SafeAccess User Guide

INTRODUCTION

- Your health and safety is important to us! We will leverage SafeAccess, a risk management solution suite to reduce risk, ensure compliance & provide peace-of-mind for in-person experiences
  - For more information, see: https://www.safeaccess360.com/
- Specifically, we will use the SafeAccess screening feature to communicate & obtain acceptance of the identified health and safety policies and procedures
- You will receive an **e-mail invite** from SafeAccess with a link to access the site. Please add no-reply@live.safeaccess.app to your contacts.
- SafeAccess is a completely web-based application, there is no APP to download or install!

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HINTS & TIPS

- While SafeAccess works on PCs/laptops, tablets and mobile-phones, we recommend that you accept the email invite to SafeAccess on your **mobile device**, so you're all set to check-in and show your SafeAccess green badge when onsite.
- If you are required to provide documents, e.g., proof of testing/vaccination
  - **Mobile device**: you can upload photos (or take pictures) of your documents; please **ensure** that your mobile device's browser has access to your camera/photos to enable this
  - **Laptop:** you can securely upload **PDFs/Images** (please note: editable docs such as MS Word are disallowed for security reasons)
- Windows PC users – please note that **Internet Explorer is NOT supported** by SafeAccess; please use **Chrome, Firefox**, or **Edge**

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HOW IT WORKS

1. Accept your Health & Safety Invitation from SafeAccess
2. Create your account by creating a password & enter your event Health & Safety Portal
3. Complete your Check-In!
4. Receive your Digital Health Pass via Email

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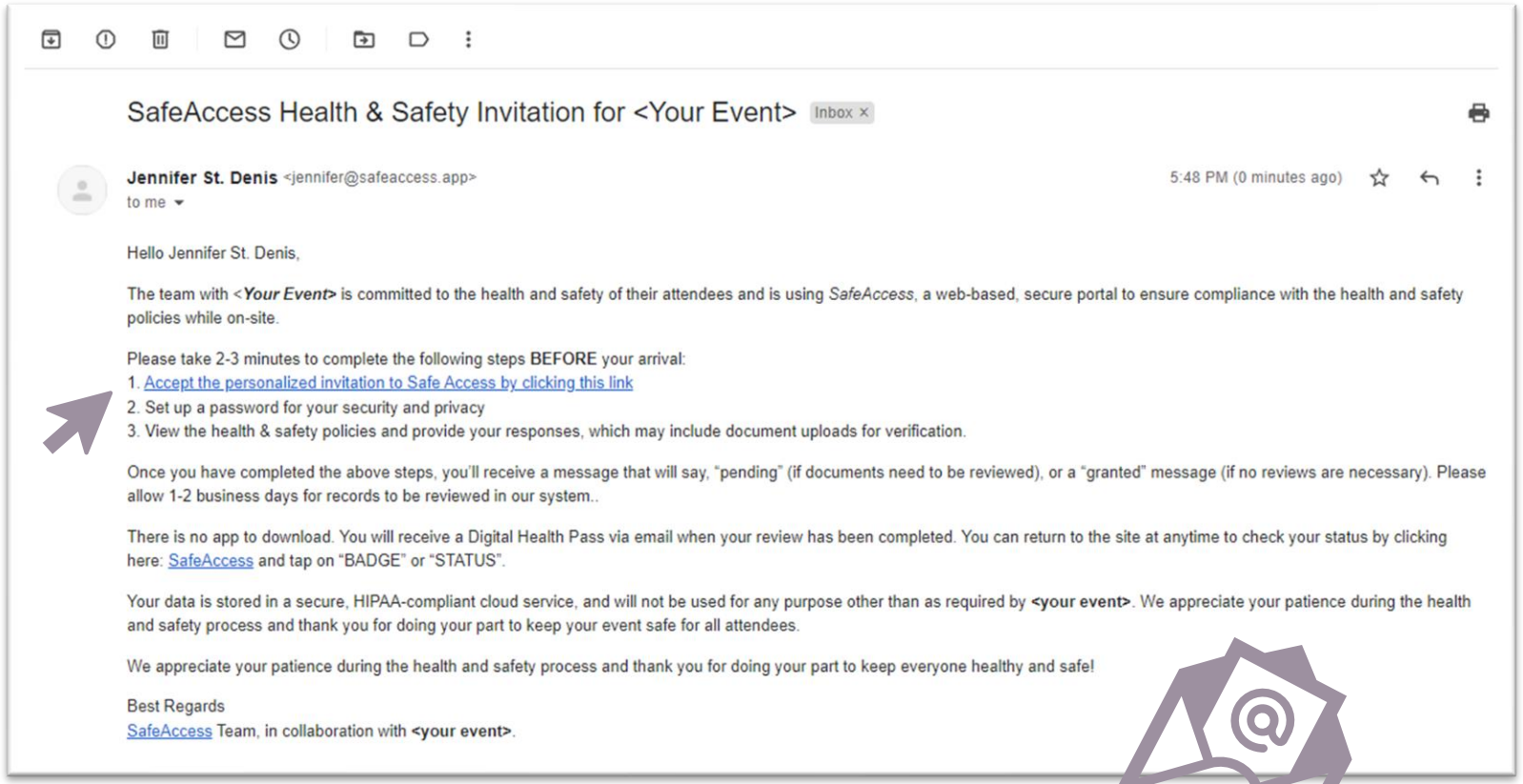
HOW IT WORKS

