

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!



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**



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

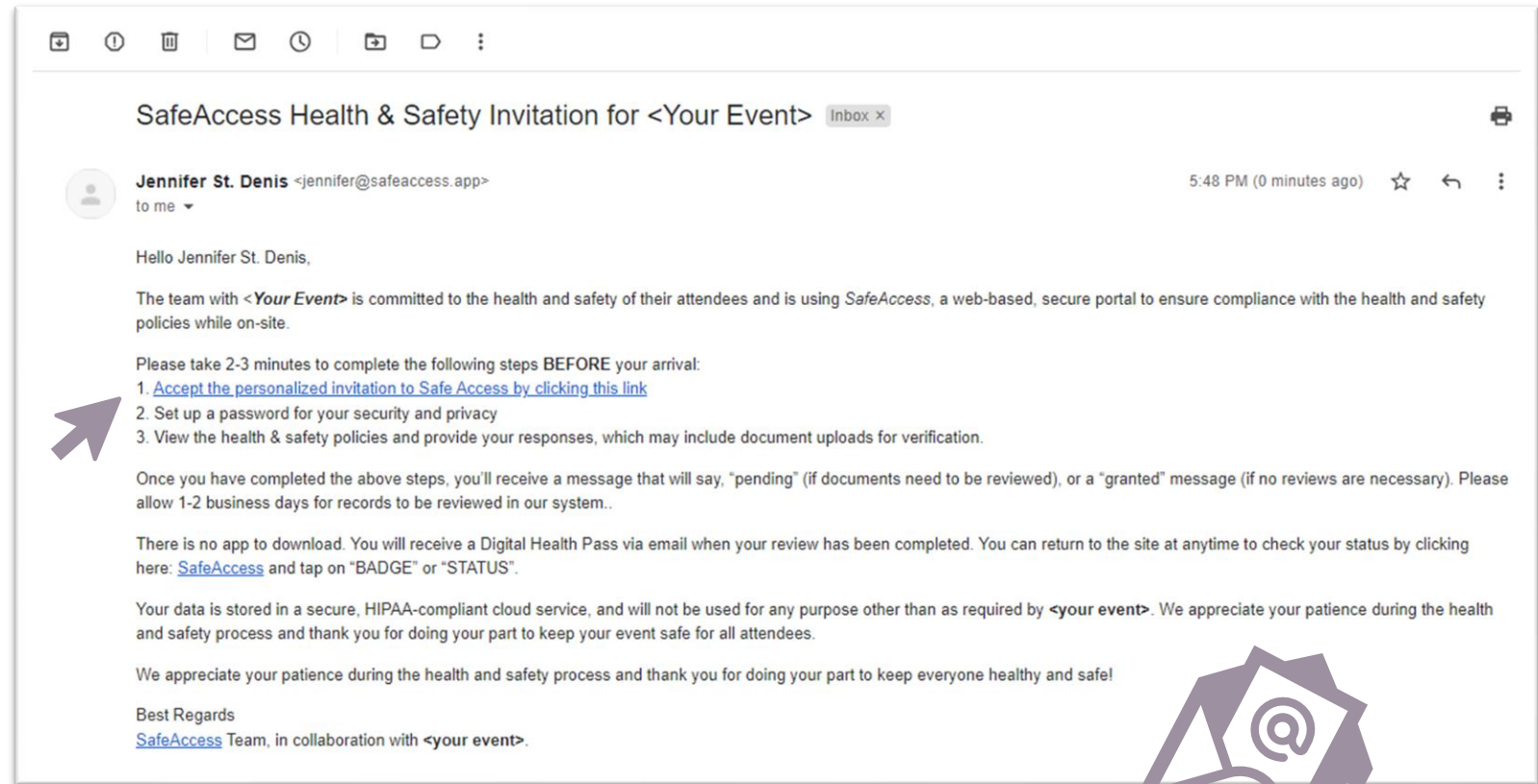




HOW IT WORKS

Step 1

You'll receive your SafeAccess Health & Safety Invitation.
Accept your Invitation by clicking on the link.



- 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



HOW IT WORKS

Step 2

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

The screenshot shows a web browser window with the URL `https://live.safeaccess.app/users/invitation/accept?invitation_token=hqYyKiSB2EBdkN1aZ1`. The page title is "Safe Access - Check-in for Safety".

