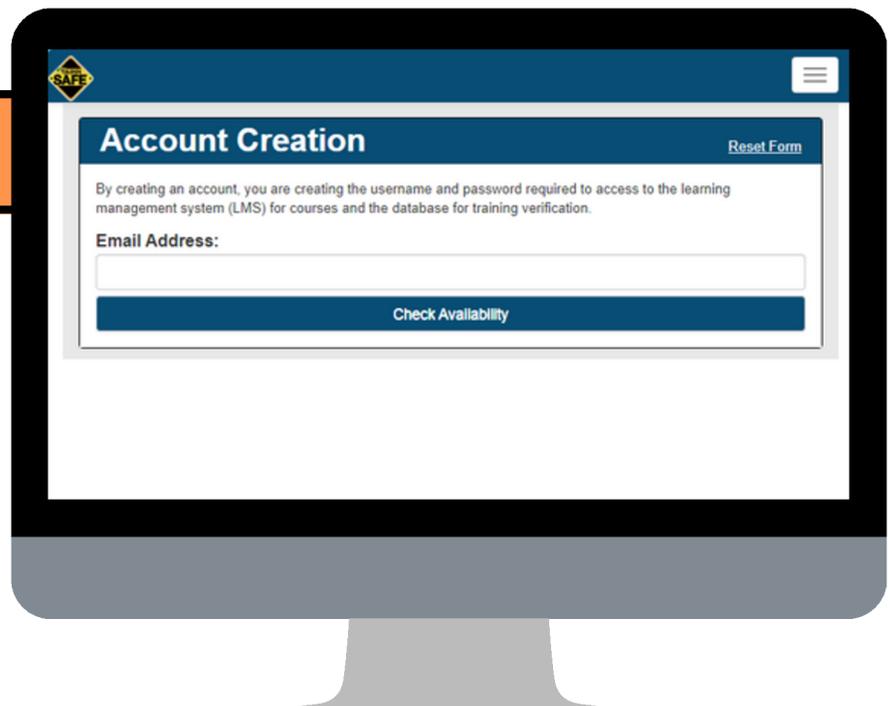
Account Creation
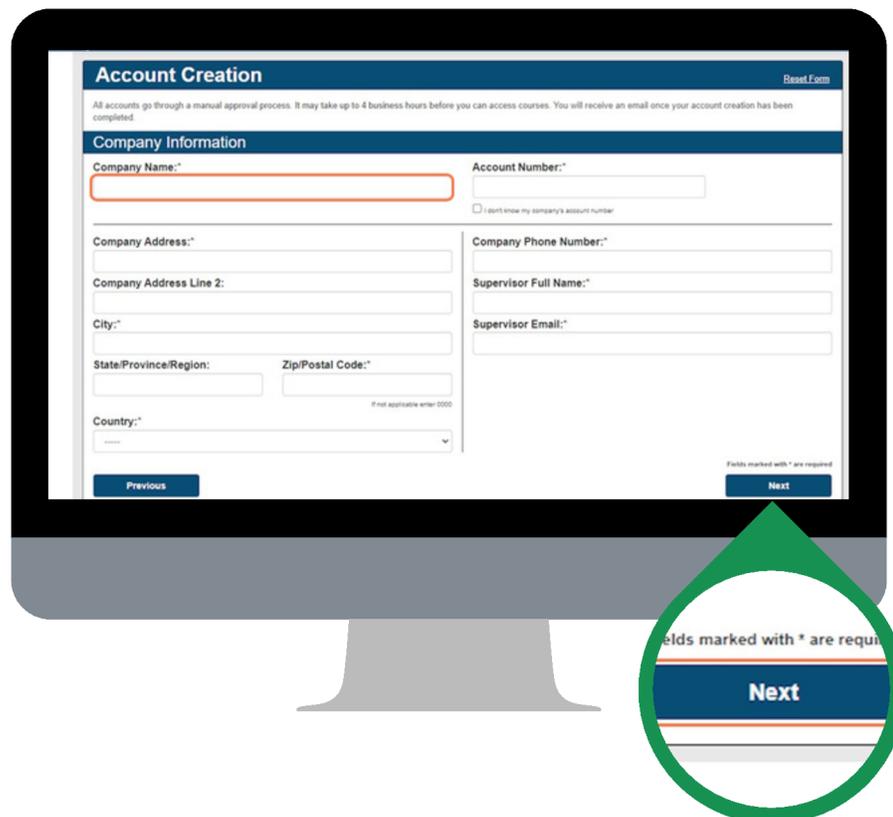
Reset Form

By creating an account, you are creating the username and password required to access to the learning management system (LMS) for courses and the database for training verification.