Step 1

You'll receive your SafeAccess Health & Safety Invitation.

Accept your Invitation by clicking on the link.



SafeAccess Health & Safety Invitation for <Your Event> Inbox ×

Jennifer St. Denis <jennifer@safeaccess.app> 5:48 PM (0 minutes ago)
to me

Hello Jennifer St. Denis,

The team with <***Your Event***> is committed to the health and safety of their attendees and is using *SafeAccess*, a web-based, secure portal to ensure compliance with the health and safety policies while on-site.

Please take 2-3 minutes to complete the following steps **BEFORE** your arrival:
1. Accept the personalized invitation to Safe Access by clicking this link
2. Set up a password for your security and privacy
3. View the health & safety policies and provide your responses, which may include document uploads for verification.

Once you have completed the above steps, you'll receive a message that will say, "pending" (if documents need to be reviewed), or a "granted" message (if no reviews are necessary). Please allow 1-2 business days for records to be reviewed in our system..

There is no app to download. You will receive a Digital Health Pass via email when your review has been completed. You can return to the site at anytime to check your status by clicking here: SafeAccess and tap on "BADGE" or "STATUS".

Your data is stored in a secure, HIPAA-compliant cloud service, and will not be used for any purpose other than as required by **<your event>**. We appreciate your patience during the health and safety process and thank you for doing your part to keep your event safe for all attendees.

We appreciate your patience during the health and safety process and thank you for doing your part to keep everyone healthy and safe!

Best Regards
SafeAccess Team, in collaboration with **<your event>**.

- Look for an email from no-reply@live.safeaccess.app
- We recommend adding this email address to your safe senders list and check your spam/junk folders

