

Third Party Company Administrator User Guide: Third Party Compliance System

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About this Document

This document is meant as a guide for the Administrator (Admin) of Third Party Companies that work at ArcelorMittal Dofasco. This guide describes how to access and use the administrator functionality of the Third Party Compliance System (TPCS). In addition to administrator functionality, a company Admin also has full access to the Employee functionality of the Third Party Compliance System (see Third Party Employee User Guide). The Third Party Compliance System can be accessed at the following internet address, https://www.ecnet.dofasco.ca.

About the Third Party Compliance System

The Third Party Compliance System (TPCS) was developed to ensure all employees working for Third Party Companies at ArcelorMittal Dofasco are trained in the requirements of ArcelorMittal Dofasco's Third Party Health, Safety, and Environment Program and Handbooks. The system consists of an employee registration process and eLearning modules that must be completed on a yearly basis (every 12 months) by all third party employees prior to working at ArcelorMittal Dofasco.

Person having administrative rights in the TPCS can also use the system to manage employees that work for their company.

Administrative rights to the TPSC will only be granted to companies that have successfully passed ArcelorMittal Dofasco's Third Party Health and Safety qualification process. Upon successful qualification, an email will be sent to the company administrator designated during the qualification process. This email will contain a user name and temporary password.

Third Party Compliance System Access

AMD Admin Email

Sent: Thu 5/24/2012 1:02 PM

To: Company Admin

Your company, Test Carrier Company, has successfully passed ArcelorMittal Dofasco's Third Party Health and Safety qualification process.

Please access The Third Party Compliance System at the following internet address to complete the registration process.

Internet Address: https://www.ecnet.dofasco.ca

Username: 2975

Password: 2975

Refer to the Third Party Company Administrator User Guide for instructions on completing the registration process.

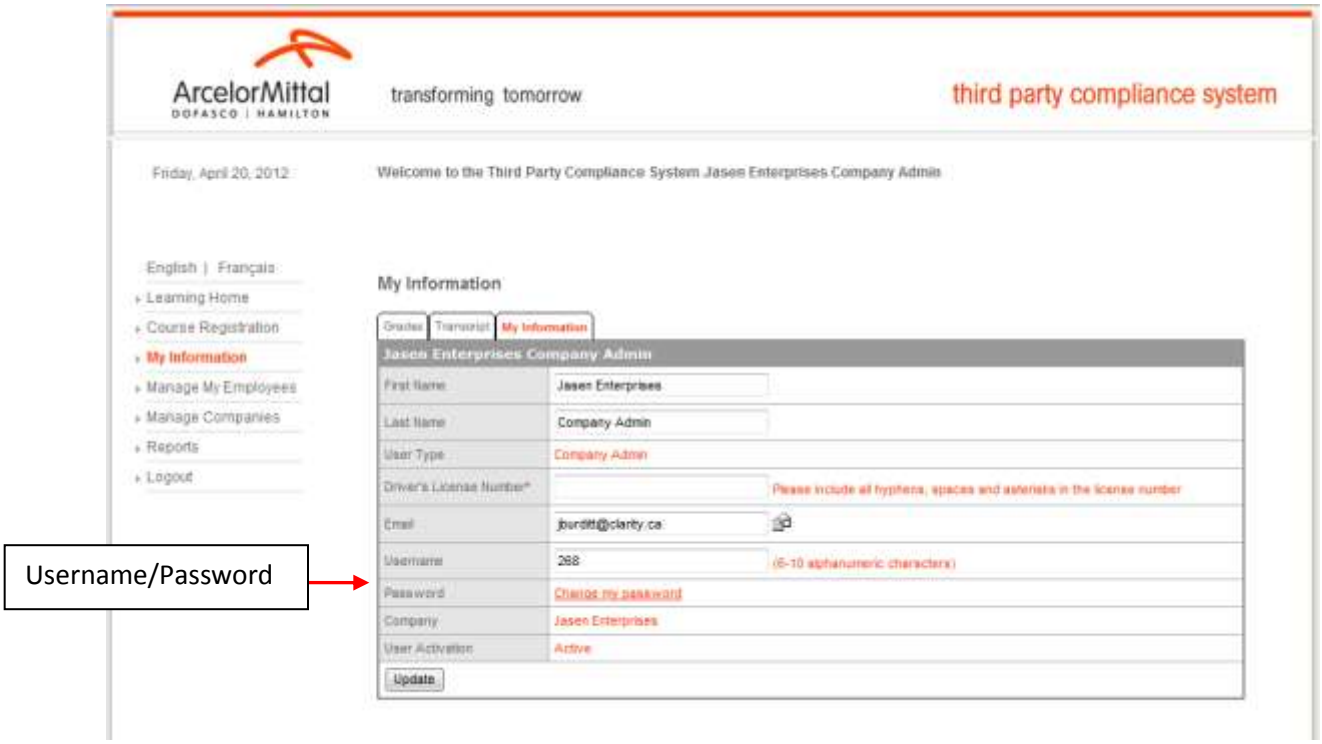
Thank You

Logging into the System

The Third Party Compliance System can be accessed through the following internet address, https://www.ecnet.dofasco.ca. This will display the main **Log-in Page**. Enter the username and password assigned to you in the appropriate box and click "**Log-in".**



Upon initial log-in the My Information page will appear. Complete the required information and change your username and password. The username must be 6-10 alphanumeric characters.



Change your password by clicking the Change my password link. The following pop-up window will appear reminding you of the password requirements that must be adhered to. When finished click "**Save"** to reset your password.



As a company admin you are not required to enter your driver's license number.