Email Address:

Check Availability

Account Creation

Reset Form

By creating an account, you are creating the username and password required to access to the learning management system (LMS) for courses and the database for training verification.

Email Address:

abcdef@gmail.com

Check Availability

Next

Email address available

If the email is available, click on Next

- **Enter Company Name**
- **Enter Account Number (check the box if unknown)**
- **Enter Business Address**
- **Enter Contact Information**
- **Click Next**

Account Creation

Reset Form

All accounts go through a manual approval process. It may take up to 4 business hours before you can access courses. You will receive an email once your account creation has been completed.

Company Information

Company Name:*

Account Number:*

☐ I don't know my company's account number

Company Address:*

Company Phone Number:*

Company Address Line 2:

Supervisor Full Name:*

City:*

Supervisor Email:*

State/Province/Region:

Zip/Postal Code:*

If not applicable enter 0000

Country:*

Fields marked with * are required

Previous

Next

Fields marked with * are required

Next

Administrator Username and Password

First Name:*
Last Name:*

Title:
Administrator Phone Number:*

Username:*

Check Availability
Use email address as username

Password:*
Confirm Password:*

✗ Minimum Length of 8   ✗ Maximum Length of 50

Security Question:*
(Please select a security question)

Security Answer:*

Fields marked with * are required

Previous   Next

Click on the boxes and enter the following information:

- **First Name**
- **Last Name**
- **Title**
- **Phone Number**

- **Create Username**
- **Create Password**
- **Complete Security Question**

Click "Use email address as username" to set your email as your username.

ds marked with * are requ

Next

Choose one option:

- **No Account for Trainees:** Select this if you don't want a separate training account.
- **Create Training Account:** Choose this if you want a login for trainees, recommended for companies with 10+ employees needing training.

Home

Account Creation

Reset Form

For companies with 10 or more students needing to access courses, we recommend setting up a training account. This account will be used by all of your students to access courses, and you will be able to manage all of your student's records through your administrator login.

⦿ I do NOT want to create an account for my trainees to use   ○ I want to create a seperate login for my trainees to use

Previous   Next

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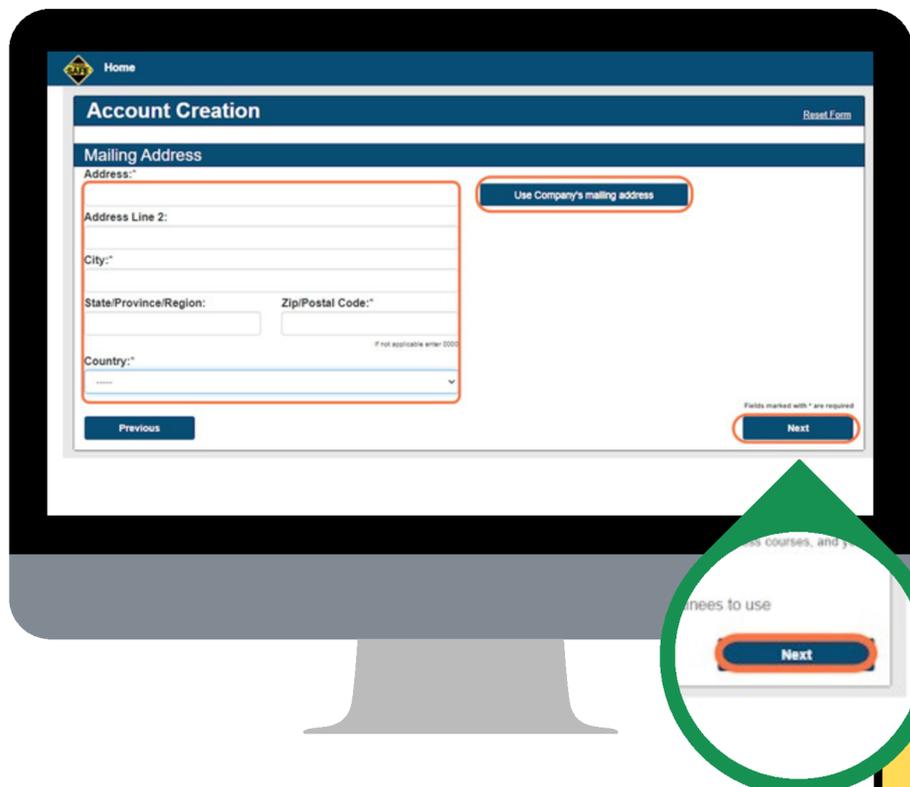
Next

