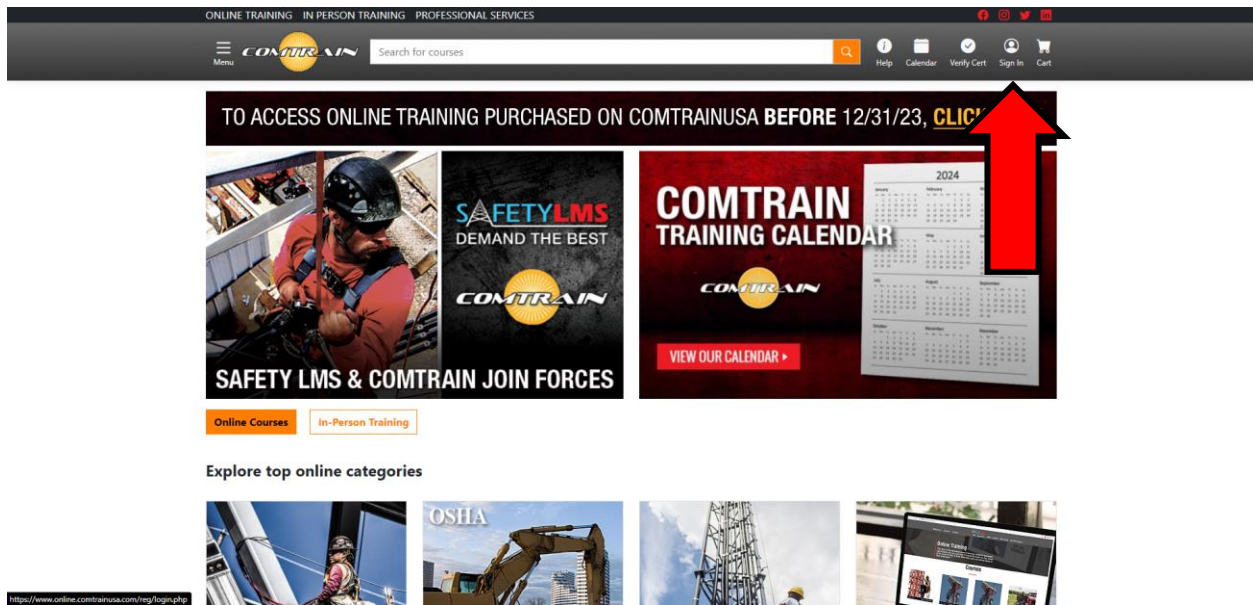
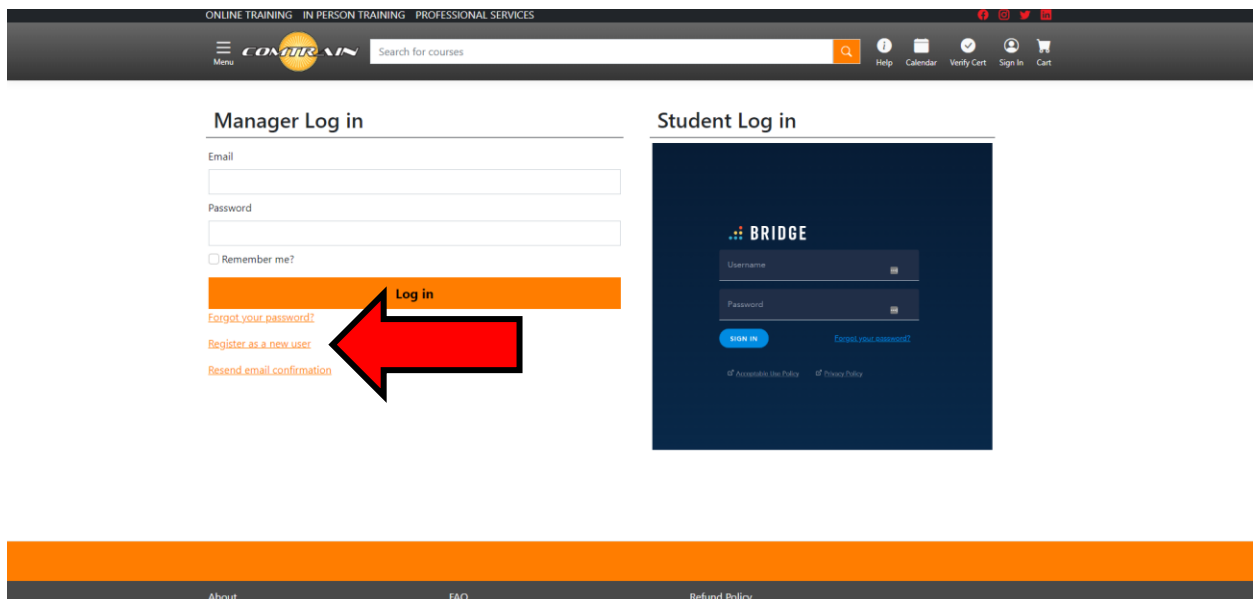