If you are an admin for a Carrier/Transportation company AND you are also a driver for the Carrier/Transportation company, you will be required to add yourself as an employee in TPCS (see Add New Employee section of this user guide) and complete the Third Party Compliance Course. The Learning Home page is used to view the learning course(s) available to you (refer to the Third Party Employee User Guide for instructions on how to complete a course).

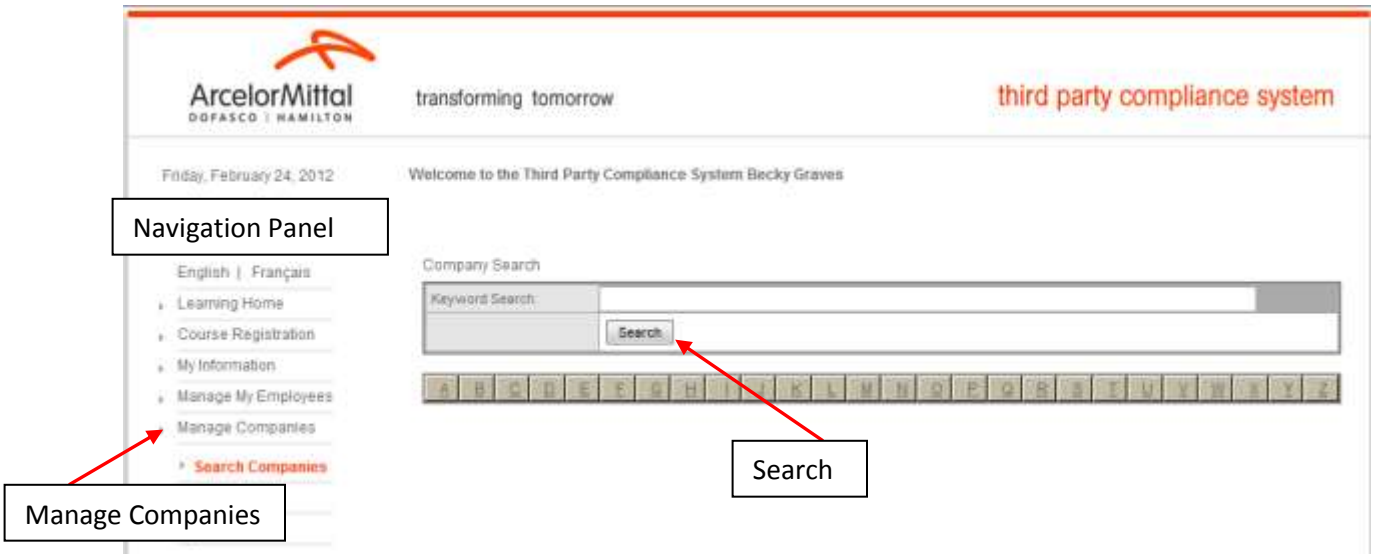
Company Administrator Functions

As the Company Administrator you have the ability to perform the following functions in the TPCS to manage company information and employees working for your company:

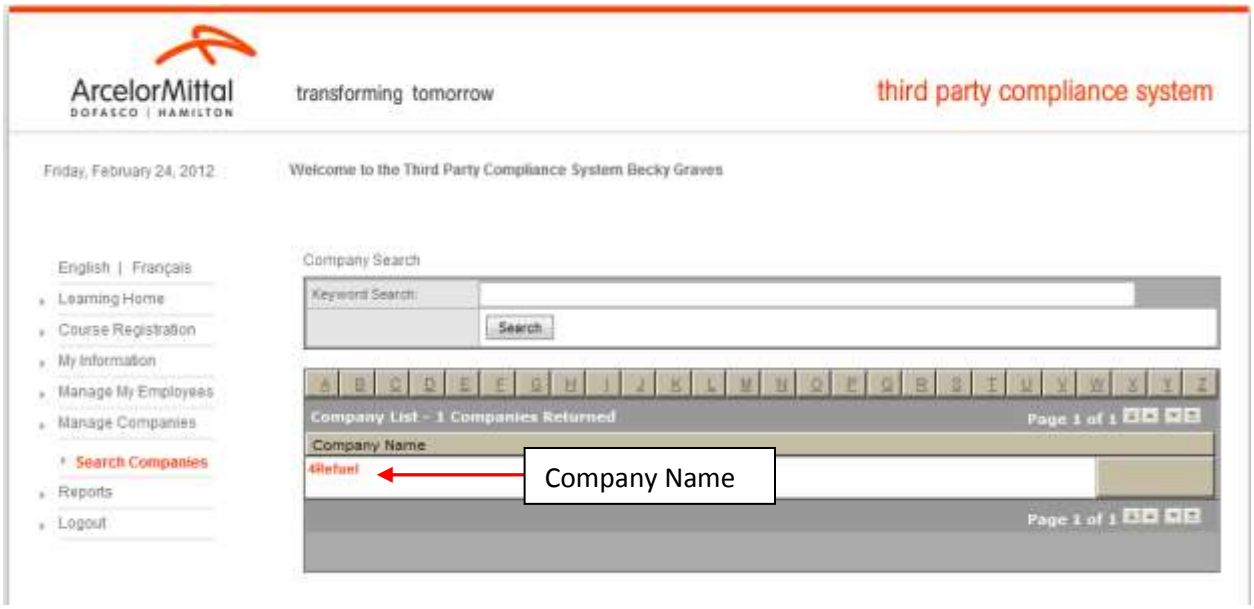
- Manage Companies
- Add a new employee
- Associate/disassociate an employee to your company
- View the certification status of an employee
- Generate reports

Manage Companies

As a Company Administrator you can edit the details of the company you work. To do this, select the **Manage Companies** option on the left navigation panel. The **Company Search** Page will appear.

