# Veriforce WorkerPass QuickStart Guide – CNX Resources Corp

**CNX Resources** is now utilizing **Veriforce WorkerPass** solution to track completed Hazard Training and (if applicable) PSM Training and grant site access. Employees must be assigned to your company within the WorkerPass application to fulfill CNX requirements.

## Veriforce WorkerPass

Veriforce WorkerPass allows customers to manage worker and visitor compliance and access. Using QR code capabilities, workers and site administrators can view, track and manage information including contractor compliance status, employee records, training, certifications and drug and alcohol status.

## CNX Resources Corp's requirements

Effective immediately, each employee/worker performing services on CNX sites will need to complete CNX Hazard Training and PSM Training (if applicable) in Veriforce WorkerPass.

To better assist your employees with this process, please distribute the supporting documentation and user guides below.

- **Veriforce WorkerPass Introduction & Support**
- **Veriforce WorkerPass - How to Add Users (PDF)**
- **Veriforce WorkersPass - How to Add Users (Video)**

# Get Started in WorkersPass

## Administrator Action: Add your employees to WorkerPass

As the administrator for your organization, you will need to add your employees to the Veriforce WorkerPass application by logging into https://wp.veriforceone.com/wp/com.vfwp.login. **Users must be assigned to your organization for their activity to be shared with you and for your reporting purposes**.

*Please Note: This is an administrator function and must be performed on a desktop or laptop device.*

### Assign users to your organization
**Use this link to access Veriforce's WorkerPass: wp.veriforceone.com**
Your username and password is provided to you by Veriforce. You should not be using the Sign Up button if you are an administrator.
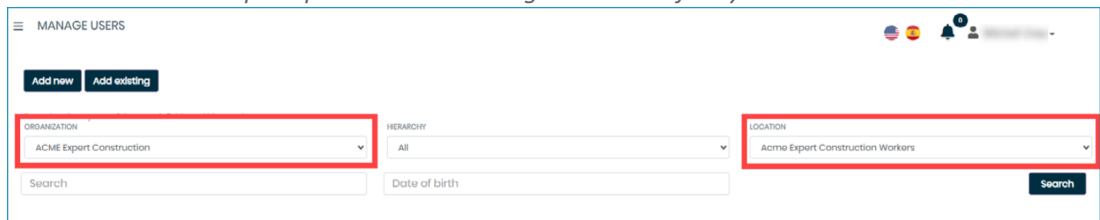
**Follow these steps, starting in the Navigation Menu:**

1. Expand the **Manage Organization** dropdown, then click **Users**.
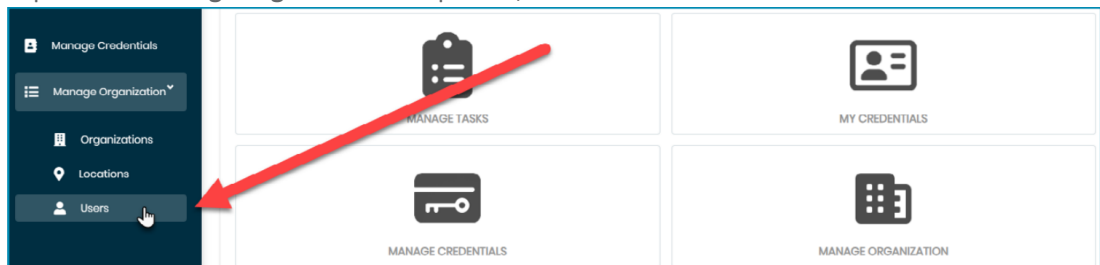


2. Select the **Organization** and **Location** using the dropdown menus.
   *Note: You will be prompted to select an organization before you can continue.*



3. Click the **Search** button to load the list of existing users for this organization and location.
   *Note: This list will be empty on your first login or if you have not added any users.*

4. Click the **Add new** button

5. Select the **Role**. <u>This step is very important!</u> The user role defines how the user will be able to access the WorkerPass application.



*Worker* - Default for all WorkerPass users that are required to complete orientations and submit credentials for work. Only select other roles if you wish for the user to have Administrator access like yourself.

*Contractor Admin* - For additional administrator users to have the same access as you to see all users for your organization.

6. Enter the **Email**, **First**, and **Last Name**. These fields are required. **Date of Birth** and additional fields are optional.
7. Click the **Create** button, and that's it! Your new user will be added.
    *Note*: *Click the Search button to refresh the user list and see the new user(s) added.*

## Best Practices

- First Name, Last Name, and email are the only required fields. It is strongly encouraged that Date of Birth be added. Additional data elements such as Affiliation ID (Last 4 of SSN) and name may be used for your internal reporting purposes.
- After clicking the **Create** button, the system checks to see if the user already exists in WORKERPASS at your organization or not. If the user has already signed up for WORKERPASS, this process simply adds that user to your location. If the system does not find the email at all, anywhere in WORKERPASS, then this **NEW** user will immediately be sent an email with a temporary password to create their account.
- You may also unlink users from your organization within the **Users** page by selecting the [...] button for the user you wish to remove, and then clicking "**x Remove User**".