Left Panel (Dark Blue):

- Safe Access™** logo
- Check-in to Safety**
- Text: "SafeAccess allows visitors and locations to follow current health and safety policies, keeping locations protected and safe from external risk."
- Text: "Your personal health information is not stored and is considered your property."
- Notification: "New Updates"
- Language selector: "English"
- Footer: "Help About Terms Privacy"

Main Content Area:

- Welcome, Jennifer!**
- Please Setup Your Account**
- Text: "The event/location that invited you cares about the health and safety of everyone, and is using SafeAccess to enable easy sharing of associated policies."
- Form field: "Last name" with value "St. Denis" and a green checkmark.
- Form field: "Password *" (empty). Below it: "Must be at least 8 characters".
- Form field: "Password confirmation *" (empty).
- Button: "Continue"
- Text: "By continuing to user SafeAccess solutions, you are agreeing to our [terms of service](#) and [privacy policy](#)."
- Text: "If you have any questions, please reach out to us via email at support@safeaccess.app"

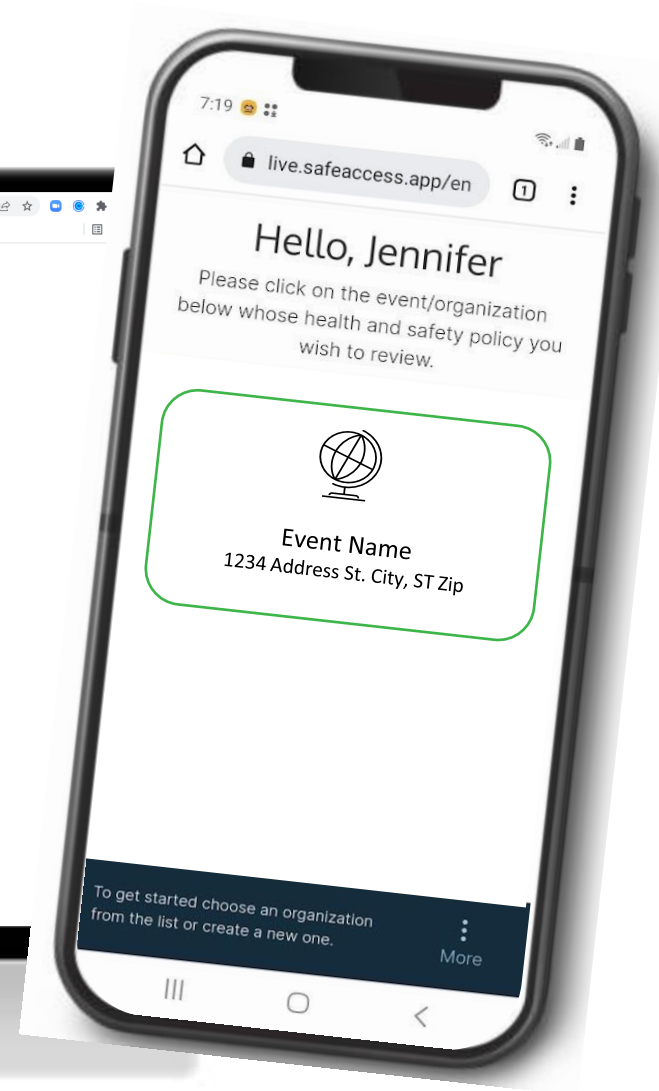
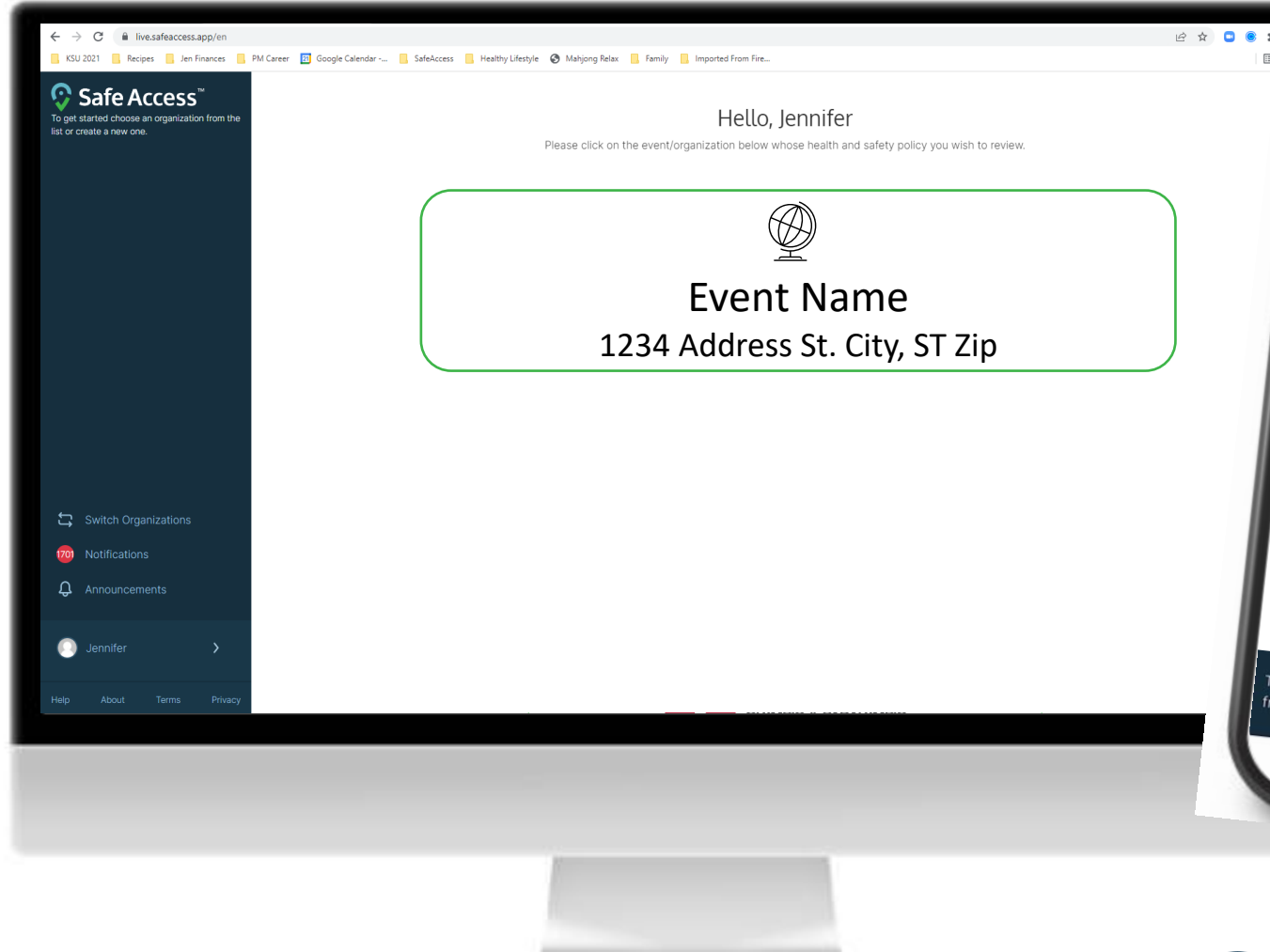
A mouse cursor is pointing at the "Continue" button.