Choose to use your company's mailing address by clicking the appropriate button, or manually enter the following details:

- **Address**
- **City**
- **State/Province/Region**
- **Zip/Postal Code**
- **Country**

STEP 10
Click Next

STEP 11
Add Payment to save on file

Choose one option:

- **Save a credit card: Click to save your card and provide:**
  - **Credit Card Number**
  - **Expiration Date (month and year)**
- **Do NOT save a credit card: Click if you prefer not to save your card.**

STEP 12
Click Next

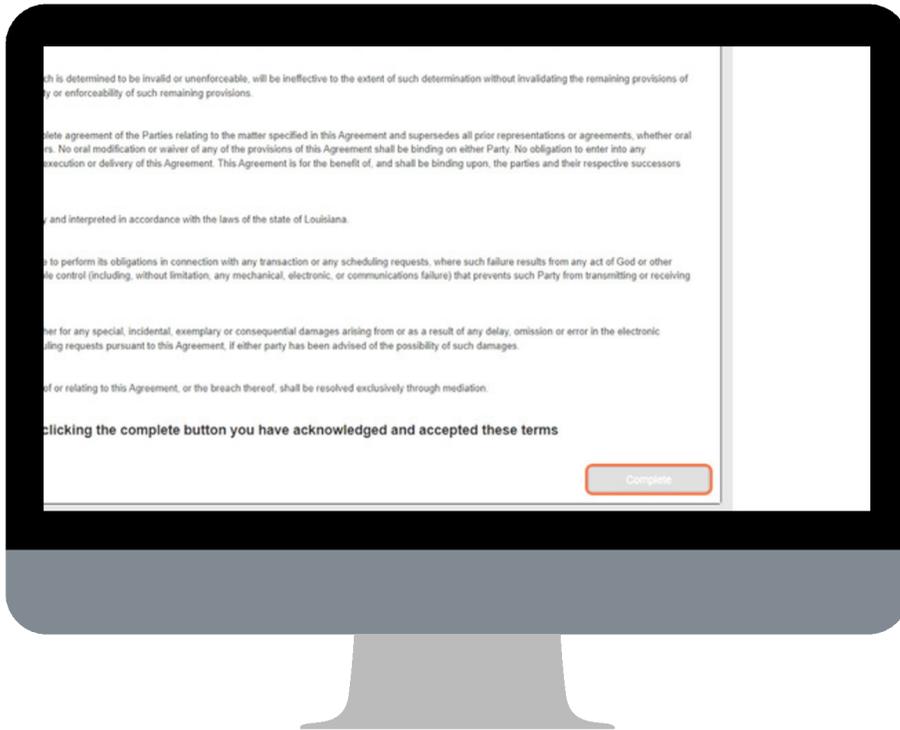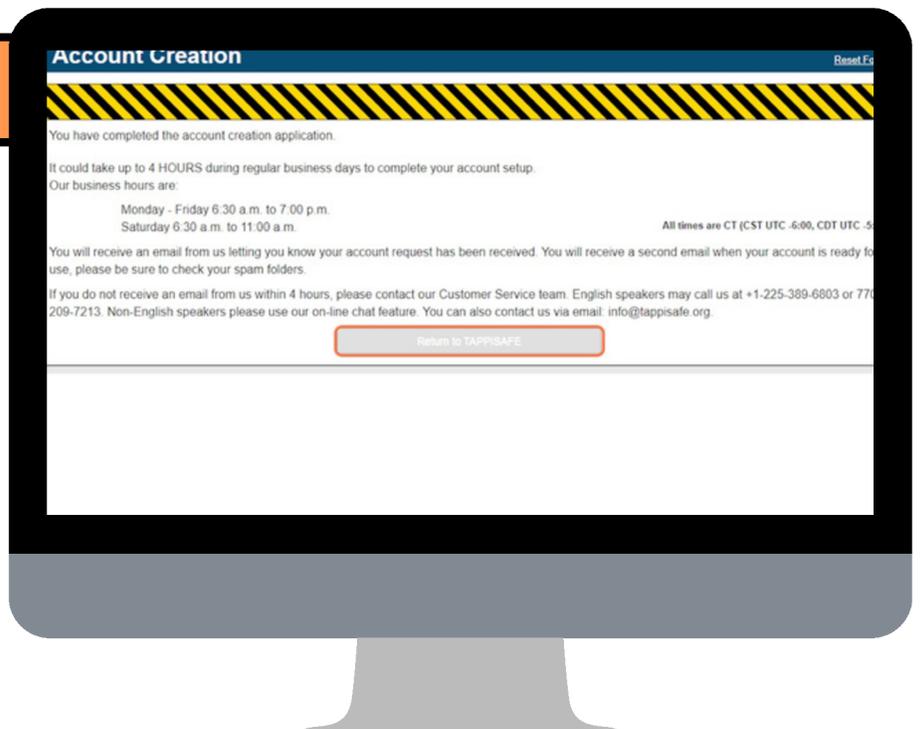ch is determined to be invalid or unenforceable, will be ineffective to the extent of such determination without invalidating the remaining provisions of
ty or enforceability of such remaining provisions.

