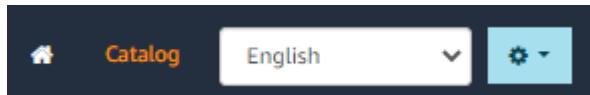


**Step 1:** Create an account following the instructions outlined in Appendix A below.

**Step 2:** Once logged in you will see the Catalog button and language option on the top right, click to load training contents or adjust languages as needed.



**Step 3:** Choose the appropriate language and country version of the Virtual Contractor Orientation available and begin training by clicking start. (**Please note:** All trainings courses on this platform are country/region specific. Use the title to help you identify which training applies to the country you are working in.)



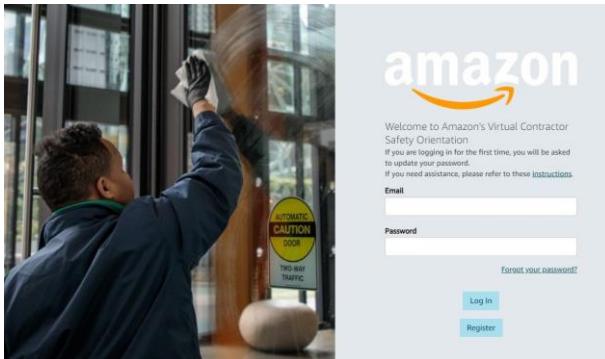
**Step 4:** Complete the training and click exit course.

**Step 5:** Go back to the Catalog and click the more info button next to the course you've completed. You will now see the transcript button in which you can download your certificate. (**Please note:** Virtual Contractor Orientation certificate is valid on a yearly basis, which can be verified on the bottom of the certificate.)

**BEFORE BEING GRANTED ACCESS TO THE FACILITY. YOU MUST PRESENT THIS CERTIFICATE TO YOUR AMAZON POC, YOU CAN BRING A PRINTOUT OR A SCREENSHOT. FAILURE TO PRESENT YOUR CERTIFICATE CAN RESULT IN DENIAL OF ENTRY TO THE FACILITY.**

## Appendix A: Instructions to register for Virtual Contractor Orientation

1. Go to <https://whsrme.thinkingcap.com> and click register.



password must not match any user's login name

a	* First Name
b	* Last Name
c	* Email Required, e.g. your_name@example.com * Confirm Email Required
d	* Password Required * Confirm Password Required
e	* Company
f	* Servicing Site (example: mdw6)

2. Complete the registration form by completing all fields.

- First Name:** Use your Legal first name.
- Last Name:** Use your Legal last name.
- Email:** Use your company email address or personal email address.
  - Please note:** Only one person, per email address can register. You cannot use an email address that has already been registered by another user.
- Password:** Create a password.
- Company Name:** Enter your Company's name.
- Servicing Site:** Identify which Amazon site is being serviced: example site **CMH1**

3. Security Check: Click in the box next to "I'm not a robot".
4. Click Submit.



**(Example of certificate for 2023)**

You can also use this QR code to launch the website from your mobile phone, or tablet. The training website: <https://whsrme.thinkingcap.com> can be accessed on your mobile phone, tablet or laptop through the web browser.

