

# SSQ/TT – Getting Started Instructions

This document provides a quick set of instructions on getting you started filling out your company's safety questionnaire using PEC/Premier's SSQ/TT (Standardized Safety Questionnaire / Training Tracker) system. The Table-of-Contents list above is interactive. That is, you may click on any of the steps or items in the Table-of-Contents to jump to that step or item in this document. Then, simply press CTRL-HOME to return to the Table-of-Contents.

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## Step 1 – What You Will Need Before You Can Login

Before you can login and start filling out your SSQ (Standardized Safety Questionnaire), you will need the following:

- A. Access to an Internet-connected Windows computer with Internet Explorer 8 installed. Apple computers will not work.
- B. The Internet connection must be broadband (DSL or Cable) capable or better as dial-up service connections will not work.
- C. Internet Explorer is the only browser supported. We recommend IE version 8 although version 7 will work. AOL, Firefox, Chrome, Netscape, or other Internet browsers will not work.
- D. You will need your SSQ/TT system login credentials (username and password).

## Step 2 – How to Login to the SSQ/TT System

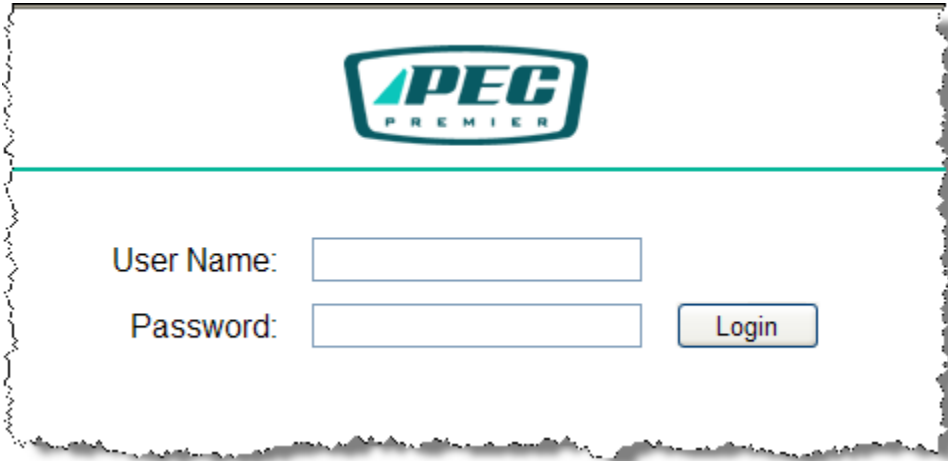
Obviously, the computer you are using must have access to the Internet before you can connect.

- A. Open Internet Explorer and go to PEC/Premier's website at the link below.  
<http://www.pecpremier.com>

- B. Click on the large 'Standardized Safety Questionnaire / Training Tracker – Login' button as shown below.

