

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 online 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 online, accessible 24/7 and can never be misplaced or forgotten
- Use the Self Service app to access your Trades Wallet and upload new tickets and certifications as you earn them
- Receive notification 60 days before your certifications expire
- Receive notifications when training is requested
- Register for courses offered, or recommended by, your Union or employer
- Share your certifications via email
- Use Trades Wallet to store and track other items (i.e., your Driver's License) with 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.



TRADES wallet

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 have 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 bidding on and will enable you to manage your certifications more effectively.

We're working to educate your employers about our partnership with Trades Wallet so they know what to expect when you arrive on site with digital copies of your Trades Wallet certifications. 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 Self Service app to your device

1. The FREE mobile app is available to download from the Apple App and Google Play stores.
2. Launch the app, then tap the Automatic Sign In link (bottom).
3. Use the link within the email sent to be automatically signed into your Trades Wallet.

NOTE: Trades Wallet will prompt you to enable your camera and allow push notifications to 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 picture 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 privacy reasons, you will have the option to hide personal information prior to submission. 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 by adding any missing or newly acquired credentials to your Trades Wallet. Begin by simply taking a photo of the actual 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 IUOE Local 955 and your potential employers. You 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/wallet-holder

Still stuck? Don't hesitate to contact the Trades Wallet Customer Care Team, please visit tradeswallet.com/wallet-contact

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