# Managing Certifications & Submitting an order in the New Comtrain Website



1. Click on the Sign In button at the top right of the webpage.



2. If you have not already done so, create an account by clicking the Register as a new user.
  - a. If you have already created an account proceed to step 5.

The screenshot shows the top navigation bar of the Comtrain website with links for ONLINE TRAINING, IN PERSON TRAINING, and PROFESSIONAL SERVICES. Below the navigation bar is a search bar and a menu icon. The main content area is titled "Register" and "Create a new account." It contains a registration form with fields for Email (pre-filled with info@comtrainusa.com), First name (pre-filled with Test), Last name (pre-filled with Account), Password, and Confirm password. A large orange "Register" button is at the bottom of the form. The footer of the page includes links for About, FAQ, and Refund Policy.

ONLINE TRAINING IN PERSON TRAINING PROFESSIONAL SERVICES

Menu **COMTRAIN** Search for courses

Help Calendar Verify Cert Sign In Cart

## Register

Create a new account.

Email  
info@comtrainusa.com

First name Last name  
Test Account

Password  
\*\*\*\*\*

Confirm password  
\*\*\*\*\*

**Register**

About FAQ Refund Policy

### 3. Register your account

The screenshot shows the top navigation bar of the Comtrain website. Below the navigation bar is a search bar and a menu icon. The main content area is titled "Register confirmation" and "Please check your email to confirm your account." The footer of the page includes links for About, FAQ, and Refund Policy.