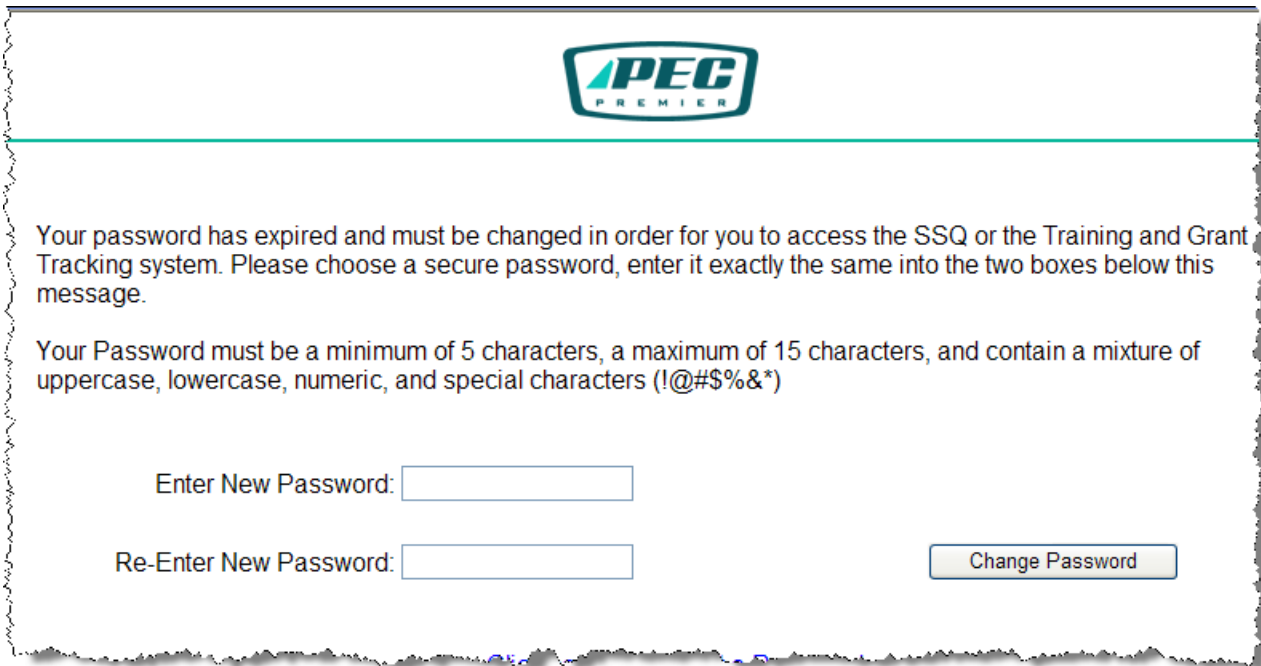


- C. This will take you to the SSQ/TT system login page that looks similar to the image below. Enter your username and password and click on the 'Login' button.



### Step 3 – Change Your Temporary Password

If this is the first time you are logging into the SSQ/TT system or if the password was manually reset by PEC/Premier personnel, you will be prompted to change the temporary password to a new permanent one. You will be presented with a screen similar to the image below.