If you need any assistance, our support team is here to help you. Please contact us at any time via email at **wpsupport@veriforce.com**. Please include a brief description of the issue you are experiencing and your phone number, as our support team may contact you if required.

# Employee Action: Access your WorkerPass account

Effective immediately, each employee/worker performing services on CNX sites will need to complete CNX Hazard Training and PSM Training (if applicable) in Veriforce WorkerPass.

Please review the supporting documentation and user guides included below to better assist you in completing CNX Resource Corp's requirements.

- **Veriforce WorkerPass Introduction & Support**
- **Veriforce WorkersPass - How to Add Users (PDF)**
- **Veriforce WorkerPass - How to Add Users (Video)**

## Get started in your account

1. First, verify and/or update your profile with information required as part of Access to CNX Resource Corp facilities. This includes a Photo, First and Last Name, Date of Birth, and Phone Number (suggested should you require any telephonic assistance using the website.)
2. Next, you will complete CNX Resource Corp's requirements as well as provide digital copies of any requested certifications or licenses for every Work Type and Work Function that you will be performing on this site. This process in WORKERPASS is called a **CHECK-IN**.
3. When you arrive at the gate, you will present your Pass to be scanned. This is MY PASS in the WORKERPASS application. This will display a temporary green or red color only to indicate that you have completed the steps necessary for your JOB FUNCTIONS.
4. **Important:** Pay careful attention and enter your information accurately while completing your CHECK-IN. This includes the dates you enter, your first and last name, and your employer's name. The WORKERPASS verifications team will review the orientation forms to ensure accurate completion. This team will also review the certification and/or license images you provide to ensure they are current and not expired.
5. You may view the information you have completed at any time in the **MY CREDENTIALS** section.

## Check-In Process



**1. Select CHECK IN**
-Tap/Click My Access
-Tap/Click Check In

**2. Select SITE**
Tap/click the Appropriate Site

**3. Select ACCESS TYPE**
Tap/click your access type based on your relation to CNX Resources.
Scroll/Slide to Next

**4. Select LOCATION TYPE**
Tap/click all location types that you will be working on.

**5. COMPLETE Orientation video(s) and Questions**
After completion, select Send Check In Form and see your Check In on the History page.

**MY PASS FOR ACCESS**
Note: When you generate your PASS, the steps look very much like the CHECK IN process, but it is NOT. Be sure that you go through the CHECK IN process prior to arrival.

*Please Note: If you have any trouble in completing the steps and/or uploading documents, it is possible your Internet connection was interrupted. Please try to start from the beginning by clicking the Home icon. Any previous steps completed should have the information saved and you will be able to continue to the next step. If not, you may need to try to logout and log back in. You may contact* **wpsupport@veriforce.com** *for further assistance.*

## Veriforce WorkerPass (WorkerPass) Information and Quick Tips

You may access your WorkerPass account from an internet browser on any device connected to WIFI or cellular data. You must have access to your email, as this is the primary account authentication method.

WorkerPass makes frequent updates to allow usability across various devices and internet browsers while maintaining strict privacy and security compliance policies to keep your information safe. If your specific device and/or browser is not allowing you to complete your Check-In, we suggest you try logging in from a different device or while at a more stable data connection.

- Made a mistake? Check-In again! If you need to update a form or one of your certifications/licenses, you may simply use the Check-In process again. It will cancel the pending request and refresh with your new information submitted. *(Note: the information you entered on the previous request is maintained for security purposes.)*
- The forms, documents, and signatures require careful attention while performing the Check-In Process. If the Next button does not allow you to proceed with a Check-In, please try these steps:
  - Scroll/Slide up to ensure that all fields have been completed; also check to ensure you entered valid dates.
  - Use the Undo Signature arrow if you may have signed too early before completing the form.
  - Click the Previous or Home button to start the Check-In from the beginning. Often, the data you have already entered will be saved if you have not been logged out completely.
  - Lastly, please try to log out and log back in, or try logging in from a different device and connection.

## Account Specific Issues
- If your account is locked due to failed login attempts, you may email us (**wpsupport@veriforce.com**) to get your account re-activated.
- If you need to utilize a different email address with WorkerPass, you must have a new account created.
- Contact us at any time. We must receive an email from the authorized user to support or make any changes to an account. Email us at **wpsupport@veriforce.com**, and please include a brief description of the issue you are experiencing. Include your phone number, as our support team may contact you if required.