

Veriforce WorkerPass Introduction and Help



Welcome to Veriforce WorkerPass (WorkerPass)

What is it?

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.

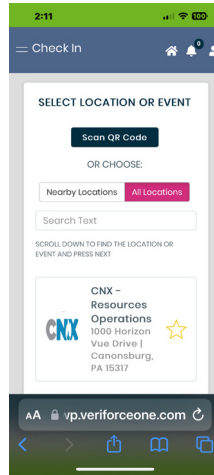
How to Get Started

- 1.** First, verify and/or update your profile with information required as part of Access to the hiring client 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, complete any applicable orientation requirements, and 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 is called a **CHECK-IN**.
- 3.** When you arrive at the gate, you will present your Pass. This is MY PASS in the VWP application. This will display a temporary **green** or **red** color to indicate that you have completed the required steps and training.
- 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.

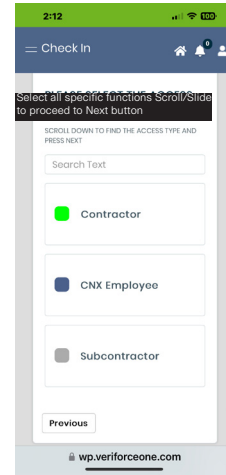
Veriforce WorkerPass Introduction and Help



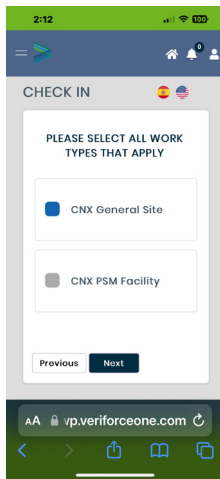
- 1. Select CHECK IN**
 - Tap/Click My Access
 - Tap/Click Check In



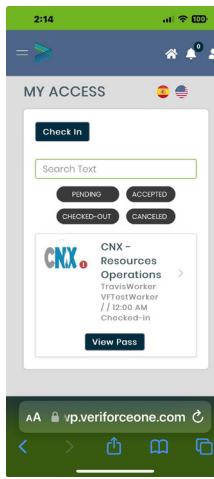
- 2. Select SITE**
 - Tap/click the Appropriate Site



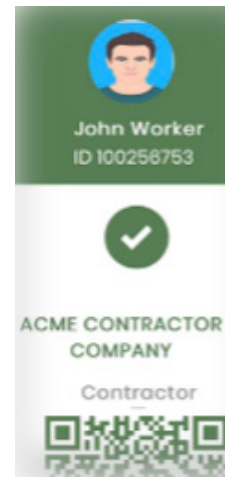
- 3. Select ACCESS TYPE**
 - Tap/click your access type based on your relation to CNX Resources.
 - Scroll/Slide to Next



- 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.

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 Introduction and Help



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.