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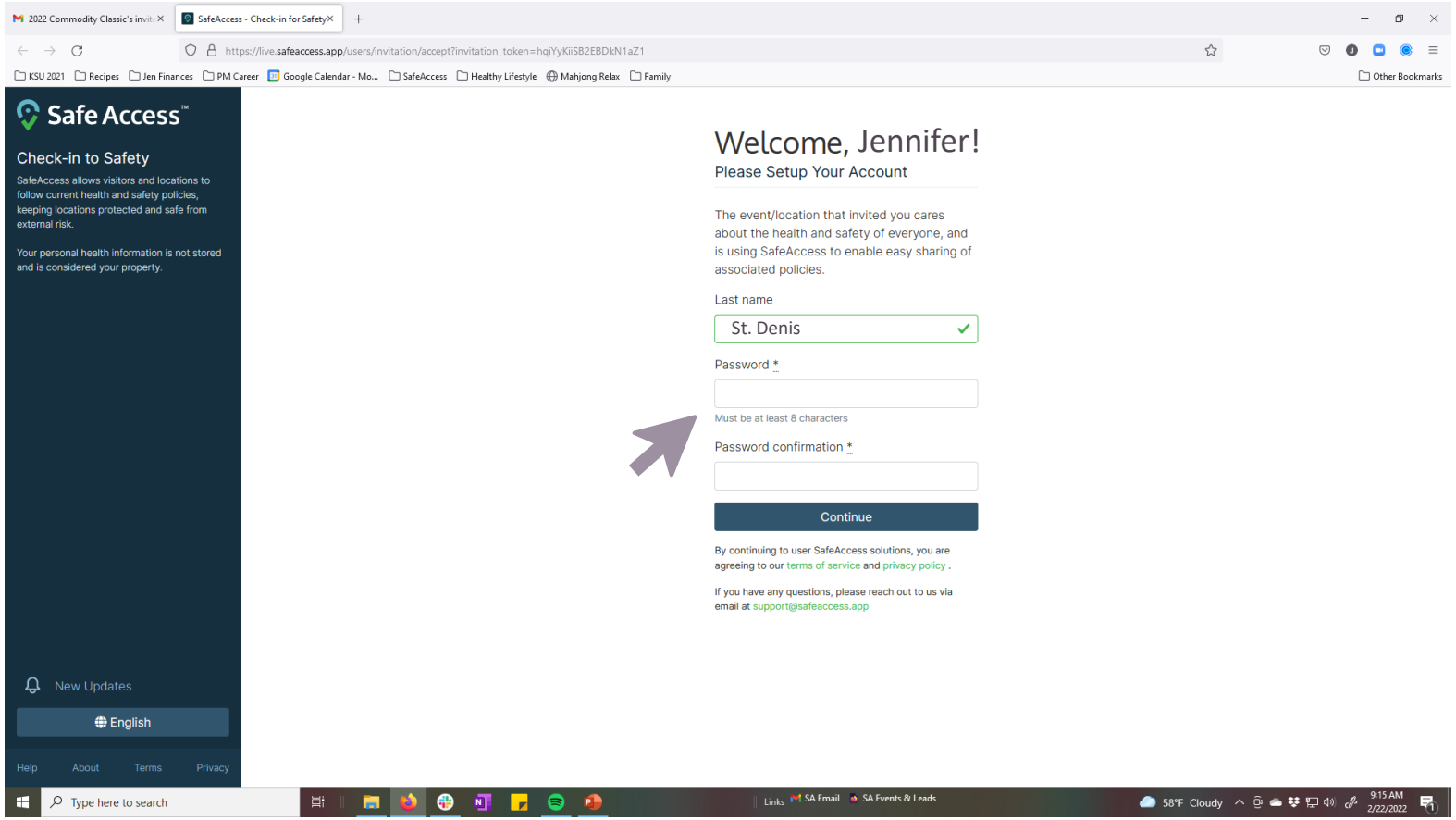
HOW IT WORKS

