


eRailsafe 2.0: UP Property Access Training

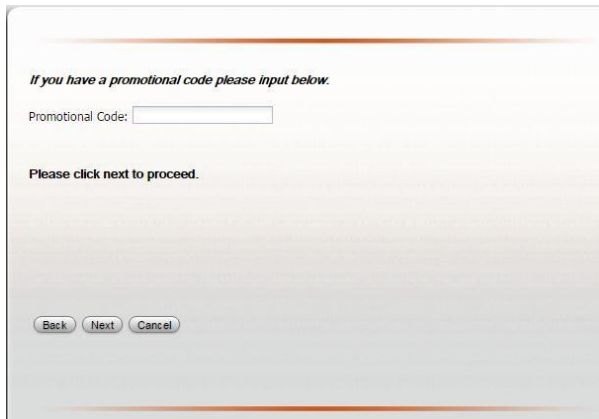
Enrollment

In order to participate in the UP Property Access Training program of the eRailsafe 2.0 system, you will need to enroll your company by going to <https://erailsafe.everifile.com> and clicking on the “Sign Up” link.

 Sign in[Help](#) [Forgot password?](#) [Sign up](#)

Please complete the required personal information as well as the company information. Any field marked with an asterisk (*) is required.

Promotional Code: When requested, please enter the promotional code given to you. The code will be provided by the railroad once approved for the program.



If you have a promotional code please input below.

Promotional Code:

Please click next to proceed.

Once entered, you will be taken to the payment screen where you will be required to enter your credit card information for any and all charges relating to the UP Property Access Training program.

There is a one-time setup fee of \$25.00.

The program fee for each applicant is \$7.00.

You will then be prompted to electronically complete the Master Services Agreement between your company and eVeriFile.

Submit Master Services Agreement (1)

Filter

Submit a copy of your Master Services Agreement

You are now ready to complete and submit the Master Services Agreement (MSA). You may click the button below to view and electronically sign the MSA or you may provide a new contact name and email address of an authorized contact at your company to receive a copy of the MSA to view and sign.

Open Master Services Agreement

OR

Email an authorized contact at your company to view and complete

Contact Name*:

Contact Email Address*:

Send MSA to Authorized Contact

Adding Applicants

Once your account is fully set up, you will be able to add applicants to your account. You will receive an e-mail notification once your account has been approved, set up and ready for applicant entries.

By selecting “Add Applicant” you will be able to add 1 to 5 individuals at a time. A dropdown box will be available for you to determine the number of individuals you wish to enter in one online session. Once you have selected the number and clicked “Go”, you will be brought to a new screen to enter the applicant’s personal information. From this one screen you will be able to add your applicant, select UP as the program, and chose the location for the applicant.

First Name*:	<input type="text" value="Timothy"/>	Middle Name:	<input type="text" value="Joseph"/>
Last Name*:	<input type="text" value="McGee"/>	Suffix:	<input type="text"/>
Address Line 1*:		<input type="text" value="742 Esquire Boulevard"/>	
Address Line 2:		<input type="text"/>	
Country*:	<input type="text" value="United States"/>		
City*:	<input type="text" value="Atlanta"/>		
State*:	<input type="text" value="GA"/>		
Zip Code*:	<input type="text" value="30339"/>		
Gender:		<input type="text" value="Male"/>	
Date of Birth*:	<input type="text" value="05/18/1984"/>	Re-Enter Date of Birth*:	<input type="text" value="05/18/1984"/>
SSN/SSI*:	<input type="text" value="975321468"/>	Re-Enter SSN/SSI*:	<input type="text" value="975321468"/>
Personal Phone:	<input type="text"/>	Drivers License:	<input type="text"/>
Active:	<input checked="" type="checkbox"/>	Drivers License State:	<input type="text"/>
Job Title*:	<input type="text" value="Chasis / Trailer Repair"/>		

Programs	
<input checked="" type="checkbox"/> Programs	Enterprise
<input checked="" type="checkbox"/> UP - eRailSafe	Union Pacific
Location	
Location:	<input type="text" value="Rails, Sails and Trails"/>

All fields marked with an “*” are required to be completed in order for the applicant information to be saved. Once all the required information is entered correctly, save the applicant’s information.

First Name*:	<input type="text"/>	Middle Name:	<input type="text"/>
Last Name*:	<input type="text"/>	Suffix:	<input type="text"/>
Address Line 1*:		<input type="text"/>	
Address Line 2:		<input type="text"/>	





Please note the “Active” checkbox at the bottom of the information window. This marker is to designate this applicant as an active applicant in your organization.

