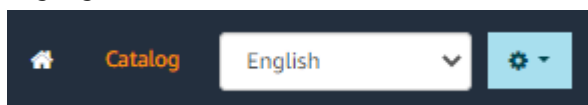
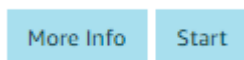


Step 1: Create an account following the instructions outlined in Appendix A below.

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.)



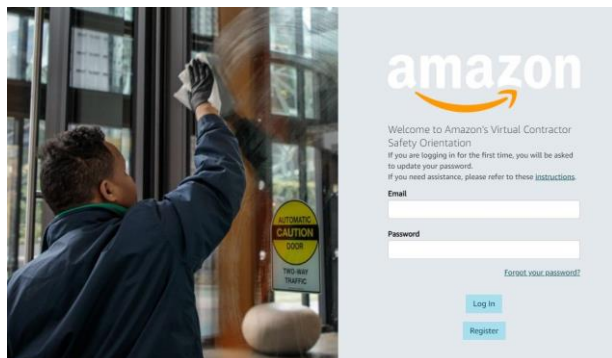
Step 4: Complete the training and click exit course.

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

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



→ password must meet criteria site user origin name

a * First Name

b * Last Name

c * Email Required, e.g. your_name@example.com

* Confirm Email Required

d * Password Password

* Confirm Password Confirm Password

e * Company

f * Servicing Site (example: mdw6)

- 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.