HOW IT WORKS

NEXT

Click on the Event Banner

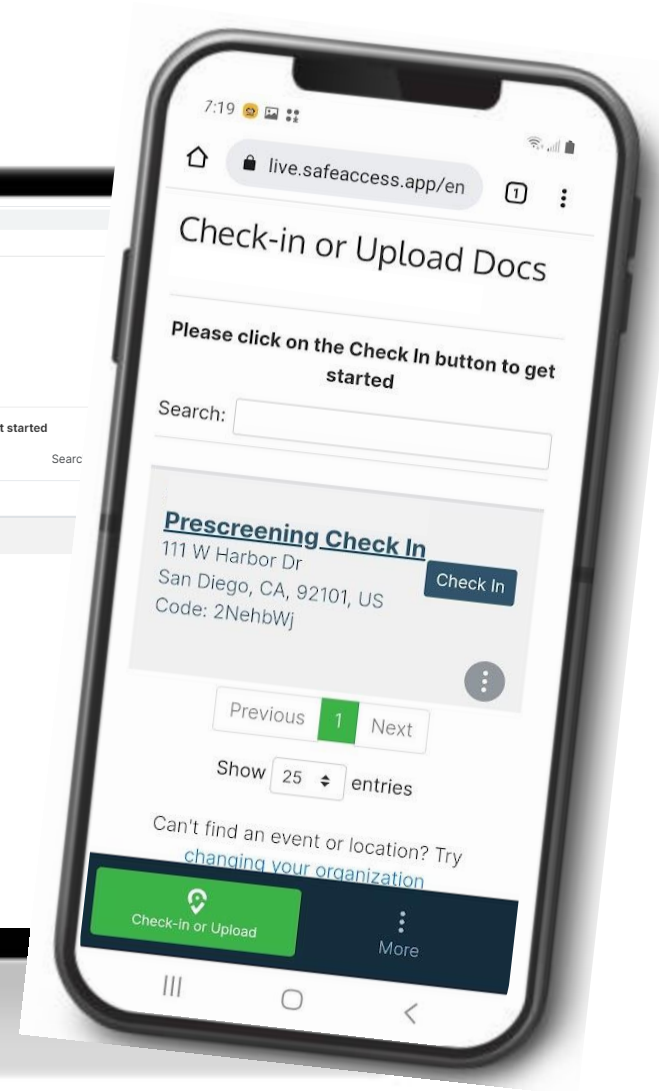
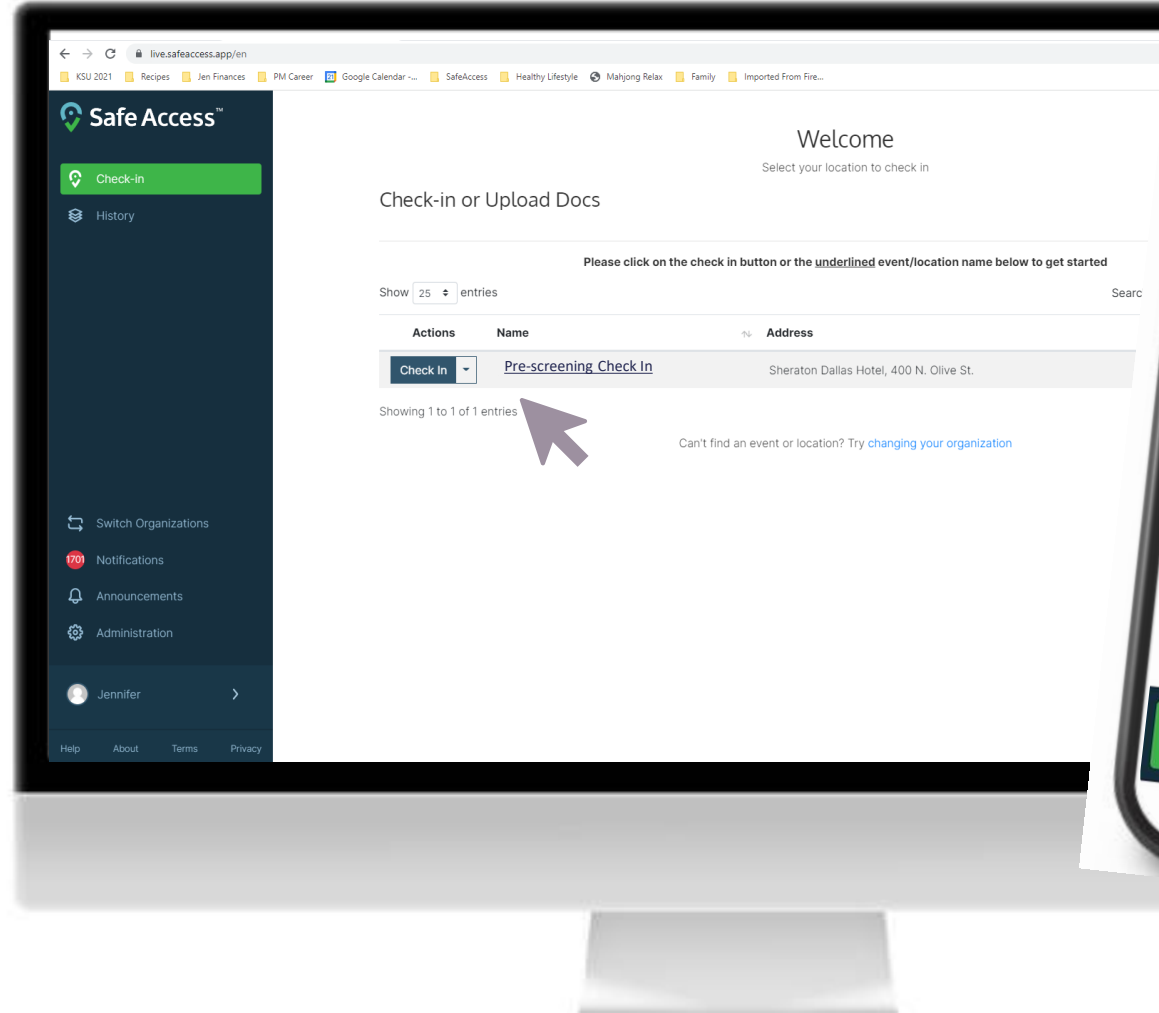