Active:	<input checked="" type="checkbox"/>
Job Title*:	<input type="text"/>

*****Save the applicant’s information once all required information is entered correctly, and checked for accuracy.**

Once you have added the applicant, they will appear on your Applicants screen. The 3 columns pertaining to the applicant are as follows:



- The first column represents training
- The second column represents testing
- The third column represents the UP Property Training certificate

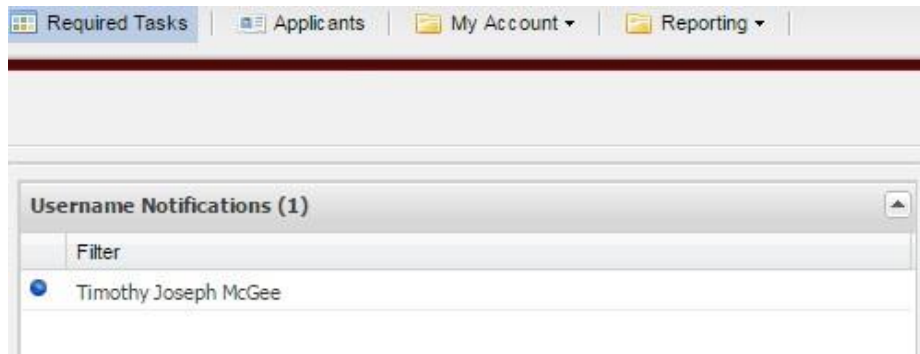
The system provides an overview of the status of an applicant based on traffic signal colors. Below are the colors used and their meanings:

- **Grey:** No action has been taken to complete the action
- **Green:** “Clear” or “approved”
- **Yellow:** In progress
- **Red:** “Failed” or “needs review”

Applicant Login Credentials

Once an applicant is added to the system and is assigned to the UP program, login credentials are created for that by the system. The applicant will use these login credentials in order to complete online training and testing.

The username for each applicant will appear on your Required Tasks list in your account, under the Username Notifications tab.



Click on the applicant's name for their username. Each applicant's username follows the below criteria:

Username: the applicant's full last name + two-digit birth month (MM) + two-digit birth date (DD).

Temporary Password: the first initial of the applicant's first name, lower case, followed by the applicant's full birth year.

Example: Timothy McGee born on May 18, 1984

Username: McGee0518

Password: t1984

Applicant ID:	58	Platform:	eRailSafeLite
Account ID:	1000012		
Vendor Name:	Rails, Sails and Trails, Inc.		
Name:	Timothy Joseph McGee	Date of Birth:	05/18/1984
Gender:	male	Government ID:	975321468
Address:	742 Esquire Boulevard Atlanta, GA 30339 United States		
Job Title:	Chasis / Trailer Repair		

Please notify applicant Timothy Joseph McGee of his/her username: **McGee0518**

Once you have retrieved the applicant's username, click the "Complete" button to have this task removed from your Required Tasks list.

*****You must send notification to the applicant regarding their Username and Password.**

Training and Testing

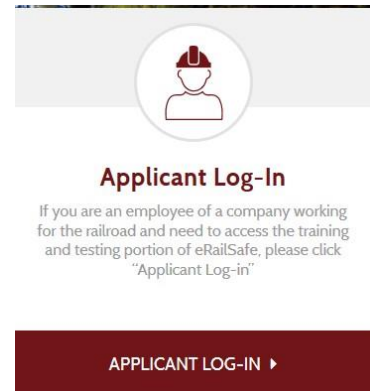
Once an applicant has their login information, they will need to go to www.erailsafe.com and click on the Applicant Log-In box in order to enter their login credentials.

Once the applicant is logged into the system, the applicant will be prompted to set their own security questions as well as create their own permanent password.

Below is the password criteria:

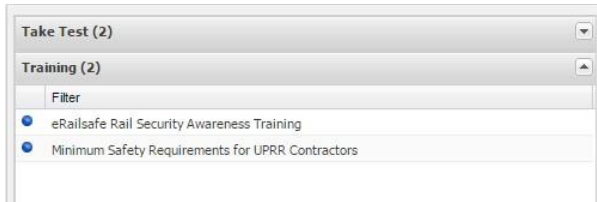
- 8 character minimum
- Must have at least one (1) capital letter
- Must have at least one (1) lower case letter
- Must have at least one (1) symbol (preferably one of the following: @, #, \$, %, !, *,)

After creating a temporary password, the applicant will be asked to verify their personal information that you entered into the system. If all information is correct the applicant can move on to completing training and testing.