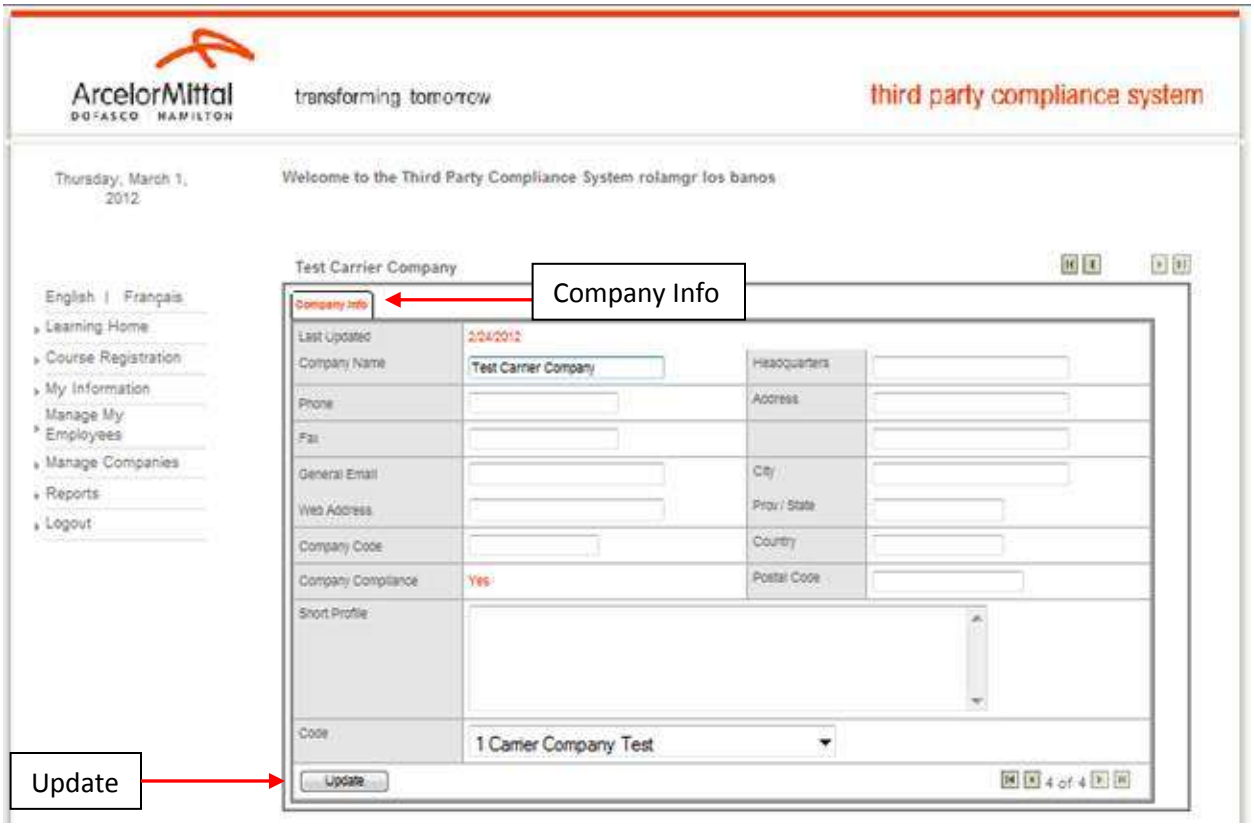


Select "**Search" in the Keyword Search Box** to display the company name(s) that you have administrative rights to.



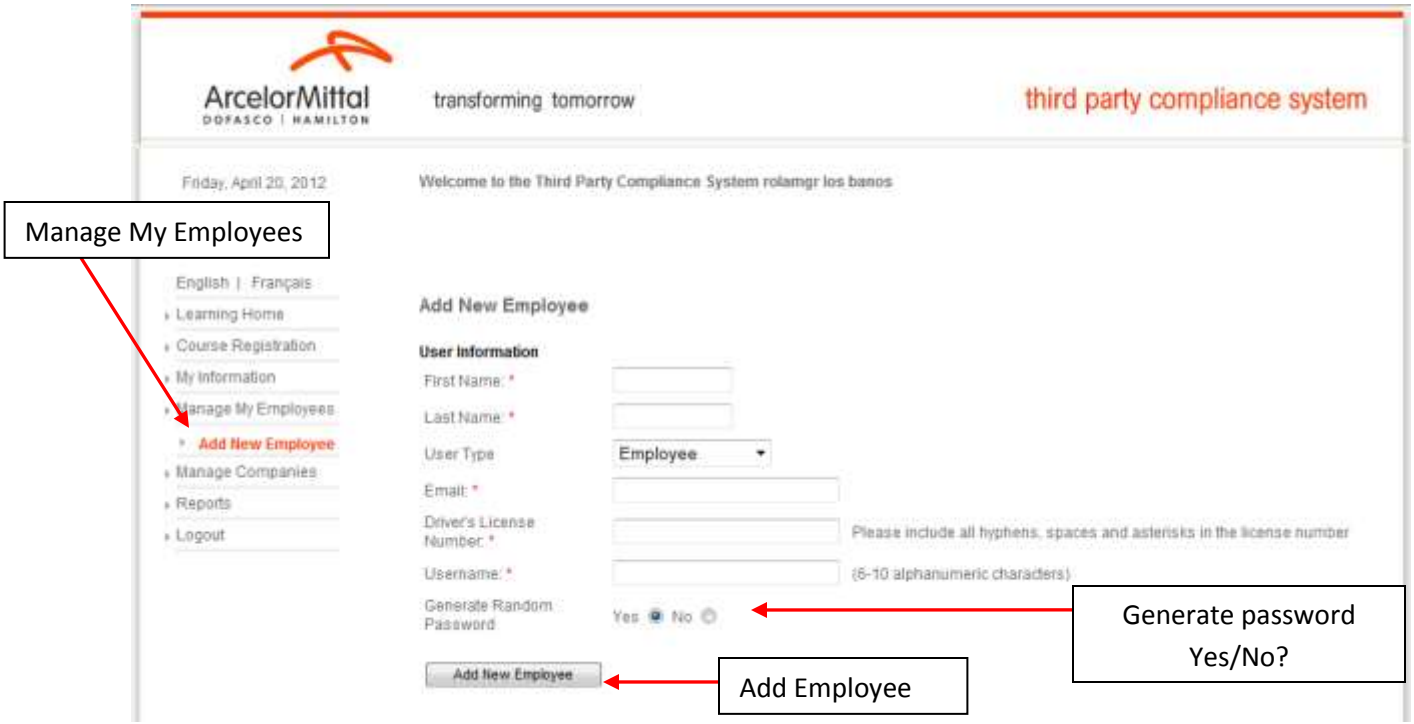
Click on the company name to open the **Company Information (Company Info)** page.

