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About this Document

This document is meant as a guide for the Administrator (Admin) of Third Party Companies that work at ArcelorMittal Dofasco. This guide describes how to access and use the administrator functionality of the Third Party Compliance System (TPCS). In addition to administrator functionality, a company Admin also has full access to the Employee functionality of the Third Party Compliance System (see Third Party Employee User Guide). The Third Party Compliance System can be accessed at the following internet address, https://www.ecnet.dofasco.ca.

About the Third Party Compliance System

The Third Party Compliance System (TPCS) was developed to ensure all employees working for Third Party Companies at ArcelorMittal Dofasco are trained in the requirements of ArcelorMittal Dofasco’s Third Party Health, Safety, and Environment Program and Handbooks. The system consists of an employee registration process and eLearning modules that must be completed on a yearly basis (every 12 months) by all third party employees prior to working at ArcelorMittal Dofasco.

Person having administrative rights in the TPCS can also use the system to manage employees that work for their company.

Administrative rights to the TPSC will only be granted to companies that have successfully passed ArcelorMittal Dofasco’s Third Party Health and Safety qualification process. Upon successful qualification, an email will be sent to the company administrator designated during the qualification process. This email will contain a user name and temporary password.

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**Third Party Compliance System Access**

AMD Admin Email

Sent: Thu 5/24/2012 1:02 PM

To: Company Admin

Your company, Test Carrier Company, has successfully passed ArcelorMittal Dofasco's Third Party Health and Safety qualification process.

Please access the Third Party Compliance System at the following internet address to complete the registration process.

Internet Address: https://www.ecnet.dofasco.ca

Username: 2975

Password: 2975

Refer to the Third Party Company Administrator User Guide for instructions on completing the registration process.

Thank You
Logging into the System
The Third Party Compliance System can be accessed through the following internet address, https://www.ecnet.dofasco.ca. This will display the main Log-in Page.

Two methods of logging in are available:

1 – Enter your Driver’s License Number

OR

2 – Enter your Username and Password

Then click the Log-in button. The credentials are validated and then the Learning Home page will open.

Upon initial log-in the My Information page will appear. Complete the required information and change your username and password. The username must be 6-10 alphanumeric characters.
Change your password by clicking the Change my password link. The following pop-up window will appear reminding you of the password requirements that must be adhered to. When finished click "Save" to reset your password.

As a company admin you are not required to enter your driver’s license number.
If you are an admin for a Carrier/Transportation company AND you are also a driver for the Carrier/Transportation company, you will be required to add yourself as an employee in TPCS (see Add New Employee section of this user guide) and complete the Third Party Compliance Course. The Learning Home page is used to view the learning course(s) available to you (refer to the Third Party Employee User Guide for instructions on how to complete a course).

Company Administrator Functions
As the Company Administrator you have the ability to perform the following functions in the TPCS to manage company information and employees working for your company:

- Manage Companies
- Add a new employee
- Associate/disassociate an employee to your company
- View the certification status of an employee
- Generate reports

Manage Companies
As a Company Administrator you can edit the details of the company you work. To do this, select the Manage Companies option on the left navigation panel. The Company Search Page will appear.

Select “Search” in the Keyword Search Box to display the company name(s) that you have administrative rights to.
Click on the company name to open the **Company Information (Company Info)** page.

Enter or change any of the information on this page and then click **“Update”** to save.
Add a New Employee

Employees can register themselves into TPCS, but as a company Administrator you can also add a new employee into the TPCS for your company. To do this, click the “Manage My Employees” option in the left navigation panel, and then click the “Add New Employee” sub-option that appears. The Add New Employee page will appear.

Enter the new employee’s information into the required field (*). The employee’s driver’s license is only required for employees working for Carrier/Transportation company(s).

The system can auto-generate a password, or you can create a password for the employee. Once you have complete entering the required information click “Add New Employee”.

An email will be sent to the employee containing their username, password and link to the TPCS site. The employee will be required to access the TPCS to complete the registration process and required course(s).
Company Administrator User Guide: Third Party Compliance System

**Associate/Disassociate an employee with a Company**

Company Administrators can associate or disassociate employees with the companies they manage. You will receive an email every time an employee adds you to the list of companies they are working for. Access the Third Party Compliance System to associate them to your company.

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**Lime: New User Registration/Lime: Enregistrement d'un nouveau usager**

noreply@amr.com

To: [Name of the user registered]

New User 'rolaar24' has been registered.

Your login information is as follows:

Username: rolaar24
Password: Telus135

Please access ArcelorMittal Dofasco’s Third Party Compliance System using this link [https://ecnct.dofasco.ca](https://ecnct.dofasco.ca) to:

- change your password,
- validate your personal information and driver's licence number,
- complete the required course.

Thank you.

Le nouveau usager 'rolaar24' a été enregistré.

Votre nom d'usager et votre mot de passe sont les suivant:

Nom d'usager: rolaar24
Mot de passe: Telus135

S'il vous plaît accéder le système de conformité de tierce partie d'ArcelorMittal Dofasco en utilisant ce lien [https://ecnct.dofasco.ca](https://ecnct.dofasco.ca) pour:

- modifier votre mot de passe,
- confirmer votre information personnel et le numéro de votre permis de conduire,
- compléter le cours requis.

Merci.

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Associate an Employee

To associate an employee to a company first select the Manage My Employees option in the left navigation panel of TPCS. The Employee Directory search page will open.