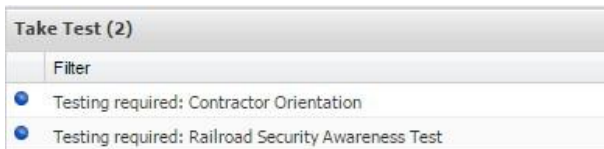


First Name:	Timothy	Middle Name:	Joseph
Last Name:	McGee	Suffix:	
Street 1:	742 Esquire Boulevard		
Street 2:			
Country:	united_states		
City:	Atlanta		
State:	georgia		
Zip Code:	30339		
Gender:	male	Date of Birth:	05/18/1984
SSN/SSI:	975321468	Email:	
Personal Phone:		Drivers License:	
Active:	<input checked="" type="checkbox"/>	Drivers License State:	
Data Correction:	<div></div>		

Note: If you notice any discrepancy in your personal information, update Data Correction field with correct data and click Fix Data button so vendor will be notified to make correction. If everything is correct then click Continue button.

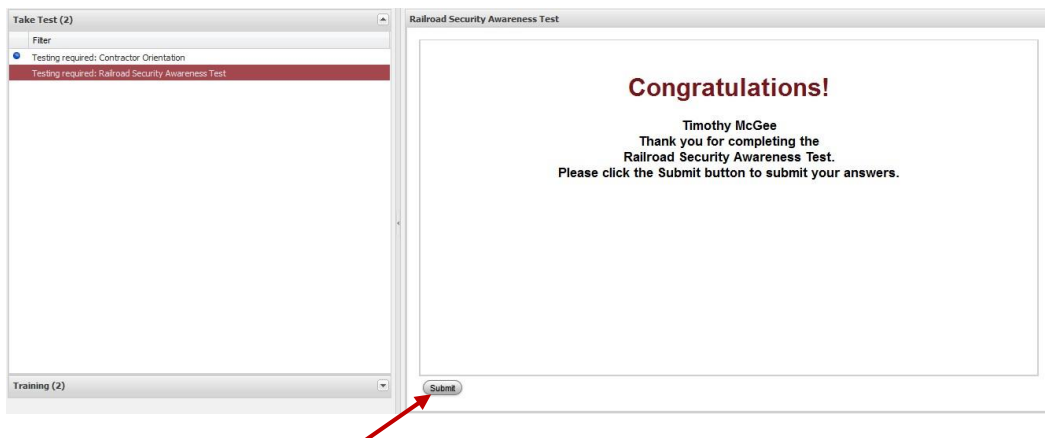


When an applicant logs in, they will have a Required Tasks screen containing the required testing and training. To complete each training, the applicant must read through all the reading and click the “Complete” button at the bottom of the screen.

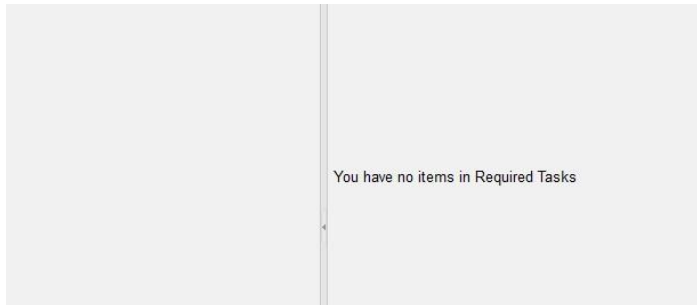


To complete testing, the applicant must answer each question and click the “Submit” button at the bottom of the Congratulations! screen. As a task is completed, it will be removed from the applicant’s Required Tasks screen.

*****Both Trainings and Tests must be completed in order to receive Credit and a Certificate**



An applicant is finished with all required training and testing, when his/her screen says “You have no items in Required Tasks.”



Certification

After completing training and testing, all status lights for the applicant will be green and a certificate is produced in the system for the applicant.

Location: Rails, Sails and Trails, Ir		Applicant Search:			
<input type="checkbox"/>	First Name	<input type="checkbox"/>	Last Name	<input type="checkbox"/>	SSN/SSI
<input type="checkbox"/>	Timothy	<input type="checkbox"/>	McGee	<input type="checkbox"/>	xxx-xx-1468

To retrieve the certificate for the applicant, click the checkbox next to the applicant's name, then click the Documents button under the Applicant Actions menu.

Go to the Certificates folder and click on the certificate for the applicant.

A copy of the certificate will appear, which can be printed.