Step 2

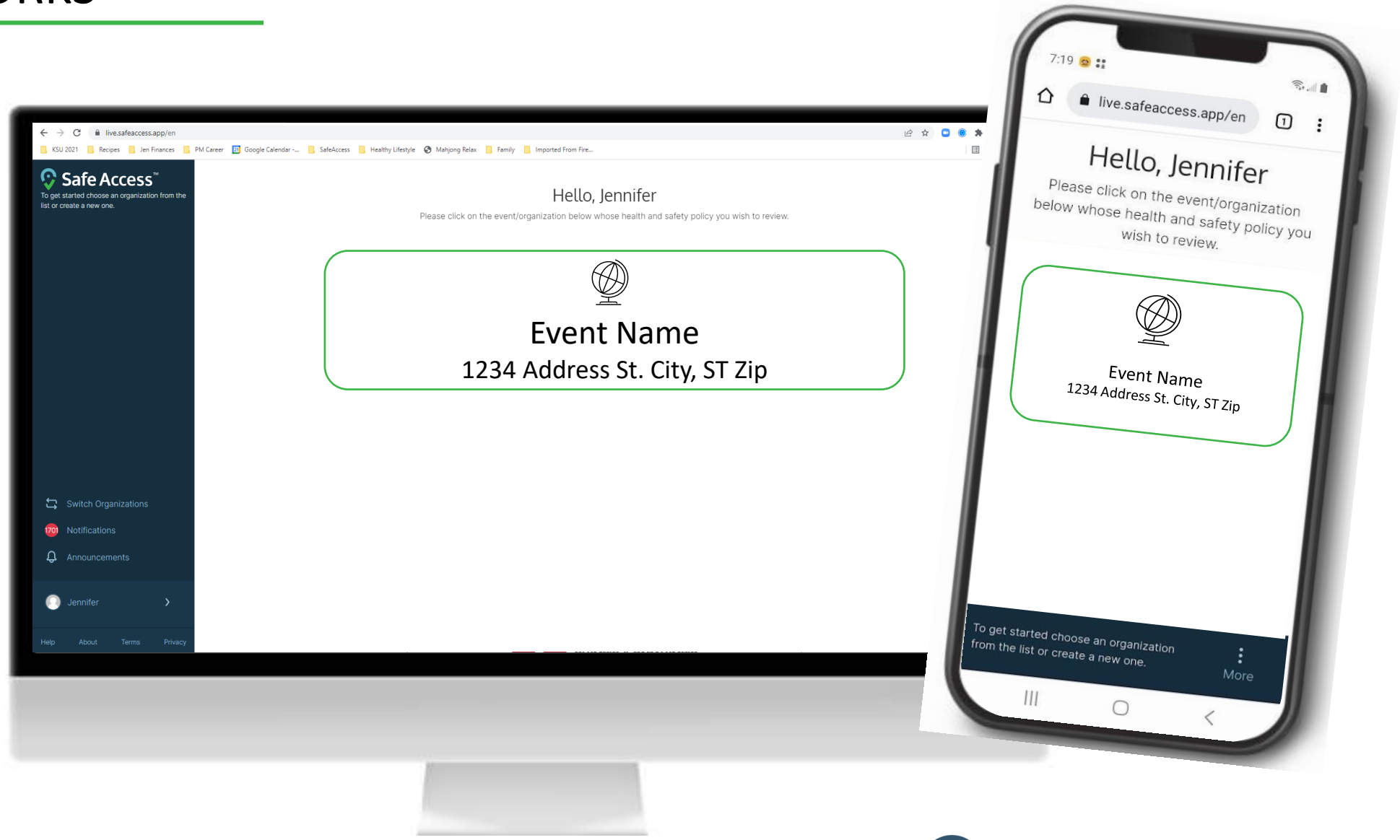
Accept the Invitation by clicking on the link and Setup your account



HOW IT WORKS

NEXT

Click on the Event Banner



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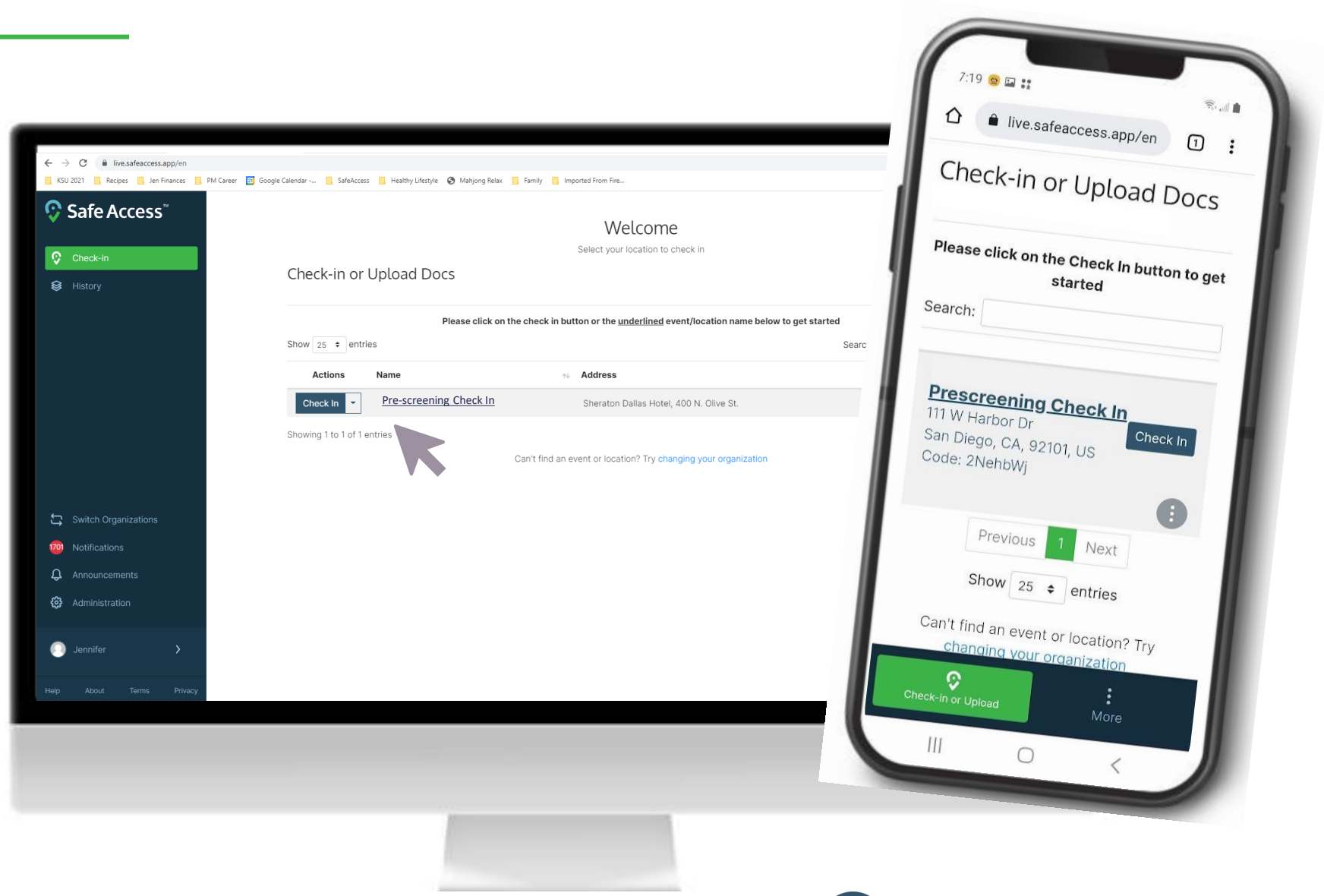
HOW IT WORKS