Enter or change any of the information on this page and then click “**Update”** to save.



Add a New Employee

Employees can register themselves into TPCS, but as a company Administrator you can also add a new employee into the TPCS for your company. To do this, click the "**Manage My Employees"** option in the left navigation panel, and then click the "**Add New Employee"** sub-option that appears. The **Add New Employee** page will appear.



Enter the new employee's information into the required field (*). The employee's driver's license is only required for employees working for Carrier/Transportation company(s).

The system can auto-generate a password, or you can create a password for the employee. Once you have complete entering the required information click "**Add New Employee"**.

An email will be sent to the employee containing their username, password and link to the TPCS site. The employee will be required to access the TPCS to complete the registration process and required course(s).

Lime: New User Registration/Lime: Enregistrement d'un nouveau usager

noreply@amd.com

Sent: Mon 4/23/2012 10:51 AM

To: Name of the user registered

New User 'rolaar24' has been registered.

Your login information is as follows:

Username: rolaar24
Password: Telus135

Please access ArcelorMittal Dofasco's Third Party Compliance System using this link https://ecnet.dofasco.ca to:

- change your passowrd,
- validate your personal information and driver's licence number,
- Complete the required course.

Thank you.

Le nouveau usager 'rolaar24' a été enregistré.

Votre nom d'usager et votre mot de passe sont les suivant:

Nom d'usager: rolaar24
Mot de passe: Telus135

S'il vous plaît accéder le système de conformité de tierce partie d'ArcelorMittal Dofasco en utilisant ce lien https://ecnet.dofasco.ca pour:

- modifier votre mot de passe,
- confirmer votre information personnel et le numéro de votre permis de conduire,
- compléter le cours requis.

Merci.

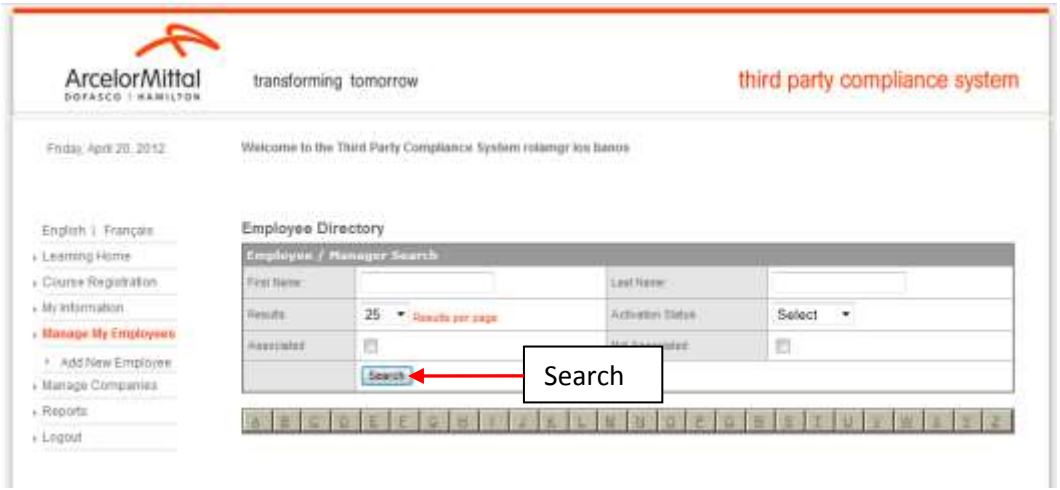
Associate/Disassociate an employee with a Company

Company Administrators can associate or disassociate employees with the companies they manage. You will receive an email every time an employee adds you to the list of companies they are working for. Access the Third Party Compliance System to associate them to your company.

