

# ComTrain is now accepting Photos for all certifications!

To help curb the use of fraudulent climber cards which turn up all too often on job sites around the country all Comtrain wallet ID certification cards will now include photos. As the In-House Instructor for your company, it will be your responsibility to submit a photo head shot for each student you certify.

**We require the Original Class Paperwork to be submitted to ComTrain.**

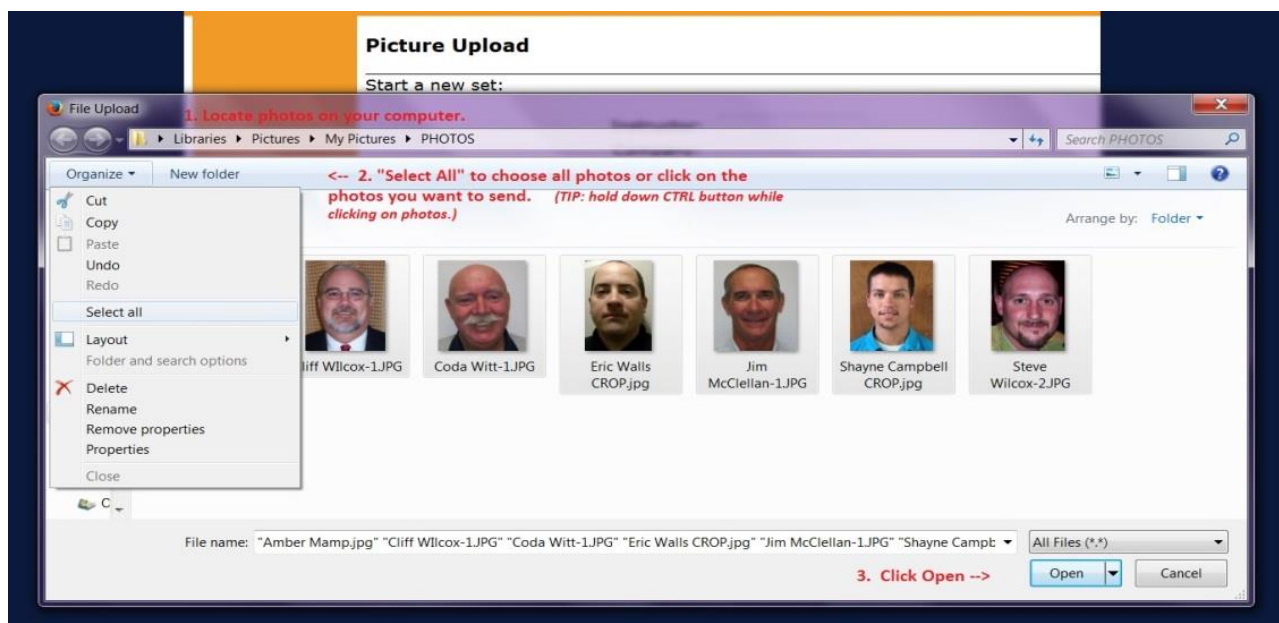
## INSTRUCTIONS TO UPLOAD PHOTOS:

ComTrain's UPLOAD link: <http://www.comtrainusa.com/pictures/index.php>.

Step 1: **Go to ComTrain's Photo Upload Page** <http://www.comtrainusa.com/pictures/index.php>

Click on **"Browse"** and locate the file that holds photos on your computer, phone or device.

Step 2: **Submit Photos.** Photos should be from the shoulders up, preferably with a clear background; eyes open and NO hats please. Make sure to submit photos that match the class you are certifying. You can either "Select All" or click each photo separately. (Tip: Hold down CTRL button while choosing to select more than one photo to send.) Click **"Open"** when the photo selection is complete.



Turn Page over for STEPS 3 - 5

Step 3: **Complete the form information and click “Upload”**. Use the tower date and location. Dates and location must match the original class paperwork that is mailed to ComTrain. The photos will be matched to the paperwork when the order is processed.

**COMTRAIN** WE TEACH TOWER CLIMBING SAFETY, FALL PROTECTION & RESCUE AND TOWER CONSTRUCTION & TECHNOLOGY

### Picture Upload

Start a new set:

Instructor:

Company:

Class Dates:

Tower City:

Tower State:

7 files selected.

<-- Click here to upload

**Fill in this information. Make sure you provide your instructor's name, company and the location and date of the tower day. This must match the class paperwork that you will mail in.**

Step 4: **Type the First & Last Name of each student under their photo**. Make sure the name matches the class paperwork. When complete Click **“CLICK HERE TO SEND NOW”** at the end of the page to submit.

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### Picture Upload

Instructor:


Company:

Class Dates:

Tower City:

Tower State:

**Photos will be listed below. Verify the class information here and type in each persons name under the photo. Make sure the names match their class paperwork and are spelled correctly.**



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### Picture Upload


Instructor:

Company:

Class Dates:

Tower City:

Tower State:



Student Name:

<-- Click here to submit photos

Step 5: **PROCESS COMPLETE**. Your photos have been submitted. You will be taken back to Step 1 to upload another class.

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### Picture Upload

Start a new set:

Instructor:

Company:

Class Dates:

Tower City:

Tower State:

No files selected.

**You are brought back to the main Photo Upload page to begin another upload for a new class. Please submit each class separate (different tower days.)**