ONLINE TRAINING IN PERSON TRAINING PROFESSIONAL SERVICES

Menu **COMTRAIN** Search for courses

Help Calendar Verify Cert Sign In Cart

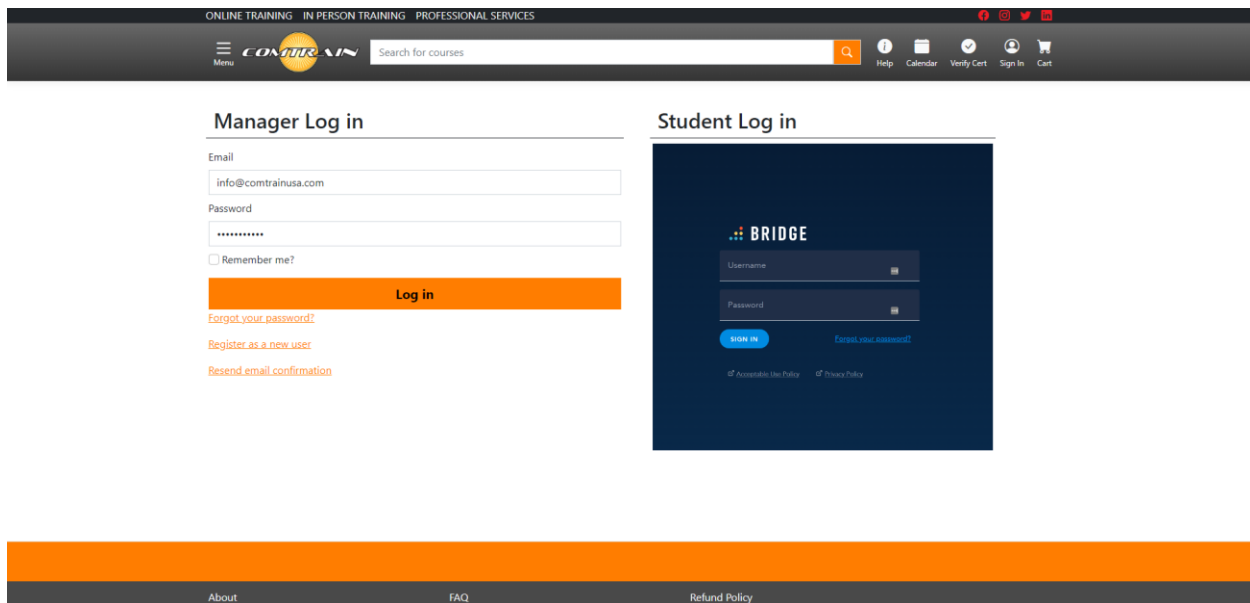
## Register confirmation

Please check your email to confirm your account.

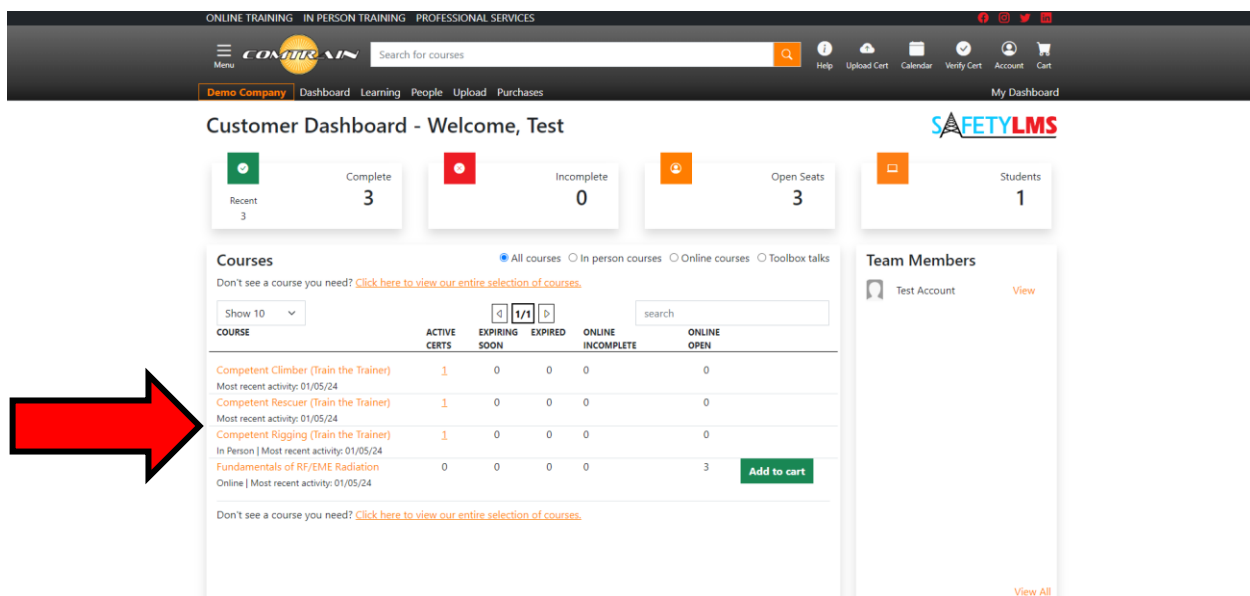
About FAQ Refund Policy

4. Check your email to confirm your account. The email will come from our sister company Safety LMS. Check your spam folder if you do not see the email in your main email box.