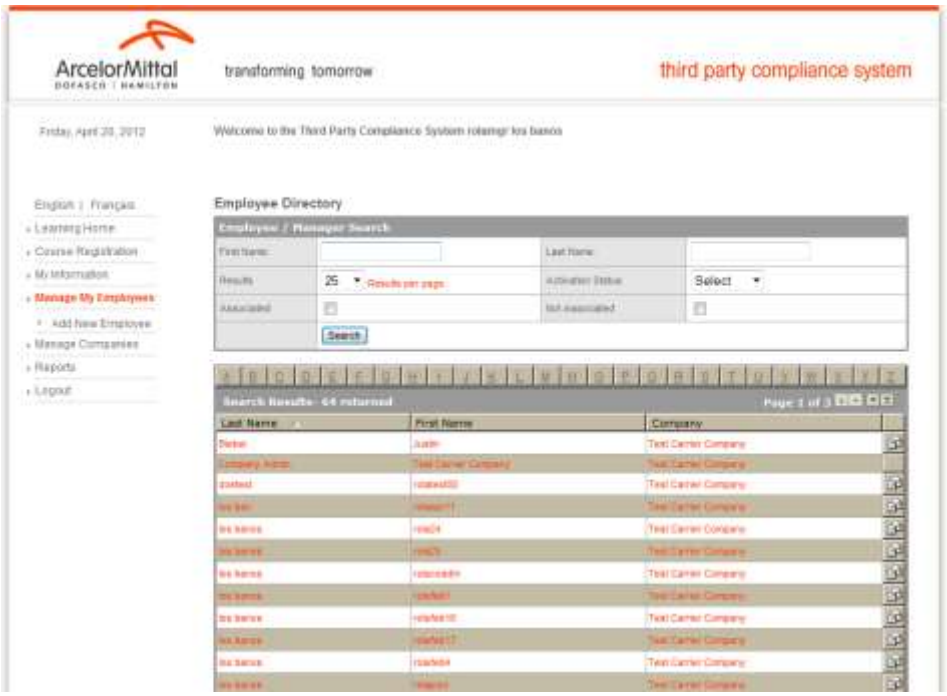


Associate an Employee

To associate an employee to a company first select the **Manage My Employees** option in the left navigation panel of TPCS. The Employee Directory search page will open.

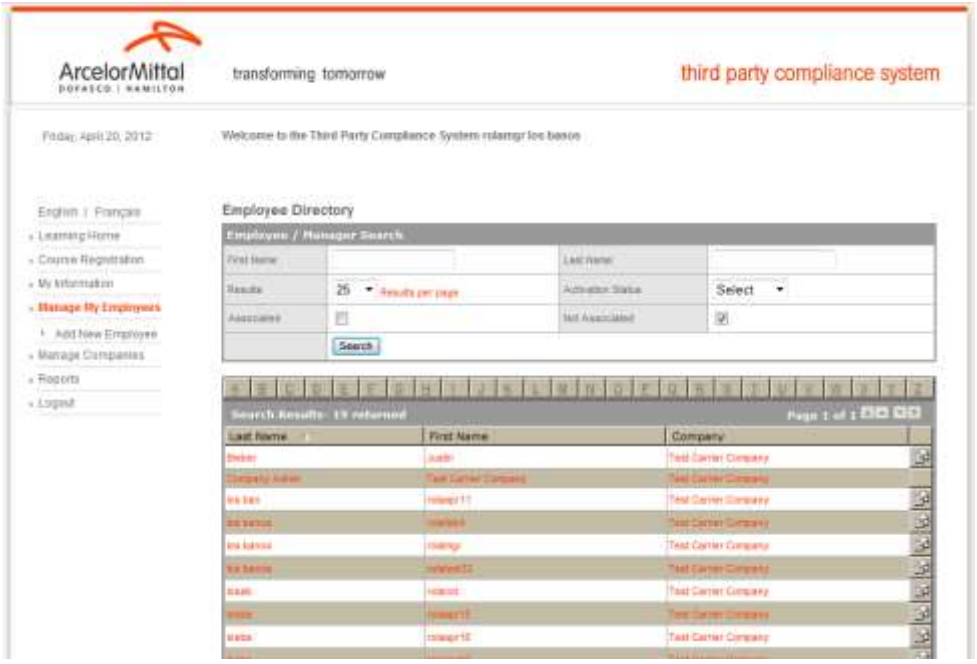


Perform a search by entering criteria into any of the fields and then clicking **Search**. Or bring up a list of names of employees that are managed by the company Administrator by clicking the **Search** button (with no criteria entered).

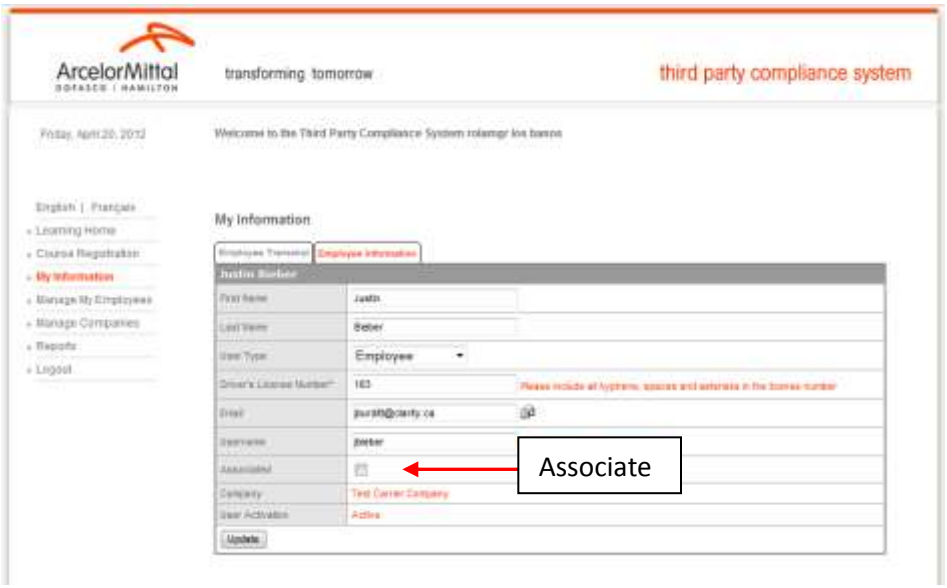


Company Administrators have access to the records of employees that are registered to the same company as the Company Administrator manages; these employees are already 'associated.'