lete agreement of the Parties relating to the matter specified in this Agreement and supersedes all prior representations or agreements, whether oral
rs. No oral modification or waiver of any of the provisions of this Agreement shall be binding on either Party. No obligation to enter into any
xecution or delivery of this Agreement. This Agreement is for the benefit of, and shall be binding upon, the parties and their respective successors

y and interpreted in accordance with the laws of the state of Louisiana.

to perform its obligations in connection with any transaction or any scheduling requests, where such failure results from any act of God or other
le control (including, without limitation, any mechanical, electronic, or communications failure) that prevents such Party from transmitting or receiving

er for any special, incidental, exemplary or consequential damages arising from or as a result of any delay, omission or error in the electronic
ling requests pursuant to this Agreement, if either party has been advised of the possibility of such damages.

f or relating to this Agreement, or the breach thereof, shall be resolved exclusively through mediation.

clicking the complete button you have acknowledged and accepted these terms

Complete

Read through the terms before clicking the Complete button

Your account creation request has been submitted. The received request may take up to 4 hours during regular business hours of 6:30 AM-7:00 PM CST.

Account Creation

Reset Fo

You have completed the account creation application.

It could take up to 4 HOURS during regular business days to complete your account setup.
Our business hours are:

Monday - Friday 6:30 a.m. to 7:00 p.m.
Saturday 6:30 a.m. to 11:00 a.m.   All times are CT (CST UTC -6:00, CDT UTC -5

You will receive an email from us letting you know your account request has been received. You will receive a second email when your account is ready fo
use, please be sure to check your spam folders.

If you do not receive an email from us within 4 hours, please contact our Customer Service team. English speakers may call us at +1-225-389-6803 or 770
209-7213. Non-English speakers please use our on-line chat feature. You can also contact us via email: info@tappisafe.org.

Return to TAPPISAFE

You will get an email within four business hours with your TAPPISAFE login credentials and Customer Support info. Requests made outside regular hours will be processed when business resumes.