**Special Note: You must contact Comtrain to connect your account to your company to have access to the upload tool.**



## 5. Log in using your credentials.



- Accounts with Manager designation (you must contact Comtrain for approval to receive this designation) can view all certifications for your company right from your dashboard. From this screen you can see active certifications, expiring soon certifications as well as expired certifications. If it is an online course you can pass out existing courses or purchase more right from this screen.

The remainder of the instructions only apply to Train-the-Trainer profiles. If your account is not designated as a Train-the-Trainer this concludes your instructions. If you would like more help you can set up a demo with a member of our team by going to the end of this document and clicking the icon.

ONLINE TRAINING IN PERSON TRAINING PROFESSIONAL SERVICES

Menu **COMTECH** Search for courses

Help Upload Cert Calendar Verify Cert Account Cart

Demo Company Dashboard Learning People Upload My Dashboard

### Customer Dashboard - Welcome, st

**SAFETYLMS**

Recent 3

Complete 3

Incomplete 0

Open Seats 3

Students 1

#### Courses

Don't see a course you need? [Click here to view our entire selection of courses.](#)

Show 10    search

COURSE	ACTIVE CERTS	EXPIRING SOON	EXPIRED	ONLINE INCOMPLETE	ONLINE OPEN
Competent Climber (Train the Trainer) Most recent activity: 01/05/24	1	0	0	0	0
Competent Rescuer (Train the Trainer) Most recent activity: 01/05/24	1	0	0	0	0
Competent Rigging (Train the Trainer) In Person   Most recent activity: 01/05/24	1	0	0	0	0
Fundamentals of RF/EME Radiation Online   Most recent activity: 01/05/24	0	0	0	0	3

Don't see a course you need? [Click here to view our entire selection of courses.](#)

[Add to cart](#)

#### Team Members

Test Account [View](#)

[View All](#)

7. Click on the Upload tab below the search bar

ONLINE TRAINING IN PERSON TRAINING PROFESSIONAL SERVICES

Menu **COMTECH** Search for courses

Help Upload Cert Calendar Verify Cert Account Cart

Demo Company Dashboard Learning People Upload Purchases My Dashboard

### Uploads

[Create new upload](#)

Processed ☒ Released ☒ Saved ☒ Expedited ☒

Show 10    search

ID	Status	Trainer	Created At
4875	<input checked="" type="checkbox"/>	Richard Teckenbrock	01/05/2024

[View](#)

8. Click the "Create new upload" button

ONLINE TRAINING IN PERSON TRAINING PROFESSIONAL SERVICES

Menu **COMTRAIN** Search for courses

Help Upload Cert Calendar Verify Cert Account Cart

**Demo Company** Dashboard Learning People Upload Purchases My Dashboard

Select a trainer

Select a trainer

Select Courses

Search for a course **Add Course**

Date of Training

Files

Attendance

Choose Files No file chosen

Practical Evaluation (Climber/Rescuer Only)

Choose Files No file chosen

Exams

Choose Files No file chosen

Others

Choose Files No file chosen

I would like to certify the following employees in the selected courses:

First Name	Last Name	Email
First Name	Last Name	Email

**Add**

Order Details

ID	Course Name	QTY	Unit Price	Price
Do you require expedited service?				
Typical turnaround time is within 2 business days. If you require faster service, you can upgrade to our 2-hour expedited service.				
<b>Price increases by \$100.00 per person for expedited service*</b>				

9. Select a trainer from the dropdown menu

ONLINE TRAINING IN PERSON TRAINING PROFESSIONAL SERVICES

Menu **COMTRAIN** Search for courses

Help Upload Cert Calendar Verify Cert Account Cart

**Demo Company** Dashboard Learning People Upload Purchases My Dashboard

Select a trainer

Test Account (info@comtrainusa.com)