Step 3

Complete your Check-In



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HOLD TIGHT!

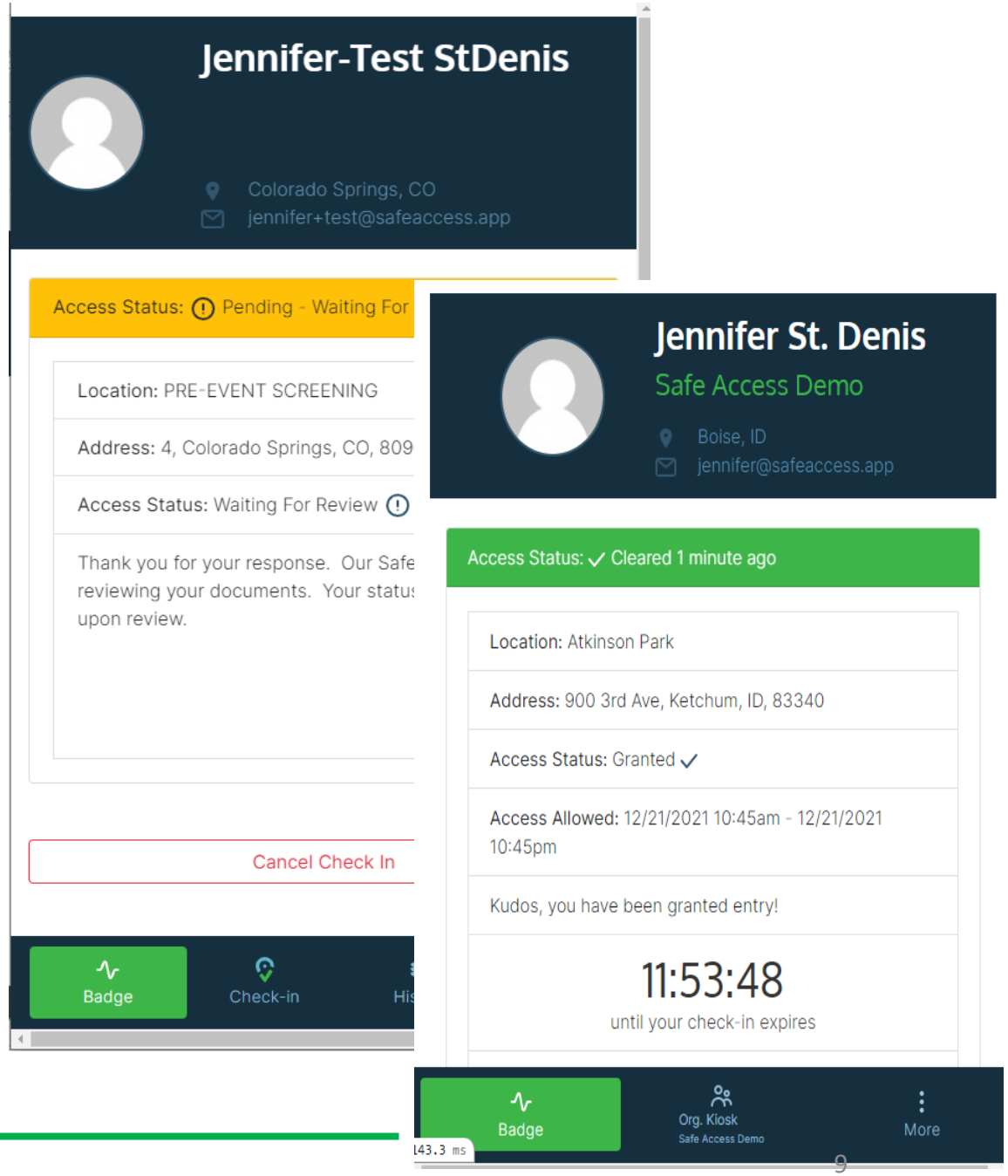
If you've uploaded a records for review:

Once you've completed your check-in process, you will receive the Yellow "Pending – Waiting for Review Badge"

Once reviewed by the SafeAccess Trusted Reviewer, your badge will change to a Green "Granted Access" message, and you'll be emailed your SafeAccess Digital Health Pass.

You may return to the site to view your status at anytime using this link:

[SafeAccess Website]



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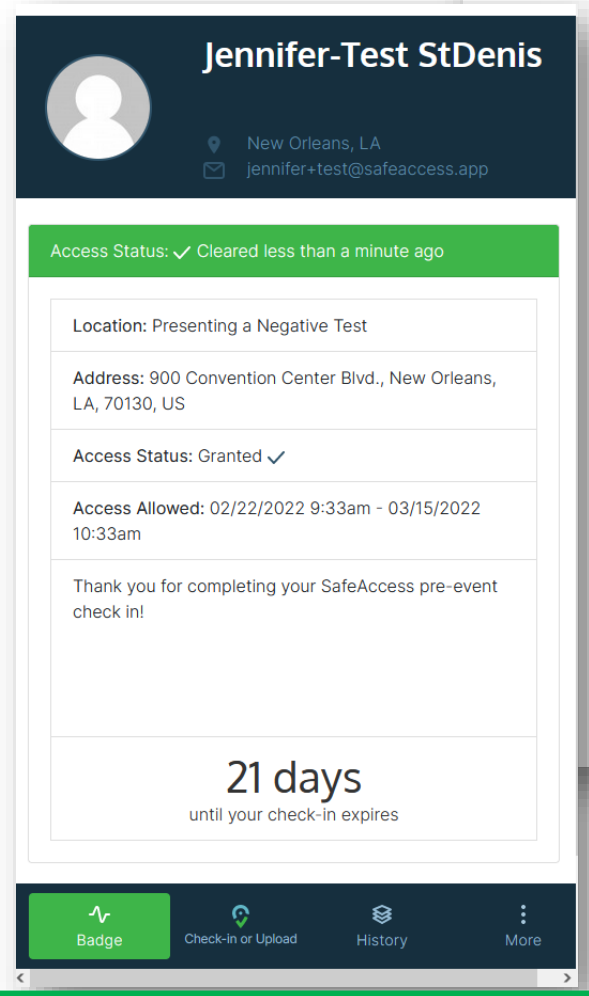
HOW IT WORKS