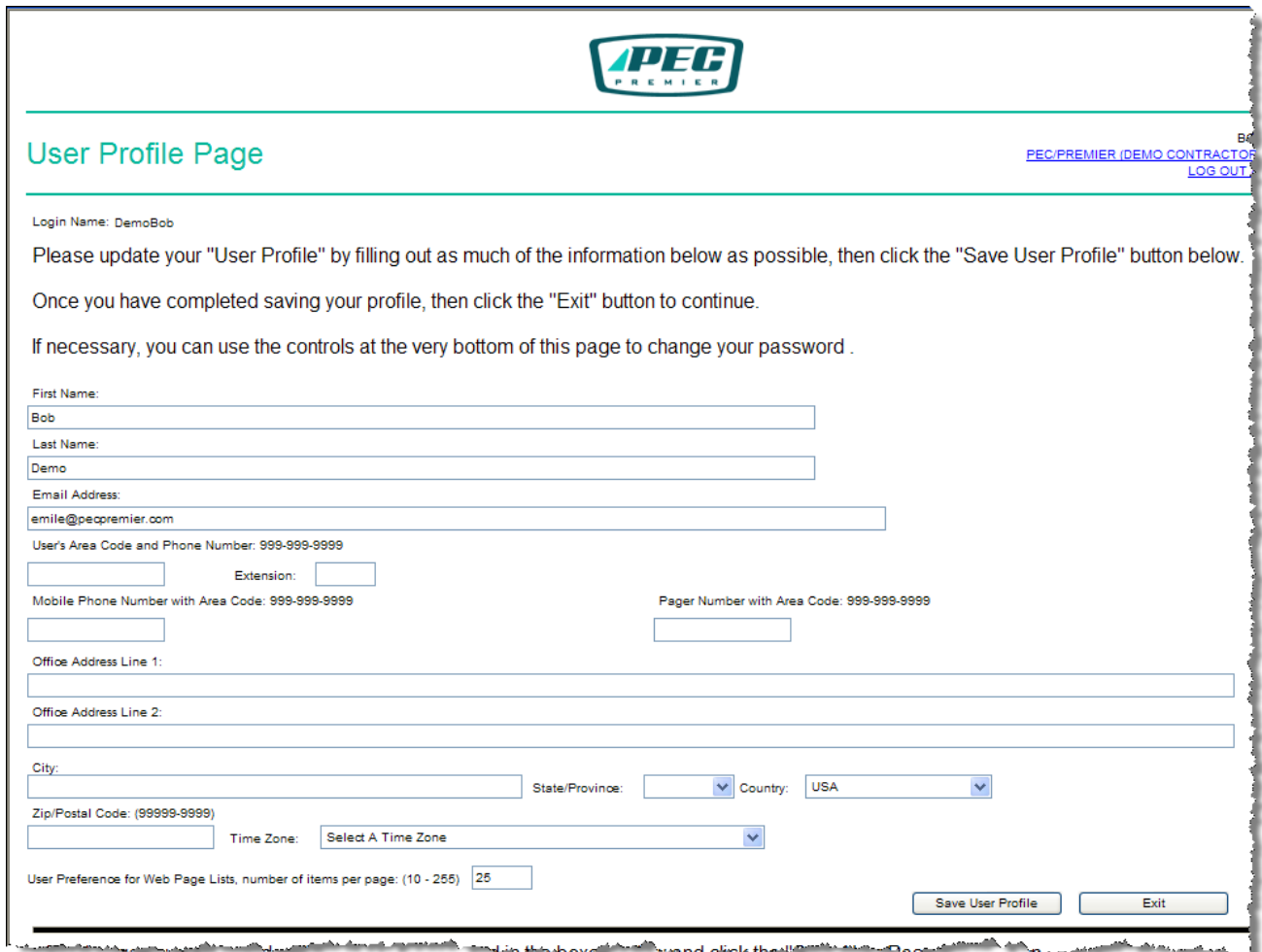
Enter your new password twice in the provided fields and then click the 'Change Password' button. Be sure to record the new password for future reference. As stated on the screen, all SSQ/TT system user passwords must meet the following criteria for security reasons:


- The password must be between 5 and 15 characters in length.
- The password must contain at least one UPPERCASE character.
- The password must contain at least one lowercase character.
- The password must contain at least one numeric character ( 0 – 9 ).
- The password must contain at least one special character ( ! @ ^ # \$ & \* )

**NOTE:** When PEC/Premier personnel create new user accounts or when they manually reset your password, the initial password is a temporary password that will expire after two weeks from the day it was created. Therefore, it is important to login with the temporary password before it expires. If you have not logged in with the temporary password within the first two weeks and it has expired, you will need to call PEC/Premier at 1-800-892-8179 and request a *Password Reset* from the SSQ department.

### Step 4 – Your User Profile Page

The first time you login, you will be prompted to change the temporary password. After you successfully change your password, you will then be presented with your user profile page similar to the image below.





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**User Profile Page** [PEC/PREMIER / DEMO CONTRACTOR](#) [LOG OUT](#)

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Login Name: DemoBob

Please update your "User Profile" by filling out as much of the information below as possible, then click the "Save User Profile" button below.

Once you have completed saving your profile, then click the "Exit" button to continue.

If necessary, you can use the controls at the very bottom of this page to change your password .

First Name:

Last Name:

Email Address:

User's Area Code and Phone Number: 999-999-9999  
 Extension:

Mobile Phone Number with Area Code: 999-999-9999  Pager Number with Area Code: 999-999-9999

Office Address Line 1:

Office Address Line 2:

City:  State/Province:  Country:

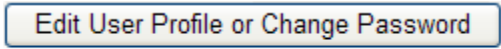
Zip/Postal Code: (99999-9999)  Time Zone:

User Preference for Web Page Lists, number of items per page: (10 - 255)

Please enter all of the information requested on this page. It is especially important to select the correct 'Time Zone'.