Perform a search by entering criteria into any of the fields and then clicking Search. Or bring up a list of names of employees that are managed by the company Administrator by clicking the Search button (with no criteria entered).
Search results will display. Click on an employee name to open the employee’s personal profile. Click to check the Associated checkbox – this will associate the employee to your same Company.
Disassociate an Employee
If an employee is no longer working for the company, they must be disassociated.

To disassociate an employee from a company first select the **Manage My Employees** option in the left navigation panel of TPCS. The Employee Directory search page will open.

### Employee Directory
To search ALL employees, enter information into one of the fields below (First Name, Last Name, Driver's License Number, Activation Status). If none of the fields are populated, the search will return only employees assigned to your company.

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Driver's License Number</td>
<td>1234567890</td>
</tr>
<tr>
<td>Activation Status</td>
<td>Select</td>
</tr>
</tbody>
</table>

**Results**

25 Results per page

**Search**

Perform a search by entering criteria into any of the fields and then clicking **Search** to bring up the employee’s name that is to be disassociated. Click on the name in the search results to bring up the employees personal profile. You will notice that the **Associated** box is checked, click it to uncheck it and then click **Update** to save and disassociate the employee from the company.
View Certification Status of an Employee

Company Administrators can check on the progress and status of an employee’s certification.

To view an employee’s certification status select the Manage My Employees option in the left navigation panel of TPCS. Perform a search in the Employee Directory that appears. Click on the name of the employee to be viewed to bring up their personal profile.

Click on the Employee Transcript tab. The current year’s information will open. Click on previous years to view that info.

The following info is included here:

- Course Name, Status, Grade and Date of Completion
- Certificate(s) Earned, Date of receipt and Date of Expiry
View/Edit Employee Roles

Roles determine the required courses/certificates for the user to be considered compliant.

To view or edit an employee’s roles in a company, first select the **Manage My Employees** option in the left navigation panel of TPCS. The Employee Directory search page will open.

Perform a search by entering criteria into any of the fields and then clicking **Search**. Or bring up a list of names of employees that are managed by the company Administrator by clicking the **Search** button (with no criteria entered).
Click on an employee name to open the employee’s personal profile. The roles that are assigned to the employee will have checkmarks beside them. Check/uncheck roles to assign/un-assign them from the employee; click Update to save all changes.
To view additional Role information click on the **Employee Roles** tab. Here the role(s) assigned to the employee are listed along with all of the required certificates under each role, indicating if the employee has received the necessary certification and when it was received and when it will expire.

<table>
<thead>
<tr>
<th>Role</th>
<th>Required Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrier</td>
<td>Certificat de conformité Transporteur de troisième partie</td>
</tr>
<tr>
<td></td>
<td>Cours accordant la conformité des transporteurs de troisième partie</td>
</tr>
<tr>
<td></td>
<td>Third Party Compliance Certificate</td>
</tr>
<tr>
<td></td>
<td>Third Party Compliance Course 2012</td>
</tr>
<tr>
<td></td>
<td>Third Party Compliance Course 2013</td>
</tr>
<tr>
<td>Scrap Delivery</td>
<td>Scrap Delivery</td>
</tr>
<tr>
<td></td>
<td>Scrap Delivery Course</td>
</tr>
<tr>
<td>Other required certificates</td>
<td>Certificate Name</td>
</tr>
<tr>
<td>Third Party Compliance Certificate</td>
<td>x</td>
</tr>
</tbody>
</table>

Other Certificates
Generate Reports
There are 3 reports accessible to the company Administrator. These are:

- OnSite Violation Report
- Onsite Exam Results per Company
- OnSite Exam Results for Company

Onsite Violation Report
This report will summarize for a given period of time the number of violations a company has had.

Select one or all Kiosk Tests, enter start and end search dates and then click search.
- **No. of Company Violations** column refers to the number of times a company has attempted to come on-site but were no longer compliant with the requirements of ArcelorMittal Dofasco’s Third Party Health, Safety and Environment Program.
- **No. of Drivers** column refers to the number of employees that came on site in a given period of time.
- **Not Registered** column refers to the number of times a non-registered employee attempted to come on site.
- **Not Certified** column refers to the number of times a registered employee has attempted to come on site but the employee has not passed the required course(s).
- **Expired Certification** column refers to the number of times a registered employee has attempted to come on site with an expired certification.
- **Not Associated** column refers to the number of drivers that used the Kiosk who are NOT associated with the company that he/she selected.

**Onsite Exam Results Per Company**

This report is for Carrier Companies only.

This report summarizes company performance based on how drivers performed on the Remote Registration Kiosk Test for a given time period.

Select one or all Kiosk Tests, enter start and end search dates and then click search.

<table>
<thead>
<tr>
<th>Kiosk Test</th>
<th>53</th>
<th>17</th>
<th>31</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drivers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>w/ Wrong Answer</td>
<td>79</td>
<td>53</td>
<td>17</td>
<td>31</td>
</tr>
<tr>
<td>1 Wrong</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Wrong</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Wrong</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1417800 Ontario Inc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jackson's Inc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Drivers** column refers to the number of drivers sent to pickup/return product
- **w/ Wrong Answer** column refers to the total number of drivers who had one or more wrong answers
- **1 Wrong, 2 Wrong, 3 Wrong** columns refer to the number of wrong answers for total answered wrong
Onsite Exam Results For Company
This report is for Carrier Companies only.

This report can be generated anytime by Company Administrators (it is recommended this report be reviewed daily). The report details each time a specific driver has taken the Remote Registration Kiosk Test and what the individual’s test results were.

Select a company under OnSite Exam Results, select one or all Kiosk Tests, enter a start date and then click search.