Select Courses

Date of Training

☒ Competent Climber (LM-10001C) ☐ 01/05/2024

☒ Competent Rescuer (LM-10001R) ☐ 01/05/2024

☒ Competent Rigging ANSI 10.48 (LM-10002) ☐ 01/05/2024

☒ Authorized Rigging ANSI 10.48 (LM-10002A) ☐ 01/05/2024

☒ Authorized Climber (LM-10004C) ☐ 01/05/2024

☒ Authorized Rescuer (LM-10004R) ☐ 01/05/2024

I would like to certify the following employees in the selected courses:

First Name	Last Name	Email	LM-10001C	LM-10001R	LM-10002	LM-10002A	LM-10004C	LM-10004R
First Name	Last Name	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Add**

10. Choose the courses that you wish to upload by checking or unchecking the box to the left of the course.

ONLINE TRAINING IN PERSON TRAINING PROFESSIONAL SERVICES

Menu **COMTRAIN** Search for courses

Help Upload Cert Calendar Verify Cert Account Cart

**Demo Company** Dashboard Learning People Upload Purchases My Dashboard

Select a trainer  
Test Account (info@comtrainusa.com)

Select Courses

Select Courses	Date of Training
<input checked="" type="checkbox"/> Competent Climber (LM-10001C)	01/05/2024
<input checked="" type="checkbox"/> Competent Rescuer (LM-10001R)	01/05/2024
<input type="checkbox"/> Competent Rigging ANSI 10.48 (LM-10002)	01/05/2024
<input type="checkbox"/> Authorized Rigging ANSI 10.48 (LM-10002A)	01/05/2024
<input type="checkbox"/> Authorized Climber (LM-10004C)	01/05/2024
<input type="checkbox"/> Authorized Rescuer (LM-10040)	01/05/2024

I would like to certify the following employees in the selected courses:

First Name	Last Name	Email	LM-10001C	LM-10001R	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>

Order Details

11. Select the Dates of Training for each class that you will be submitting. This date should be the last day of the course taught.

ONLINE TRAINING IN PERSON TRAINING PROFESSIONAL SERVICES

Menu **COMTRAIN** Search for courses

Help Upload Cert Calendar Verify Cert Account Cart

**Demo Company** Dashboard Learning People Upload Purchases My Dashboard

Select a trainer  
Test Account (info@comtrainusa.com)

Select Courses

Select Courses	Date of Training
<input checked="" type="checkbox"/> Competent Climber (LM-10001C)	01/05/2024
<input checked="" type="checkbox"/> Competent Rescuer (LM-10001R)	01/05/2024
<input type="checkbox"/> Competent Rigging ANSI 10.48 (LM-10002)	01/05/2024
<input type="checkbox"/> Authorized Rigging ANSI 10.48 (LM-10002A)	01/05/2024
<input type="checkbox"/> Authorized Climber (LM-10004C)	01/05/2024
<input type="checkbox"/> Authorized Rescuer (LM-10040)	01/05/2024

I would like to certify the following employees in the selected courses:

First Name	Last Name	Email	LM-10001C	LM-10001R	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>

Order Details

12. On the right side of the webpage, you will be able to upload training documents. The Certificate Order form is not needed as this tool fills out all of the information that is on the order form.

The screenshot shows the Contrain USA training portal. A file upload window is open, displaying a list of files including '2022 Certification Documentation (Roster & SFCL)', '2022 Certification Documentation Key (Roster & SFCL)', 'Comtrain In-House TS&R Certificate Order Form 2021', 'Mechanical Advantage SHEET', and 'Rescue Methods for Competent Tower Day'. The portal interface includes a navigation bar with 'ONLINE TRAINING', 'IN PERSON TRAINING', and 'PROFESSIONAL SERVICES'. The main content area shows a 'Date of Training' dropdown set to 2024 and a 'Files' section with 'Attendance', 'Practical Evaluation (Climber/Rescuer Only)', 'Exams', and 'Others' sections, each with a 'Choose Files' button. Below this is a table for selecting employees to certify, with columns for 'First Name', 'Last Name', 'Email', 'LM-10001C', and 'LM-10001R'. An 'Add' button is present at the bottom right of the table.

