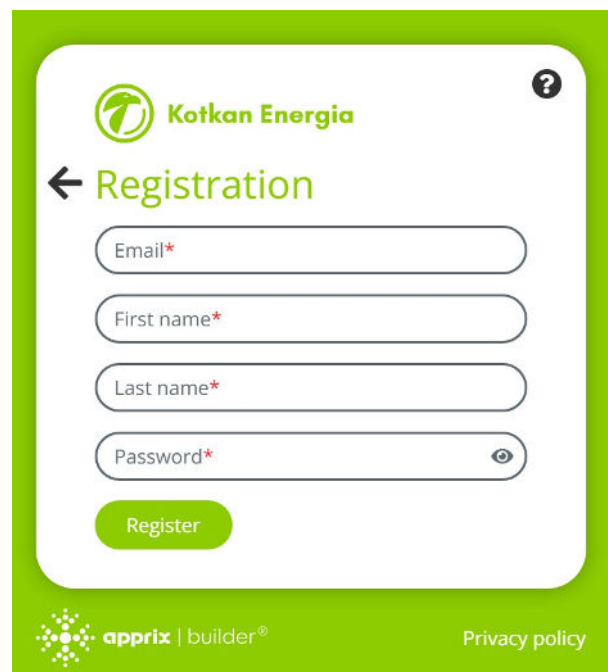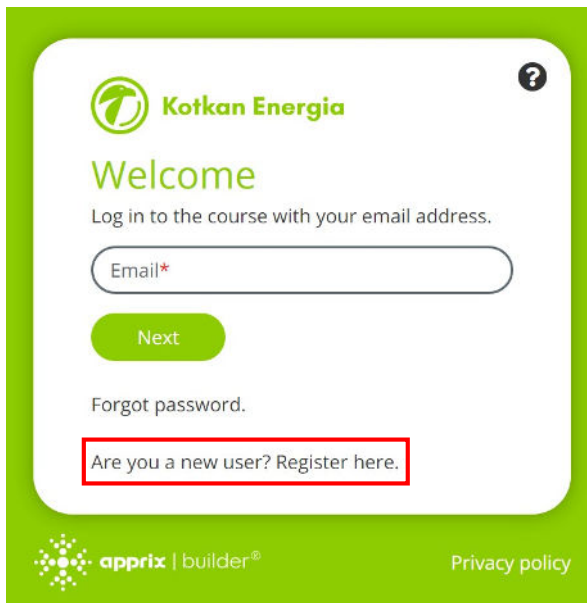**INSTRUCTIONS FOR LOGG IN THE SAFETY TRAINING SYSTEM**

1. Safety training takes app. 10-30 minutes depending on the training to be performed.

2. Click on the link of training.

3. Enter your e-mail on the login form and the system will check if the account exists. If there is no account the password field will not appear. After entering the password the system directs the user to the selected training. The password can be reset using the e-mail or phone number used during registration.

   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 your active e-mail address.

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

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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 whit 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.

7. 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.

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