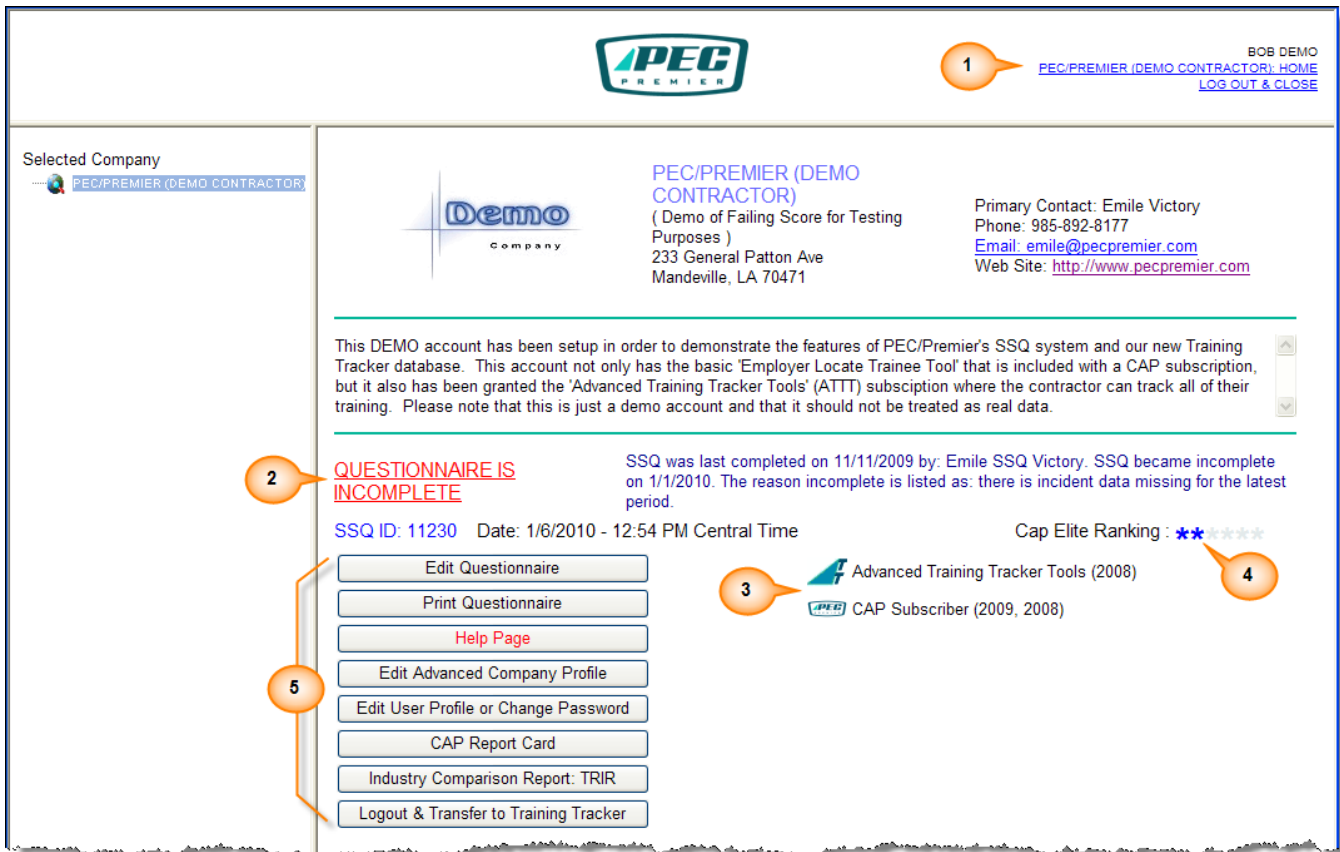
When you are done, click the 'Save User Profile' button to save your changes. Then click the 'Exit' button to go to your SSQ/TT system home page.