To associate an employee who is not currently associated, click the **Not Associated** checkbox and then click **Search.** All unassociated employees will appear.



Click on the name to be associated to bring up the employees personal profile. You will notice that the **Associated** box is unchecked, click it to checkmark it and then click **Update** to save and associate the employee to the company.



Disassociate an Employee

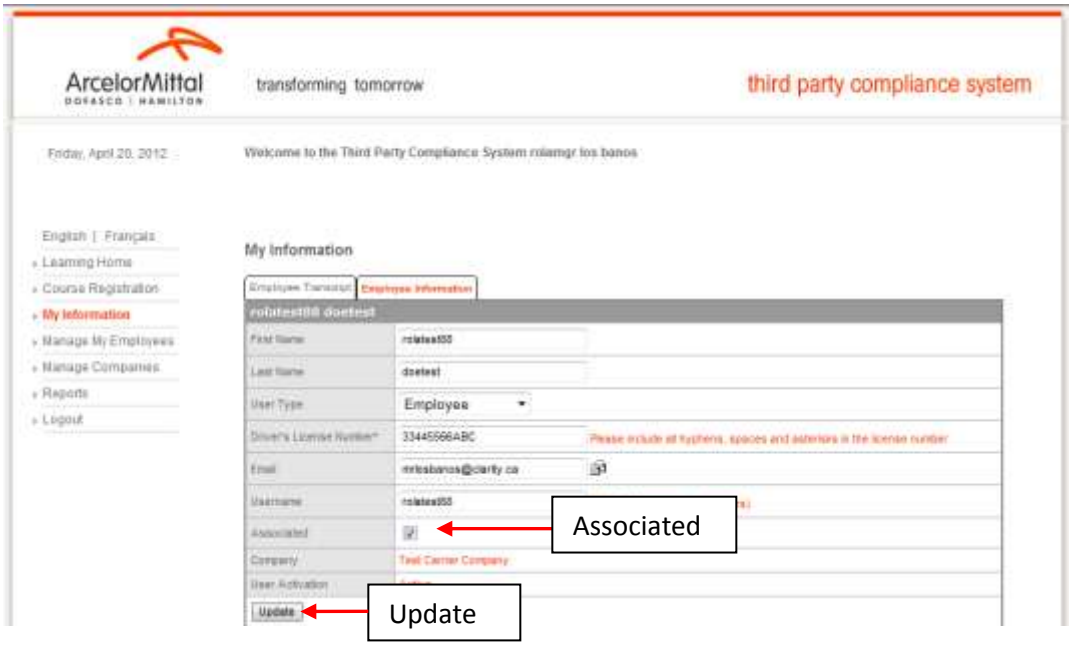
If an employee is no longer working for the company, they must be disassociated.

To disassociate an employee from a company first select the **Manage My Employees** option in the left navigation panel of TPCS. The Employee Directory search page will open.



Perform a search by entering criteria into any of the fields and then clicking **Search**. Or bring up a list of names of employees that are currently associated by selecting the **Associated** checkbox and then clicking the **Search** button.

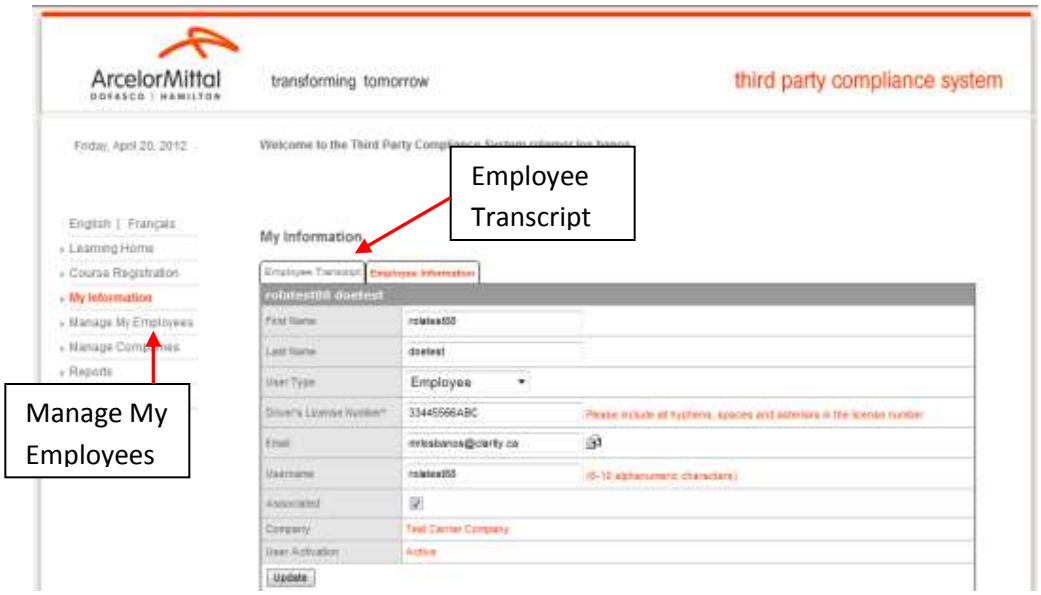
Click on the name to be disassociated to bring up the employees personal profile. You will notice that the **Associated** box is checked, click it to uncheck it and then click **Update** to save and disassociate the employee to the company.



