

# TRADES wallet

**NEVER MISS OUT ON  
A DAY OF WORK  
AGAIN!**



## We've partnered with Trades Wallet to help you stay work-ready.

Your Union or organization is now managing your safety tickets and trade certifications using Trades Wallet. Trades Wallet is an on-line accreditation management system that provides you with 24/7 access to your current credentials, the ability to add new certifications from anywhere at any time and even alerts you before your training expires. Imagine, never missing a day of work again due to tickets being misplaced, lost or expired!

**Download the Trades Wallet app to your phone or mobile device to begin managing your personal Trades Wallet today!**

## THE BENEFITS

### OF USING YOUR TRADES WALLET:

- Safety tickets and trade certifications are securely stored on-line, accessible 24/7 and can never be misplaced or forgotten
- Use the Trades Wallet app to access your wallet profile and upload new tickets and certifications as you earn them
- Receive notification 60-days before your cards expire
- Receive notifications of training requests issued
- Register for courses on offer from, or recommended by, your union or employer with a click of a button
- Share your certifications via email
- Use Trades Wallet to store and track other items (i.e. your Driver's License) via 'private' mode

# GET STARTED IN JUST 3 EASY STEPS

**STEP 1.** Download the Trades Wallet app.



**STEP 2.** Create your profile.



**STEP 3.** Upload new or missing certifications to your wallet.



For more detailed instructions or support refer to the back of this page.



## Important information you need to know:

You have been assigned a virtual wallet where you can upload photos of the credentials you have earned and are required to hold in order to be eligible for potential employment opportunities. Managing the contents of your Trades Wallet online will help us ensure you are trained and qualified for the jobs you are being assigned to and will enable you to manage your certification and training requirements more effectively.

We're working to educate your employers about our partnership with Trades Wallet to ensure they know what to expect when you arrive on-site with digital copies of your Trades Wallet credentials. You can do your part by ensuring your Trades Wallet is up to date with current training, proving you're 'work ready'!

# GETTING STARTED INSTRUCTIONS

## STEP 1.

### Download the Trades Wallet app

1. Download the Self Service app from the app store on your device
2. To 'Sign In,' select the 'Help' option (top right) to request an 'Automatic Sign In' link be sent to your email.
3. Use the link within the email to be automatically signed into your wallet profile.

NOTE: Trades Wallet will prompt you to enable your camera and allow push notifications for your device. These can be modified within System Settings.

## STEP 2.

### Create Your Wallet Profile

Once signed in, Trades Wallet will guide you through the process of adding a mandatory 'profile picture' to your wallet.

1. When prompted, take a picture of your government issued ID (i.e. your Driver's License)
2. When prompted, take a 'Selfie!' This will be used to identify you for your profile.

NOTE: For security reasons, you will have the option to hide personal information prior to submission and once approved, the submitted identification will be purged from the system.

## STEP 3.

### Upload your current and valid certifications now

Ensure your wallet is complete – add any missing or newly acquired credentials to your Trades Wallet easily by taking a photo of the physical safety ticket or trade certification and submitting it electronically for review.

When uploading new credentials, you are in complete control of how much information you share with your Union or organization and your potential employers and will have the option to "hide" or mask personal details.

## IMPORTANT DETAILS ABOUT TRAINING & CERTIFICATIONS:

All credentials submitted via the Trades Wallet Self Service app will be reviewed by a system administrator prior to being approved within your wallet. If you have a question about any of the status of a card or set of cards, within your wallet, please contact your Union or organization administrator.

Should you wish or need a hard copy of the valid certifications within your Trades Wallet Self Service app, for your records or to present to a potential employer, you can email a PDF report directly from the cards tab of your app.

# SET UP YOUR TRADES WALLET TODAY!

## HAVE QUESTIONS or NEED ADDITIONAL SUPPORT?

For technical questions, or for more assistance getting Trades Wallet set up on your device, please visit: [tradeswallet.com/FAQSWalletHolder](https://tradeswallet.com/FAQSWalletHolder)

Still stuck? Don't hesitate to contact the Trades Wallet Customer Care Team by emailing [support@tradeswallet.com](mailto:support@tradeswallet.com)

For questions about your wallet contents or training, please contact your Union or organization administrator for help.