**NOTE:** You can access this screen at any time from your SSQ/TT system home page. Just click on the 'Edit User Profile or Change Password' button (shown below) from your SSQ/TT home page.



### Step 5 – Your SSQ/TT System Home Page

Once you successfully login to the SSQ/TT system, you will be presented with your SSQ/TT system home page that will look similar to the image below.



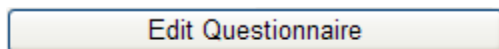
Let us take a moment to explain a few points about your home page. The areas indicated by each of the numbered orange bullets in the above image are explained below.

**1** This is your SSQ/TT home page link. It will be displayed on all pages within the SSQ/TT system. Clicking on this link will always take you back to your SSQ/TT system home page.


- 2 This area is will either display a blue 'Questionnaire is Complete' message or a red 'QUESTIONNAIRE IS INCOMPLETE' message (as shown here). This area is intended as a quick reminder to you and to Operators who are viewing your SSQ as to whether your SSQ is complete or incomplete.
- 3 This area is where verifications that have been applied to your company's SSQ/TT account are listed. The two that are listed indicate this company has an [Advanced Training Tracker](#) subscription and a CAP ([Contractor Assistance Program](#)) subscriptions. Some of the other possible verification types that may be listed in this area include: EMR Verified, Incident Section Verified, [Desktop Audit](#), [SHERP Audit](#), [SHERP Plus Audit](#), etc.
- 4 This area indicates your company's *CAP Elite Ranking*, also called *star ranking*. Basically, your company receives a star for participating in various safety-related activities. There are a total of six stars available as described below:
  - **PEC Trainer on Staff** – Indicates the company has at least one PEC instructor on their staff.
  - **Advanced Training Tracker Subscription** – Indicates the company has purchased a subscription to the [Advanced Training Tracker](#) for tracking their employee's training.
  - **Desktop Audit** – Indicates that a [Desktop Audit](#) has been performed on this company in the last three years.
  - **SHERP Audit** – Indicates that a [SHERP Audit](#) has been performed on this company in the last three years.
  - **SHERP Plus Audit** – Indicates that a [SHERP Plus Audit](#) has been performed on this company in the last three years.
  - **CAP Subscription** – Indicates the company has purchased a [Contractor Assistance Program](#) subscription. [Click here](#) to view all of the benefits of the CAP subscription.
- 5 This area contains the various buttons that you use to access and control your SSQ/TT system account. For example, the 'Edit Questionnaire' button is how you access the SSQ and the 'CAP Report Card' button is used to view a report card that rates your company's answers to the SSQ.

## Step 6 – Edit Questionnaire

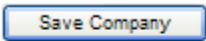
Now let's actually start editing your company's Standardized Safety Questionnaire. From your SSQ/TT system home page, just click on the 'Edit Questionnaire' button (shown below). This should be the top button in the stack of buttons.



This will display the first section (page) of the SSQ called the 'Company Profile Section'. This section (page) will look similar to the image below.