View Certification Status of an Employee

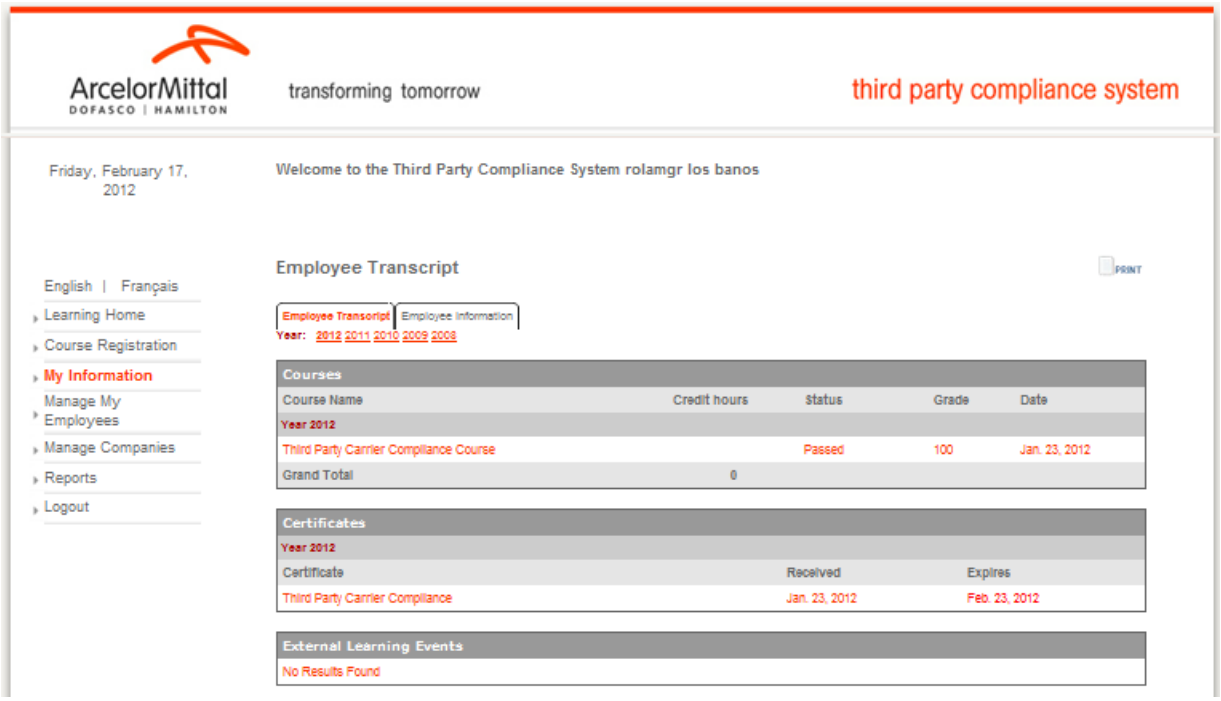
Company Administrators can check on the progress and status of an employee's certification.

To view an employee's certification status select the **Manage My Employees** option in the left navigation panel of TPCS. Perform a search in the **Employee Directory** that appears. Click on the name of the employee to be viewed to bring up their personal profile.



To view their certification status, click on the **Employee Transcript** tab to view the following information:

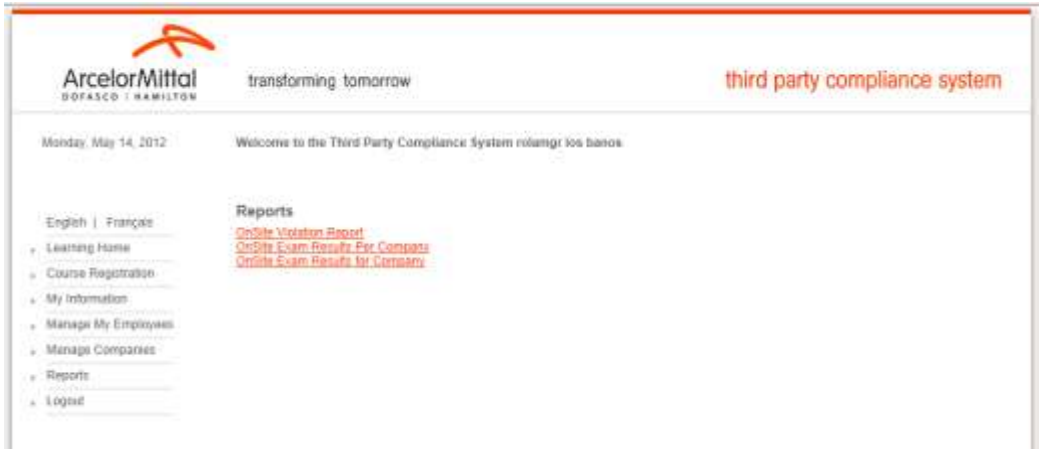
- Course Name, Status, Grade and Date of Completion
- Certificate(s) Earned, Date of receipt and Date of Expiry