HOW IT WORKS

Step 3

Complete your Check-In





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](#)

The image displays two screenshots of the SafeAccess app interface. The top screenshot shows a user profile for 'Jennifer-Test StDenis' with a yellow badge indicating 'Access Status: Pending - Waiting For Review'. The profile details include 'Colorado Springs, CO' and 'jennifer+test@safeaccess.app'. Below the badge, the location is 'PRE-EVENT SCREENING', the address is '4, Colorado Springs, CO, 809', and the access status is 'Waiting For Review'. A message states: 'Thank you for your response. Our Safe reviewing your documents. Your status upon review.' A red 'Cancel Check In' button is visible at the bottom. The bottom screenshot shows the same user profile for 'Jennifer St. Denis' with a green badge indicating 'Access Status: Cleared 1 minute ago'. The profile details include 'Boise, ID' and 'jennifer@safeaccess.app'. Below the badge, the location is 'Atkinson Park', the address is '900 3rd Ave, Ketchum, ID, 83340', and the access status is 'Granted'. The access allowed time is '12/21/2021 10:45am - 12/21/2021 10:45pm'. A message states: 'Kudos, you have been granted entry!'. A large digital clock shows '11:53:48 until your check-in expires'. The bottom navigation bar shows 'Badge', 'Check-in', and 'His'.



HOW IT WORKS

Step 4

Show us your
SafeAccess Digital Health
Pass
when you arrive.

Jennifer-Test StDenis
New Orleans, LA
jennifer+test@safeaccess.app

Access Status: ✓ Cleared less than a minute ago

Location: Presenting a Negative Test

Address: 900 Convention Center Blvd., New Orleans, LA, 70130, US

Access Status: Granted ✓

Access Allowed: 02/22/2022 9:33am - 03/15/2022 10:33am

Thank you for completing your SafeAccess pre-event check in!

21 days
until your check-in expires

Badge | Check-in or Upload | History | More

SafeAccess Digital Health Pass

reminders@safeaccess.app to jennifer+test

Mon, Feb 21, 9:08 AM (1 day ago)

Please save this email, for you are required to show this to enter 2022 Commodity Classic.

Jennifer-Test StDenis jennifer+test@safeaccess.app

Access Status: Granted to Vaccination Upload

Granted until
<Event End Date>

Check-In Short Code
74ws3XeA

Thank you! You've been granted access for the Commodity Classic Event.