13. When uploading documents you can either scan all of each document as one single file or you can press ctrl + select multiple documents.

The screenshot shows the Contrain USA training portal. A 'Select a trainer' dropdown is set to 'Test Account (info@comtrainusa.com)'. The 'Select Courses' section lists several courses with checkboxes: 'Competent Climber (LM-10001C)', 'Competent Rescuer (LM-10001R)', 'Competent Rigging ANSI 10.48 (LM-10002)', 'Authorized Rigging ANSI 10.48 (LM-10002A)', 'Authorized Climber (LM-10004C)', and 'Authorized Rescuer (LM-10040)'. The 'Date of Training' dropdown is set to 01/05/2024. The 'Files' section shows 'Attendance' (No file chosen), 'Practical Evaluation (Climber/Rescuer Only)' (3 files), 'Exams' (3 files), and 'Others' (No file chosen). Below this is a table for selecting employees to certify, with columns for 'First Name', 'Last Name', 'Email', 'LM-10001C', and 'LM-10001R'. An 'Add' button is present at the bottom right of the table. A large red arrow points to the 'Add' button.

14. After all forms are uploaded, enter the student(s) name and email address. Select what level you would like to certify each student. Click the add button to the right of the student.

**Special Note:** If submitting Climber/Rescuers you must select both Climber & Rescuer levels to proceed.

**Demo Company** Dashboard Learning People Upload Purchases My Dashboard

**Select a trainer**  
 Test Account (info@comtrainusa.com) ▼

**Select Courses** Date of Training

Course	Date of Training
<input checked="" type="checkbox"/> Competent Climber (LM-10001C) <span style="color: red;">✖</span>	01/05/2024 <span>📅</span>
<input checked="" type="checkbox"/> Competent Rescuer (LM-10001R) <span style="color: red;">✖</span>	01/05/2024 <span>📅</span>
<input type="checkbox"/> Competent Rigging ANSI 10.48 (LM-10002) <span style="color: red;">✖</span>	01/05/2024 <span>📅</span>
<input type="checkbox"/> Authorized Rigging ANSI 10.48 (LM-10002A) <span style="color: red;">✖</span>	01/05/2024 <span>📅</span>
<input type="checkbox"/> Authorized Climber (LM-10004C) <span style="color: red;">✖</span>	01/05/2024 <span>📅</span>
<input type="checkbox"/> Authorized Rescuer (LM-10040) <span style="color: red;">✖</span>	01/05/2024 <span>📅</span>

**Files**


**Attendance**  
 Choose Files No file chosen

**Practical Evaluation (Climber/Rescuer Only)** ✔  
 Choose Files 3 files

**Exams** ✔  
 Choose Files 3 files

**Others**  
 Choose Files No file chosen

**I would like to certify the following employees in the selected courses:**

First Name	Last Name	Email	LM-10001C	LM-10001R						
Test1	Account	info2@comtrainusa.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 
First Name	Last Name	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add

**Order Details**

ID	Course Name	QTY	Unit Price	Price

15. To the right of the Student a camera icon will appear. Click this to upload a student image.

**Demo Company** Dashboard Learning People Upload Purchases My Dashboard

**Select a trainer**  
 Test Account (info@comtrainusa.com) ▼

**Select Courses**

☒ Competent Climber (LM-10001C) ✖

☒ Competent Rescuer (LM-10001R) ✖


☐ Competent Rigging ANSI 10.48 (LM-10002) ✖

☐ Authorized Rigging ANSI 10.48 (LM-10002A) ✖

☐ Authorized Climber (LM-10004C) ✖

☐ Authorized Rescuer (LM-10040) ✖


**I would like to certify the following employees in the selected courses:**

First Name	Last Name	Email	LM-10001C	LM-10001R						
Test1	Account	info2@comtrainusa.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 
First Name	Last Name	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add