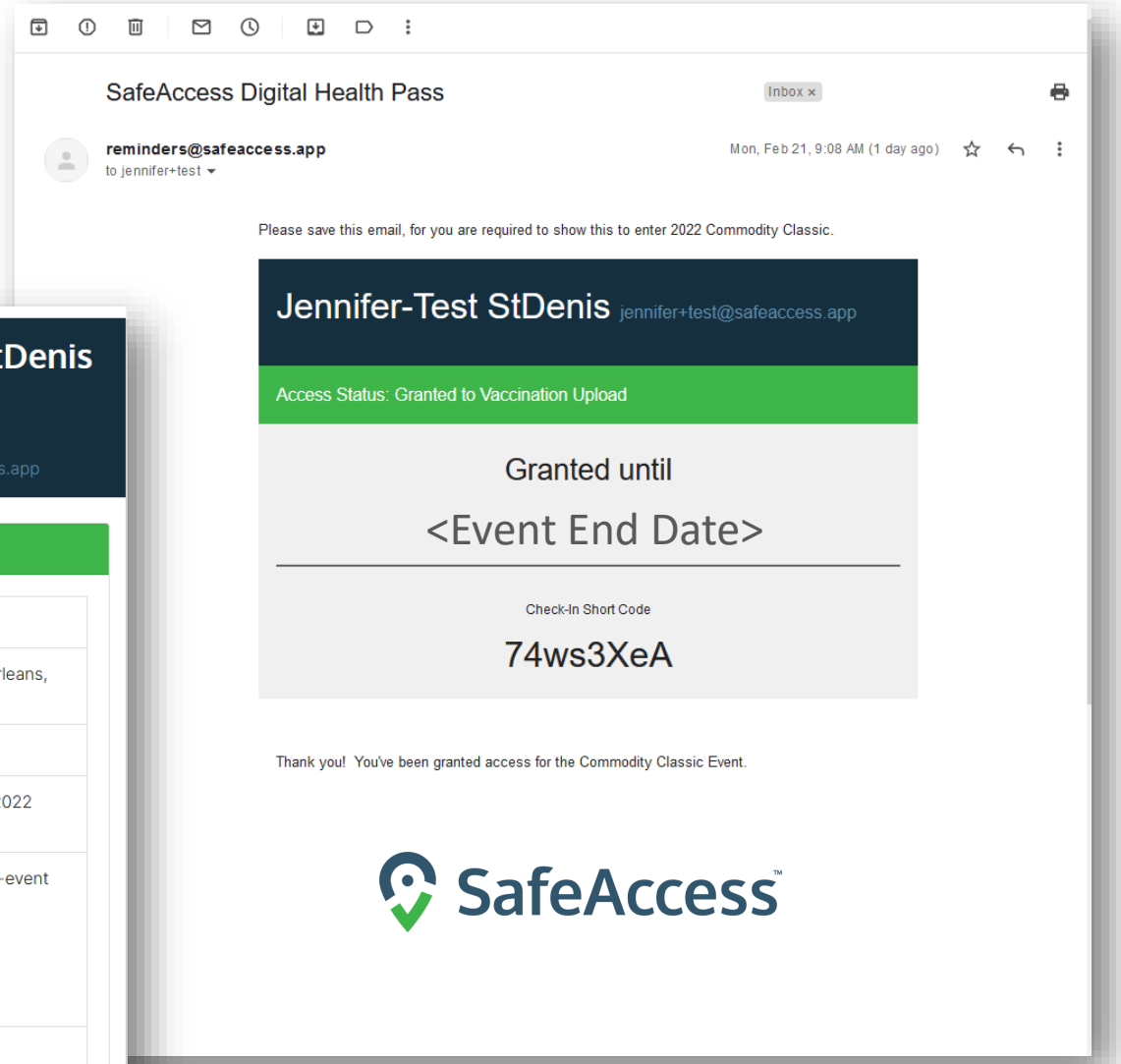
Step 4

Show us your

SafeAccess Digital Health Pass

when you arrive.





