



# Petroleum Oriented Safety Training

## Group Registration Instructions

### What is a Group Registration?

Companies can register multiple employees through POST. This method eliminates the need to create individual accounts online.

Companies have two options to register:

- 1) Register employees names
- 2) Purchase a block of courses and assign to employees as needed



### Payment

Once a registration is received, you will receive an e-invoice to pay online with a credit card

Companies are required to pay for all courses purchased.

### FAQ's

#### *Can I transfer an unused course to another employee?*

Yes, if you have registered a course under an employee no longer with your company and the course is unused, you can transfer the course to another employee.

#### *Instructions to edit profile:*

Log in with the username and password for that account. You will now be logged in under the current registrant. Click on the silhouette in the top right corner. Select the "**Profile**" to navigate to the profile page. Click '**Edit Profile**' in the User Details box enter the new information. To save your changes, click '**Update Profile**' button at the bottom of the page.

#### *I purchased fifteen courses last year and only used ten. Can I apply them to the next year?*

Unfortunately we will not be rolling over unused courses from the previous year any longer

### To Register

Download the [2024 POST GROUP REGISTRATION FORM](#) located under the main menu of the POST website.

### Questions?

Contact us toll free at 1-866-360-6722 or visit our website

[www.POSTtraining.ca](http://www.POSTtraining.ca)

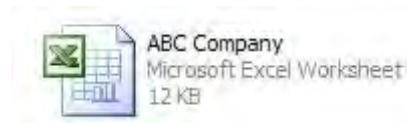
## GROUP REGISTRATION FORM - Instructions

- Download the POST Group Registration (Excel file). Save the form to your computer (Click Save> Beside file name, rename the form your company name e.g. ABCCompany-POST 2024.xls) > Click the Save button.

⇒ *Tip: The default folder for most items downloaded from the web is the Downloads folder*

⇒ *Tip: Save the registration form to an area easily accessible later (ie: Desktop, Downloads)*

- Open the file and complete the form. Make sure you save the file again to your computer when finished.
- Using your email program, send the completed form as an attachment to POST for processing.



### Completing the form

Billing Information: This is your main contact - All communication, passwords, invoices etc. will be sent to this person. If the contact information for receipt of usernames and passwords is different, indicate in the box provided.

#### COMPANY INFORMATION

SEND PAYMENT INSTRUCTIONS			
PO # (optional)	AND RECEIPT TO	E-MAIL	COMPANY NAME

## Two Ways To Register

### OPTION #1

You can purchase a block of courses and assign them to individuals as needed. Each course will be registered under the company name and address (see sample below). Courses must be assigned to an individual upon log in to ensure the individual's name appears on the certificate.

*Send generic logins  
Names provided below*

X

*Assign courses to individuals as needed  
Courses are registered to individuals based on names you provide below*

The form is returned with generic usernames and password assigned to each course. Individuals log in and change the first and last name and other information if applicable (company, address etc.).

### SAMPLE

USERNAME	PASSWORD	FIRST NAME	LAST NAME	EMAIL	COMPANY	ADDRESS	CITY	PROV	PC
ABCUSER1	3594	ABC	USER1	office @ab ccompany.com	ABC Company	123 Main St. Unit #2	Calgary	AB	A1A 1A1
ABCUSER2	3595	ABC	USER2	office @ab ccompany.com	ABC Company	123 Main St. Unit #2	Calgary	AB	A1A 1A1
ABCUSER3	3596	ABC	USER3	office @ab ccompany.com	ABC Company	123 Main St. Unit #2	Calgary	AB	A1A 1A1
ABCUSER4	3597	ABC	USER4	office @ab ccompany.com	ABC Company	123 Main St. Unit #2	Calgary	AB	A1A 1A1
ABCUSER5	3598	ABC	USER5	office @ab ccompany.com	ABC Company	123 Main St. Unit #2	Calgary	AB	A1A 1A1
ABCUSER6	3599	ABC	USER6	office @ab ccompany.com	ABC Company	123 Main St. Unit #2	Calgary	AB	A1A 1A1
ABCUSER7	3600	ABC	USER7	office @ab ccompany.com	ABC Company	124 Main St. Unit #2	Calgary	AB	A1A 1A2
ABCUSER8	3601	ABC	USER8	office @ab ccompany.com	ABC Company	125 Main St. Unit #2	Calgary	AB	A1A 1A3
ABCUSER9	3602	ABC	USER9	office @ab ccompany.com	ABC Company	126 Main St. Unit #2	Calgary	AB	A1A 1A4
ABCUSER10	3603	ABC	USER10	office @ab ccompany.com	ABC Company	127 Main St. Unit #2	Calgary	AB	A1A 1A5

## OPTION #2

Pre-register specific employees. Complete the form as per sample below.

⇒ *Tip: You can enter any address you like for each employee (e.g. home or office). You can also register employees under the same email if they do not have their own email address.*

**Send generic logins**  
**Names provided below**

X

**Assign courses to individuals as needed**  
**Courses are registered to individuals based on names you provide below**

## SAMPLE

### REGISTRANT INFO (All fields must be completed)

REGISTRANT INFO (All fields must be completed)				ADDRESS		PROV	POSTAL
FIRST NAME	LAST NAME	EMAIL (CAN USE SAME EMAIL FOR ALL)	COMPANY	Card/Decal will be mailed to this address	CITY	(AB)	CODE (A1A 1A1)
John	Smith	office@abccompany.com	ABC Company	123 Main St. Unit #2	Calgary	AB	A1A 1A1
Wayne	Jones	office@abccompany.com	ABC Company	123 Main St. Unit #2	Calgary	AB	A1A 1A1
Derek	Green	office@abccompany.com	ABC Company	123 Main St. Unit #2	Calgary	AB	A1A 1A1
Hugh	Little	office@abccompany.com	ABC Company	123 Main St. Unit #2	Calgary	AB	A1A 1A1
Phil	West	office@abccompany.com	ABC Company	123 Main St. Unit #2	Calgary	AB	A1A 1A1
Amy	Hughes	office@abccompany.com	ABC Company	123 Main St. Unit #2	Calgary	AB	A1A 1A1

The form will be returned to you with the usernames and passwords assigned to each individual.

USERNAME	PASSWORD	FIRST NAME	LAST NAME
smith96548	6594	John	Smith
jones96549	6595	Wayne	Jones
green96550	6596	Derek	Green
little96551	6597	Hugh	Little
west96552	6598	Phil	West
hughes96553	6599	Amy	Hughes

Send completed forms to [info@posttraining.ca](mailto:info@posttraining.ca) using your email program.

Your employees now simply go to the POST website, log in with their username and password and complete their training.

Complete instructions will accompany the returned form including how to update individual profiles.

**Questions?** Contact us at **1-866-360-6722**