**Order Details**

ID	Course Name	QTY	Unit Price	Price

**Picture Editor** ✕



16. The tool will allow you to crop and rotate an image right in the tool.



Demo Company
Dashboard
Learning
People
Upload
Purchases
My Dashboard

Select a trainer
Test Account (info@comtrainusa.com)

Select Courses
Date of Training

☒ Competent Climber (LM-10001C)
☐ 01/05/2024

☒ Competent Rescuer (LM-10001R)
☐ 01/05/2024

☐ Competent Rigging ANSI 10.48 (LM-10002)
☐ 01/05/2024

☐ Authorized Rigging ANSI 10.48 (LM-10002A)
☐ 01/05/2024

☐ Authorized Climber (LM-10004C)
☐ 01/05/2024

☐ Authorized Rescuer (LM-100040)
☐ 01/05/2024

Files
Attendance
Choose Files
No file chosen
Practical Evaluation (Climber/Rescuer Only)
Choose Files
3 files
Exams
Choose Files
3 files
Others
Choose Files
No file chosen

I would like to certify the following employees in the selected courses:

First Name	Last Name	Email	LM-10001C	LM-10001R						
Test1	Account	info2@comtrainusa.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First Name	Last Name	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add

Order Details

ID	Course Name	QTY	Unit Price	Price
LM-10001C	Competent Climber	1	\$50.00	\$50.00
LM-10001R	Competent Rescuer	1	\$50.00	\$50.00
				Total: \$100.00

17. If adding multiple students repeat steps 13-15. If not uncheck the levels on the empty line and proceed to the next step.

☐ Authorized Rescuer (LM-100040)
☐ 01/05/2024

I would like to certify the following employees in the selected courses:

First Name	Last Name	Email	LM-10001C	LM-10001R						
Test1	Account	info2@comtrainusa.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First Name	Last Name	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add

Order Details

ID	Course Name	QTY	Unit Price	Price
LM-10001C	Competent Climber	1	\$50.00	\$50.00
LM-10001R	Competent Rescuer	1	\$50.00	\$50.00
				Total: \$100.00

Do you require expedited service?

Typical turnaround time is within 2 business days. If you require faster service, you can upgrade to our 2-hour expedited service.

**Price increases by \$100.00 per person for expedited service\***

\*Expedited service must be applied for everyone on the submission

☐ Expedited Service (2-hour)
☒ Regular Service

Notes
Notes (optional)

18. The tool will automatically add a total for your order. Please verify the quantities. You may now select the level of service that you require. We offer Expedited Service (Within 2-Hours) for an additional fee. You may also add any additional notes about your order in the notes section.

Price increases by \$100.00 per person for expedited service\*  
\*Expedited service must be applied for everyone on the submission

☐ Expedited Service (2-hour)

☒ Regular Service

#### Notes

Notes (optional)

#### Shipping Address

☒ Use customer address

Demo Company

1391 E Boone Industrial Blvd

Address 2

United States

Columbia

Missouri

65202

[Validate Address](#)

#### More Information (optional) ⓘ

Columbia

MO

#### Payment Method

☒ Pay with credit card

Enter a new card...

19. You may then add the shipping address that you would like to send this order to. If you have previously entered an address for your company it will auto populate when selecting the “Use customer address” checkbox. After your address is entered click the Validate Address button to verify the valid address.

#### Shipping Address

☒ Use customer address

Demo Company

1391 E Boone Industrial Blvd

Address 2

United States

Columbia

Missouri

65202

[Validate Address](#)

#### More Information (optional) ⓘ

Columbia

MO

#### Payment Method

☒ Pay with credit card

Enter a new card...

Card Number

Expires

CVV Code

[Save and send to Comtrain](#)

[Save for later](#)

20. You will then enter a cc number and then click Save and send to Comtrain to submit.

**Want more help? Click the icon below to set up a demo by National Account Manager Jackson Weaver**