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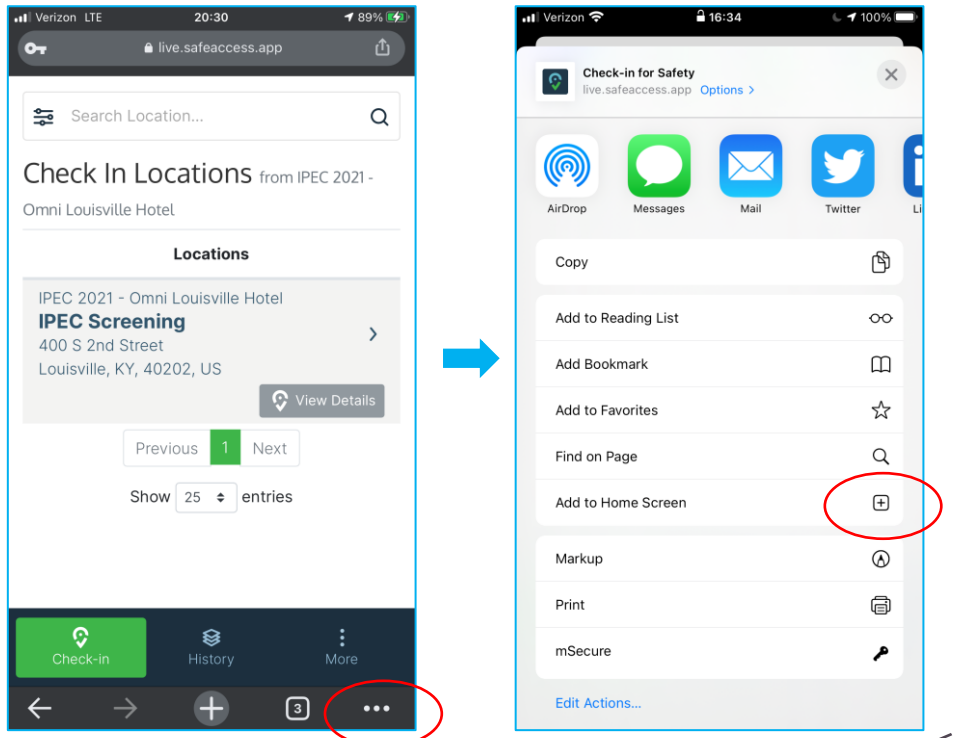
ADDING TO YOUR HOMESCREEN

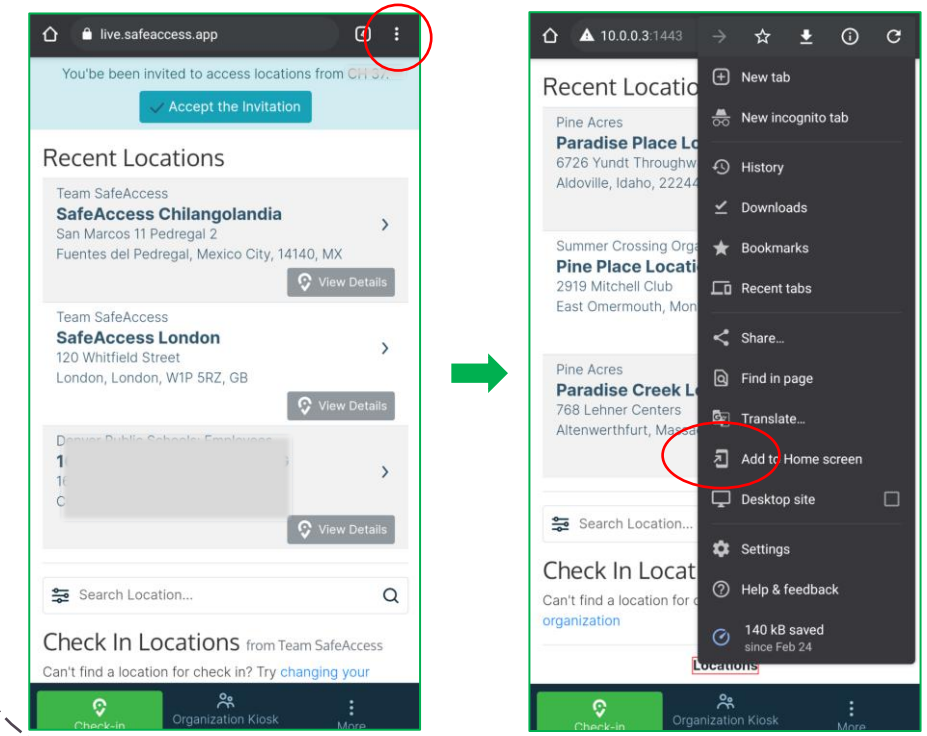
If you'd like to add a link to SafeAccess on your mobile device, you can do so by following the instructions below:

By doing this, you can easily return to the site to check your status or show your badge on-site!

iPhone - Safari



Android - Chrome



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NEED ASSISTANCE?

We have a team ready to help! Just email us at:

support@safeaccess.app

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