



Welcome to WatcoContractor.com

Below are some brief instructions to get you started.

Step 1: Register your new company

As the administrator of your company, you will go to Watcocontractor.com and select “REGISTER” to register your company on the website.

****Please make sure all information is filled out completely to ensure the completion of your registration.**

Step 2: Register Employees

To register your employees, please select ADMINISTRATION > ADD NEW USERS then fill out the form. After successful registration, you will be directed to your USER LIST. Here you will see all registered employees, their username and password, user ID number and a link to upload their photo.

Step 3: Uploading Photos

As this course does require a photo, each employee will need a photo uploaded to their user account. As the administrator, you can upload the photo by selecting ADMINISTRATION > USER LIST > UPLOAD PHOTO FOR STUDENT. The student can also log in with the username and password provided to them and select UPLOAD PHOTO in the upper right-hand corner of their screen.

Step 4: Funding your account

Payment options will be listed on the DASHBOARD. If you are paying for multiple employees, please select CREDIT CARD-PURCHASE COMPANY CREDITS. These funds will be accessible by all users registered under the company account.

If you are paying for yourself only or if employees are paying for their own test, please select CREDIT CARD-PURCHASE INDIVIDUAL CREDITS. These funds will be accessible only to the person who made the payment.

Step 5: Complete the Orientation

As the administrator, you will be responsible for giving each employee their login information. Each employee will need to log in with their own username and password, select COURSES and then select START COURSE.

Step 6: Viewing Completions

After successful completion of the course, employee completions can be viewed by selecting ADMINISTRATION > VIEW COMPANIES COMPLETIONS. If a user needs to view their completion, they will log in with their username and password and select TRAINING PROFILE.

~The Support Team at WatcoContractor.com is ALWAYS happy to help and will be here every step of the way. If there are any questions, please contact us using the following options below.

Email: Support@watcocontractor.com **Chat:** Green chat button on the website **Phone:** 866-599-2482