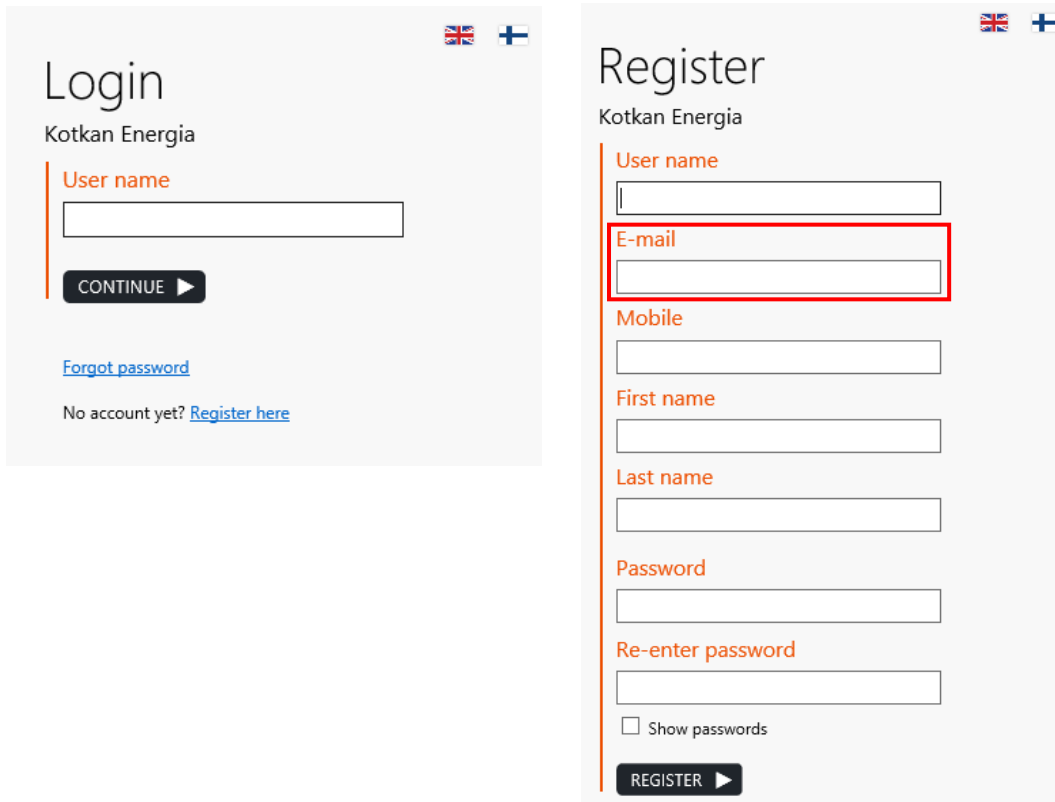


INSTRUCTIONS FOR LOGGING IN THE SAFETY TRAINING SYSTEM

1. Safety training takes app. 10-30 minutes depending on the training to be performed.
2. Click on the link of training.
3. Under "Register here" you can create your own user ID if you don't have it already. With the same ID you can complete all Kotka Energy's safety trainings. As your ID we recommend you choose f. ex your active e-mail address.

NOTE! The e-mail address used must be personal. If necessary, create a personal e-mail address for yourself.



The image shows two screenshots of the Kotkan Energia web interface. The left screenshot is the 'Login' page, featuring a 'User name' input field, a 'CONTINUE' button, and links for 'Forgot password' and 'Register here'. The right screenshot is the 'Register' page, which includes input fields for 'User name', 'E-mail' (highlighted with a red box), 'Mobile', 'First name', 'Last name', 'Password', and 'Re-enter password'. It also has a 'Show passwords' checkbox and a 'REGISTER' button. Both pages have flags for English and Finnish in the top right corner.

4. The password must be at least 8 characters long, contain capital and small letters, at least one special character and at least one number.

5. After filling the information, you will receive a text message with a numeric code with that code your account can be verified and training will open.
6. The system guides you through the training. First select your company from the menu and then log in with your own user ID. If the company isn't on the list select "Something else, what?" and write down name of your company.
6. Follow the instructions of the safety training. There is a final test at the end of the training and after the test you will be directed to the end of the training where you can give feedback and print a diploma from the training if you wish.

Note! Make sure that the system allows you to leave the training, otherwise the performance will not be saved. The training is not completed when you receive a diploma of your performance.