

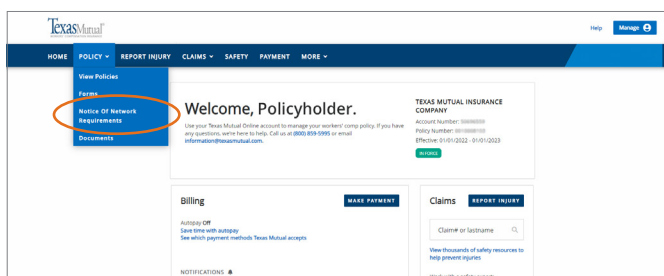
How to complete WorkWell, TX acknowledgement forms online

EMPLOYER DIRECTIONS:

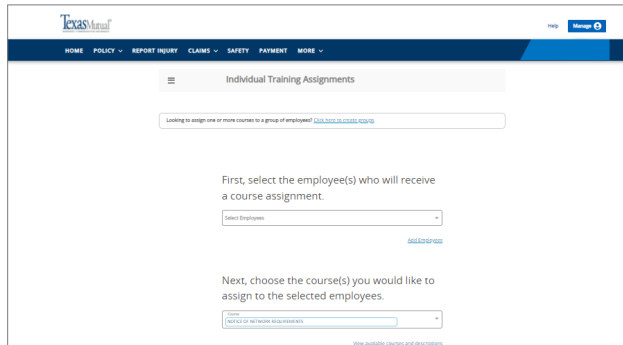
As a participant in the WorkWell, TX network, your employees will need to sign network acknowledgement forms. You can do this with paper copies, which can be found on texasmutual.com, or you can use our e-Learning tool to complete digitally.

To use e-Learning, first log in or create a new account on texasmutual.com. Then follow the steps below:

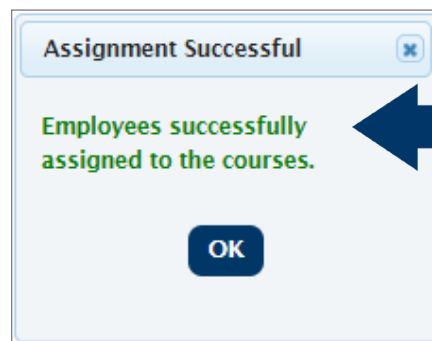
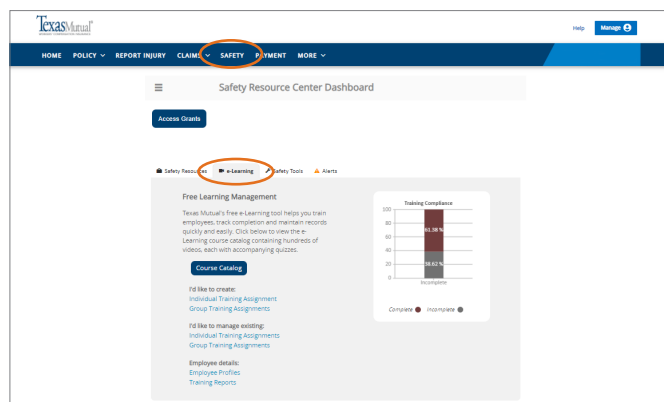
- 1 FIND TASK:** Select Notice of Network Requirements under the Policy tab.



- 2 ASSIGN TRAINING:** Select employees from the dropdown or add new employees to assign training. You can manually add employees one at a time or use the provided Excel template to upload multiple employees. On the template, copy the email address into the LoginID field for easy to remember usernames.



- 3 CHECK STATUS:** Check your employees' completion in the Training Reports section of e-Learning under the Safety tab.



You will receive a confirmation pop-up when the courses are assigned.

DID YOU KNOW?

With our e-Learning tool, you have exclusive access to 300 video courses on workplace safety to help train your employees and keep them safe. You can get started by browsing the course catalog and assign applicable training courses to your employees.

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EMPLOYEE DIRECTIONS:

Once you have completed the steps on page one, your employee will receive an email notifying them of the assignment. Here's what your employees will need to do:

- 1 CHECK EMAIL:** Find user name, password and link to Get Started in the email notification.



- 2 LOG IN:** Click Get Started link and use the username & password provided to login. Update password when prompted.

Employee's Name _____
Your Safety contact at _____ has assigned you an online training course with Safety Services e-Learning. _____
Course Name: **Notice of Network Requirements**

[Get Started!](#)

If clicking the above Get Started! button doesn't work, please copy and paste the link below in a new browser window instead.

<https://www.texasmutual.com/elearning>

- 3 COMPLETE AGREEMENT:** Click the Notice of Network Requirements hyperlink. Choose English or Spanish. They will see a pop-up advising that they received the document and are acknowledging receipt. After they click OK, you can read, print or save the document.

i Proceed to Network Notification and Acknowledgement ×

By launching the network notice, you acknowledge that you have received the Notice of Network Requirements.

[OK](#)