

## To Establish a New Account at the Safety Center

To establish a new account (for companies that are new to sending students to the Three Rivers Safety Center):

- Please note all new accounts will pay by credit card at time of registration.
1. A company official should complete this page and fax to 815-744-3886 or e-mail to [Joan.marschner@trma.org](mailto:Joan.marschner@trma.org).
  2. As soon as we have set up the account, we will e-mail back your company profile page indicating that the account is ready for you to use.
  3. At that time the company official(s) may go online to register students or use the other features.
  4. Be sure to read the Safety Center rules, course descriptions, etc. before registering students for classes.

Company Name: \_\_\_\_\_  
Contractor Company Legal/dba Name

Street Address: \_\_\_\_\_  
Street Address – No PO Boxes, please.

\_\_\_\_\_

City

State

Zip

Company Owner: \_\_\_\_\_  
(Title + FName + LName)

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Main Contact Name:** \_\_\_\_\_  
(Safety Director/person responsible for registering students for classes)

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

User Name: (E-mail of user) \_\_\_\_\_

Password: \_\_\_\_\_ (at least 6 letters/digits)

**Accounting Contact Name:** \_\_\_\_\_

User Name: (E-mail of 2<sup>nd</sup> user) \_\_\_\_\_

Password \_\_\_\_\_ (at least 6 letters/digits)

Additional User log-in (optional) Name: \_\_\_\_\_

User Name: \_\_\_\_\_ (E-mail of 2<sup>nd</sup> user)

Password \_\_\_\_\_ (at least 6 letters/digits)

To add or delete authorized users email [joan.marschner@trma.org](mailto:joan.marschner@trma.org)