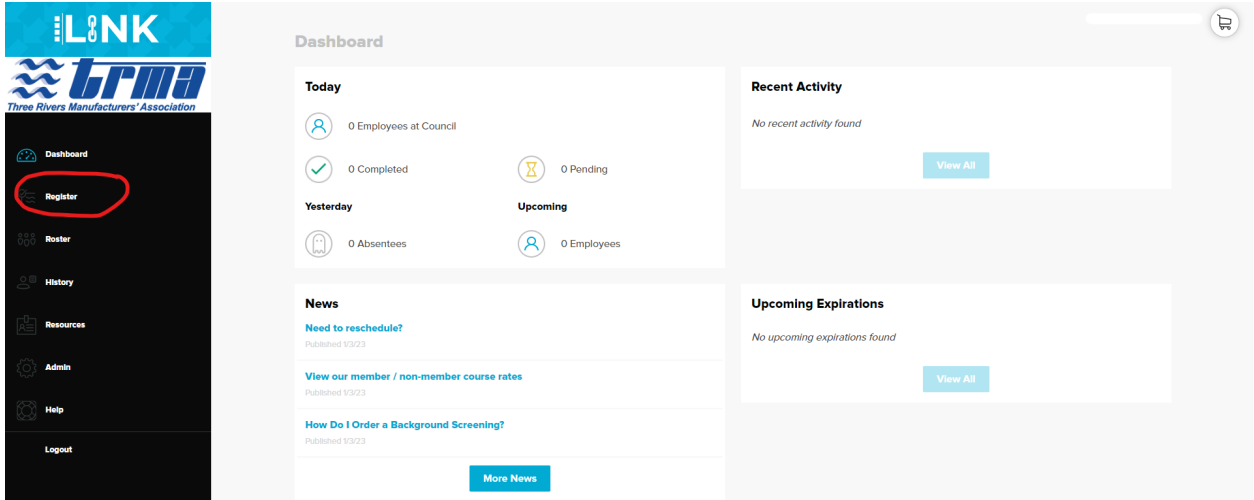


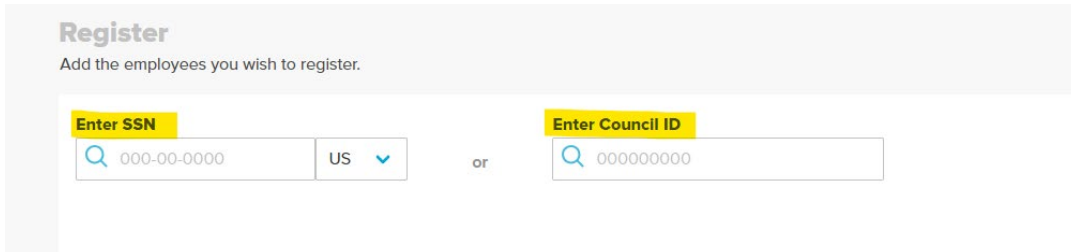


BP BOP/BOPR Registration Instructions

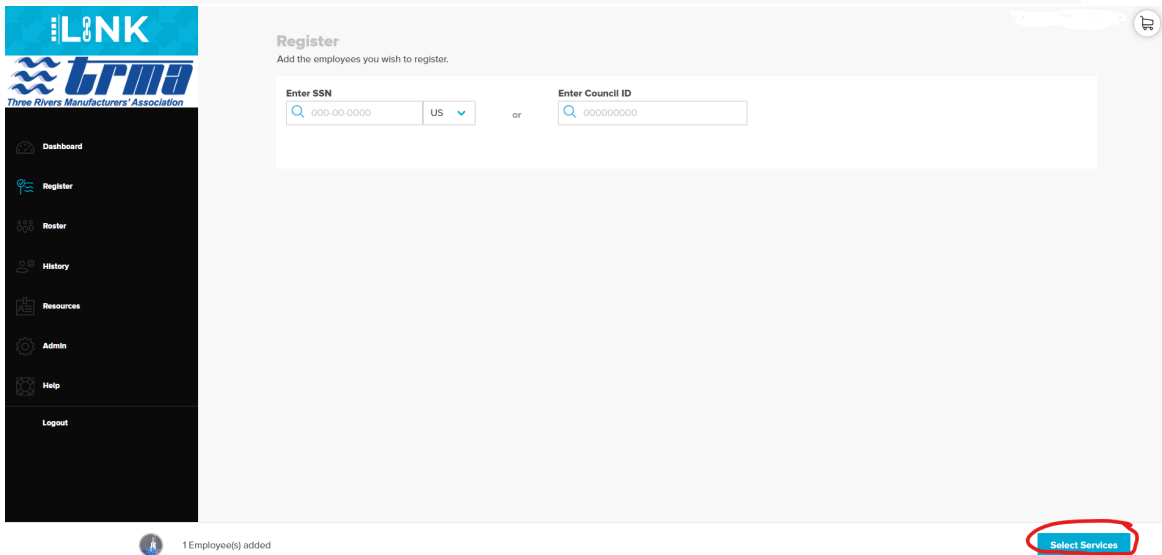
1. You'll need to go to <https://link2council.com/App/login> and login to your current TRMA Business account
 - a. *If you don't have an account:* <https://trma.org/new-business-account/>
2. Access "register on the left hand side.