SafeAccess™

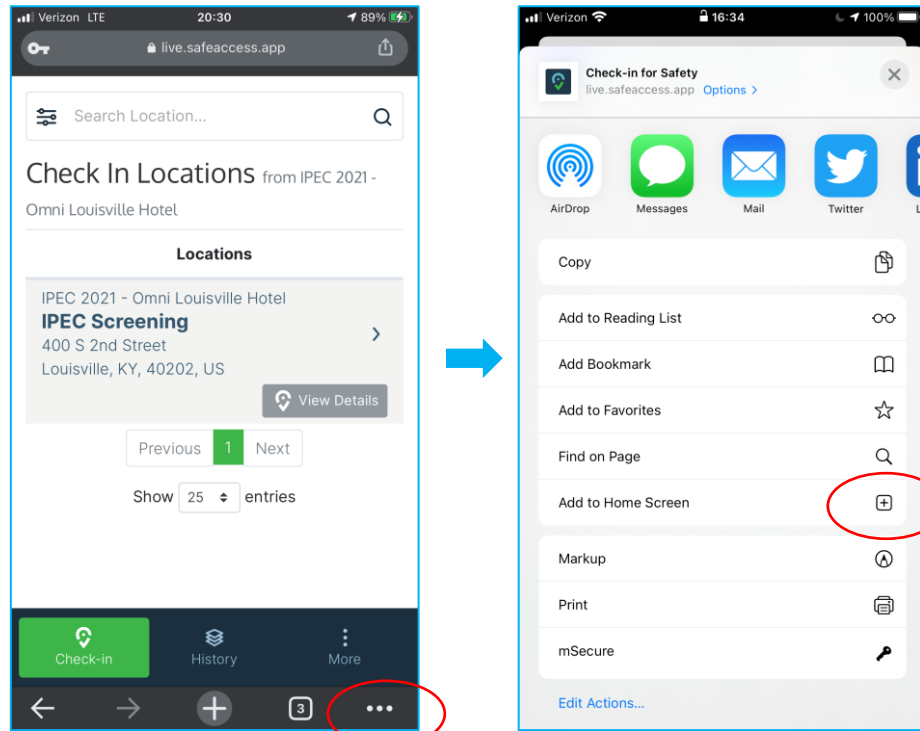


ADDING TO YOUR HOMESCREEN

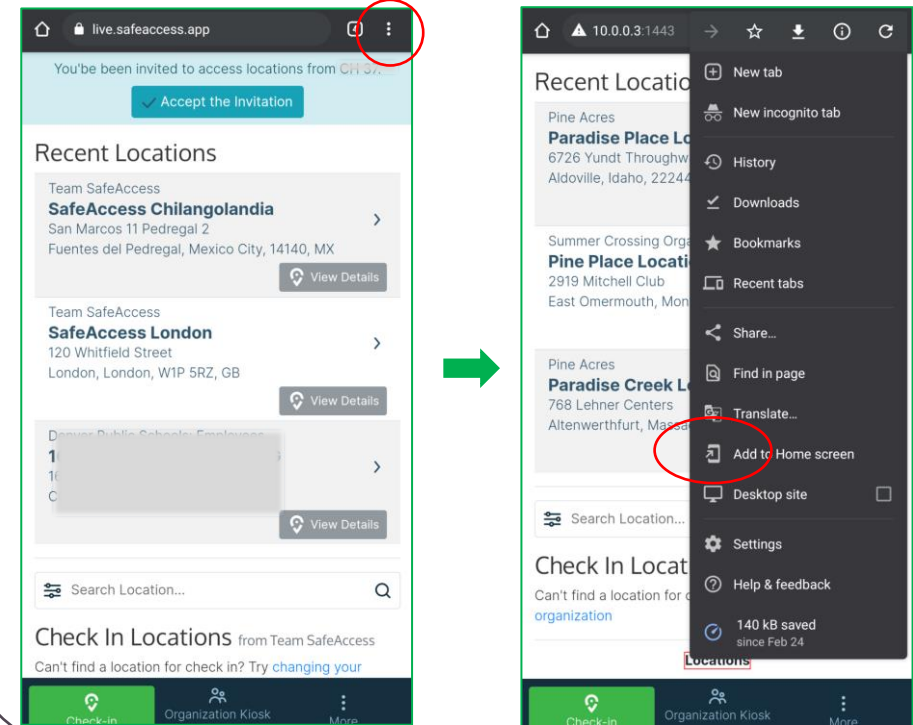
If you'd like to add a link to SafeAccess on your mobile device, you can do so by following the instructions below:

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

iPhone - Safari

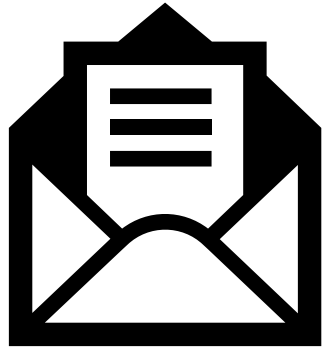


Android - Chrome





NEED ASSISTANCE?



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

support@safeaccess.app