Generate Reports

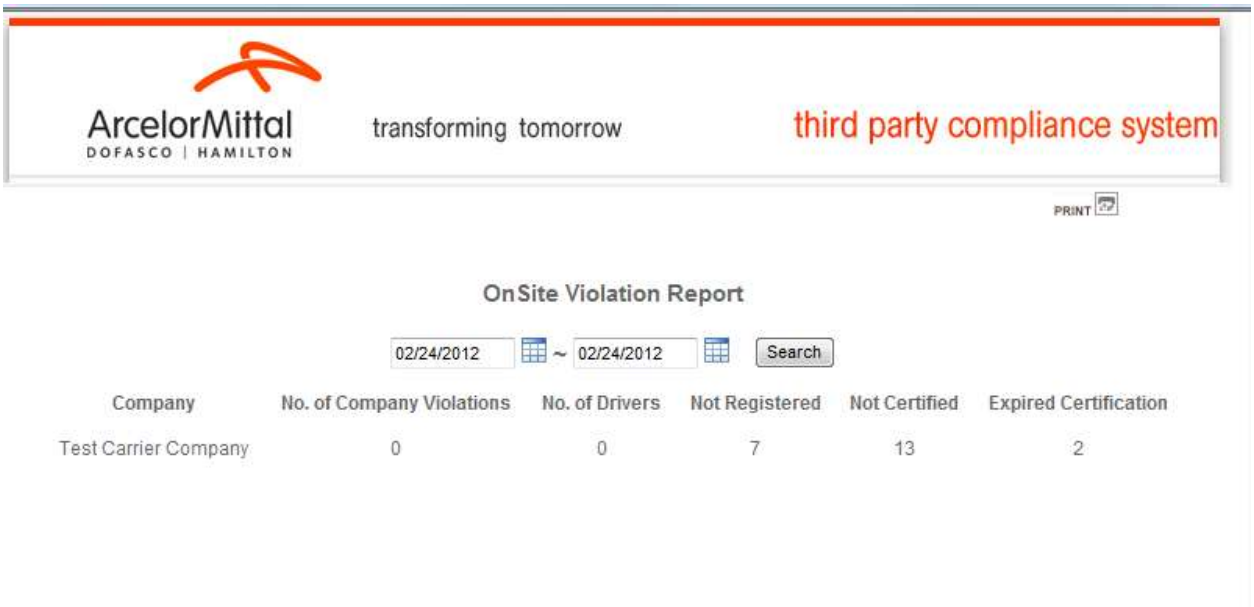
There are 3 reports accessible to the company Administrator. These are:

- OnSite Violation Report
- Onsite Exam Results per Company
- OnSite Exam Results for Company



Onsite Violation Report

This report will summarize for a given period of time the number of violations a company has had.

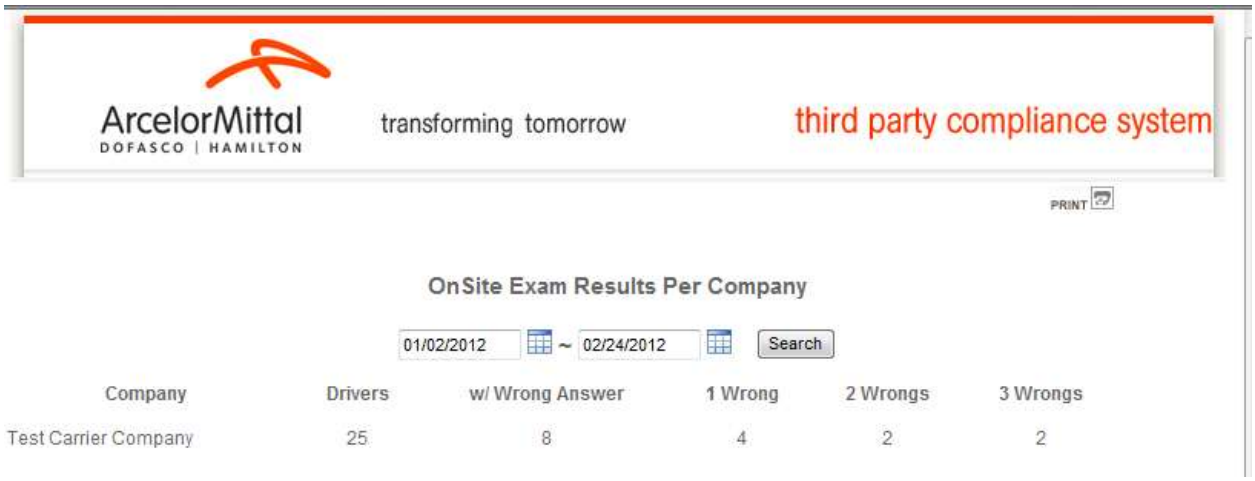


- **No. of Company Violations** column refers to the number of times a company has attempted to come on-site but were no longer compliant with the requirements of ArcelorMittal Dofasco's Third Party Health, Safety and Environment Program.
- **No. of Drivers** column refers to the number of employees that came on site in a given period of time.
- **Not Registered** column refers to the number of times a non-registered employee attempted to come on site.
- **Not Certified** column refers to the number of times a registered employee has attempted to come on site but the employee has not passed the required course(s).
- **Expired Certification** column refers to the number of times a registered employee has attempted to come on site with an expired certification.

Onsite Exam Results Per Company

This report is for Carrier Companies only.

This report summarizes company performance based on how drivers performed on the Remote Registration Kiosk Test for a given time period.



- **Drivers** column refers to the number of drivers sent to pickup/return product
- **w/ Wrong Answer** column refers to the total number of drivers who had one or more wrong answers
- **1 Wrong, 2 Wrong, 3 Wrong** columns refer to the number of wrong answers for total answered wrong

Onsite Exam Results For Company

This report is for Carrier Companies only.

This report can be generated anytime by Company Administrators (it is recommended this report be reviewed daily). The report details each time a specific driver has taken the Remote Registration Kiosk Test and what the individual's test results were.