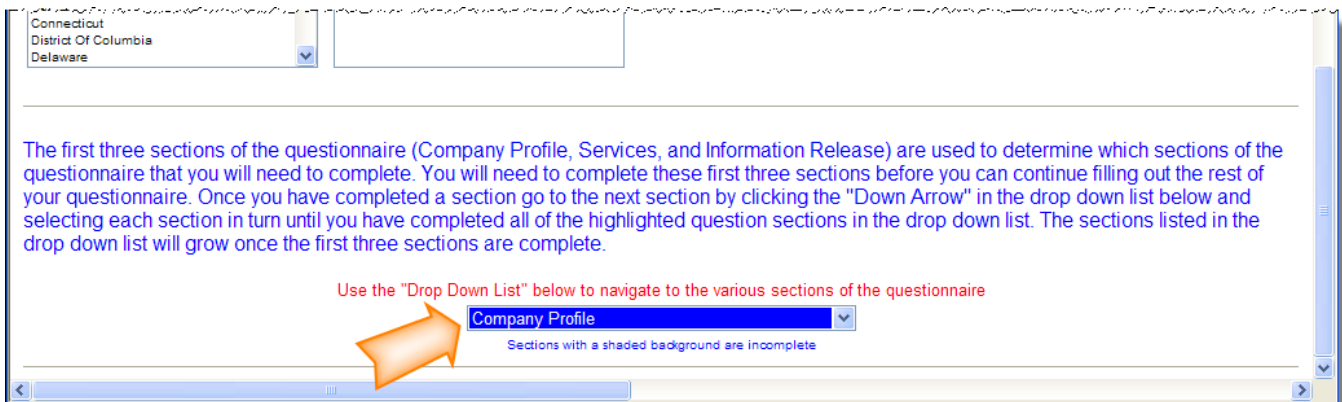


Fill out all of the company profile information on this page as needed. The fields indicated with an asterisk ( \* ) character indicate required fields. When you are finished entering or changing information on this page, save the changes by clicking on the 'Save Company' button located towards the bottom of the page. You may need to scroll down to see this button.



## Step 7 – Moving Between SSQ Sections

Once you finish editing the 'Company Profile Section', we need to move to the other SSQ sections (pages). The way you do this is use the dropdown list button located all the way at the bottom of every SSQ section (page). You will need to scroll down to see this button. The image below shows the bottom of the 'Company Profile Section' where the orange arrow indicates the dropdown list button. Click on the dropdown list button and select the next section which is the 'Services' section.



**NOTE:** Initially, new SSQ accounts will only have three sections listed under the dropdown list button. The three initial sections are **Company Profile**, **Services**, and **Information Release**. The reason for this is that you must complete these three sections before the system can determine which other sections your company

needs to fill out. For example, some Operators have their own specific sections that only appear if you release your SSQ to them.

### Step 8 – Services Section (Tips)

- **NAICS/SIC Code** – Your Insurance / Workman’s Compensation carrier can provide this number to you. [Click here](#) for more information on NAICS/SIC codes.
- **Service Region** – Select only the necessary regions that your work is performed. ‘Venezuela Oil & Gas’ is by special request only. Most contractors will choose either ‘Domestic USA Onshore Oil & Gas’ or ‘Domestic USA Offshore Oil & Gas’.

### Step 9 – Information Release Section (Tips)

- Release your SSQ **only** to the requesting operator. Either we or the Operator will contact you for future SSQ release requests.

### Step 10 – General Safety Incidents Statistics Section (Tips)

- The OSHA 300 table must be updated on a quarterly basis.
- Each line must be done one at a time. You must press the ‘Edit’ button for the desired line, enter your data, and then hit the ‘Save’ button for that line **before** moving to the next line.
- When you click the ‘Edit’ button, it will turn into a ‘Save’ button and vice-versa.
- You want all of your buttons to say ‘Edit’ after your information is entered in. They will also no longer be teal green once completed.
- Every box must be filled in. If you have no answers, then put a zero ( 0 ).

### Other Helpful Tips

- When using the dropdown list button at the bottom of each SSQ section to move between the sections, incomplete sections are shown highlighted in **teal green**. This is a quick way to tell what sections need work.
- When viewing the questions of **any** SSQ section, unanswered questions are shown highlighted in **teal green**. This is a quick way to determine which questions need attention.
- Some questions are predicated on the answers of previous questions. Questions that do not apply because of the answer you gave to a previous question are **grayed out like this**.
- Any time you change **any** information on your SSQ, marks your SSQ as incomplete. You must then recertify the SSQ using the ‘Completion Certification’ section in order for it to be completed again.
- Please [click here](#) to display the SSQ *Support* page on our website for other helpful information on the SSQ/TT system such as a definition of terms, an FAQ document, etc.

### PEC/Premier Help Desk Contact Information

If ever you have any questions or problems while completing your SSQ, please feel free to call the SSQ Department at **1-800-892-8179** Mon-Fri 8am- 4:30 pm central standard time.