3. Type in either the employees social security # (required if new) or their council ID # and click select services on the bottom right after the employee is populated.
 - a. *Multiple students can be registered at once. Just enter all their council id #'s or SSN in before clicking "Select Services"*

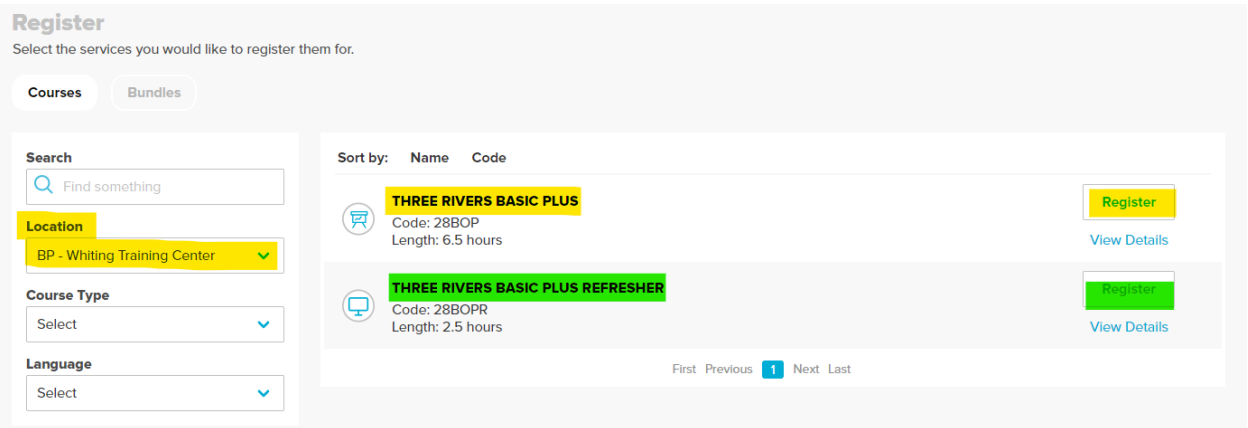


4.

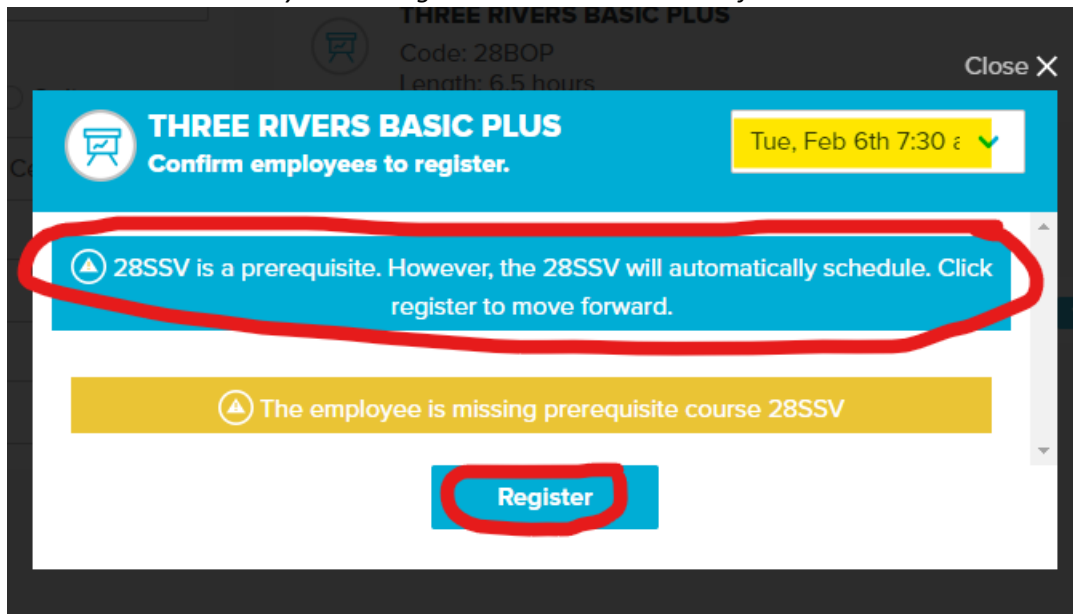




5. Locate the “location” drop down menu. Change the location to “BP- Whiting Training Center”. BOP/BOPR will show up on the right-hand side to register.
 - a. Please note that your employee is eligible for the Basic Orientation Plus **Refresher** course up to **4 years** from the **expiration date** of their BOP or BOPR course they previously took. This still applies if they took it at another reciprocal safety council. If you’re unsure on which course your employee is eligible for please reach out to us directly at training@trma.org and provide us with their Name & Council ID # (or last 4 of their SSN) and we can assist with providing which course they need.



6. Choose the date for training to be completed.
 - a. You will receive a pop up indicating “28SSV is a prerequisite” this will **automatically** schedule when you click register so no need to search for it.




Instructions continued on the next page....



7. Click your cart on the top right or “checkout” on the bottom right to finish registering your employee. Enter a credit card # and click “checkout”
 - a. *If you’re a TRMA Member you can also have the option for “Invoicing”. If this is something you’re interested in and don’t already have as a member reach out to training@trma.org.*

Cart

Sort by: **Name** Expand All

	TEST	MIKE	*****6789	Remove Service
---	------	------	-----------	---

Payment Total: \$63.00

Send invoice for training and services
 Pay now with credit card

Credit Card Number

Exp. Date **CVC Code**

Save card for future use

PO Number

Specify PO number by employee

If you need any assistance with this process or need to add “BP-Whiting Training Center” to your location tab on your current TRMA Business account, please reach out.

TRMA Contact:

Primary: training@trma.org

Secondary: 815-744-3884