

How To Register on PSPOM® Supplier Application Guide



1

Register on PSPOM®

Create a new user account in
less than 5 minutes.

2

Apply to Become Service Provider

Share employment, experience
and expected compensation.

3

Wait for Approval

Review of your application will
take up to 48 hours.

4

Review Agreement Documents & Sign

Review contractual info and
electronically sign documents.

How To Register on PSPOM®

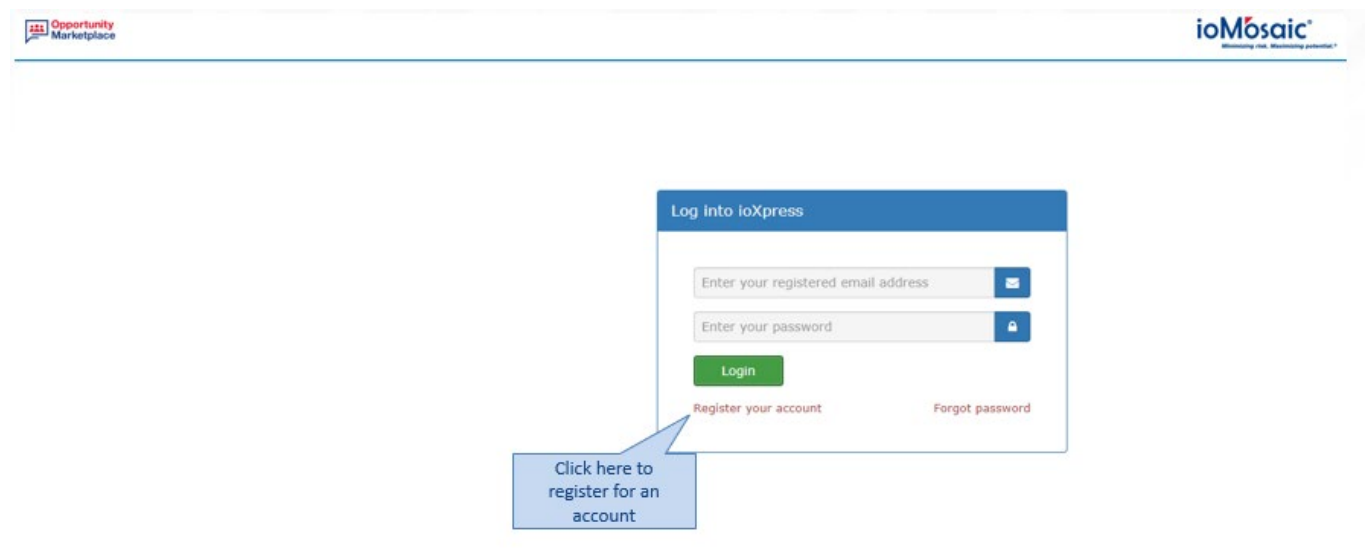
Supplier Application Guide

This guide provides step-by-step instructions for registering to become a supplier on Process Safety Project Opportunity Marketplace (PSPOM®).

1 PSPOM® Supplier Application Process

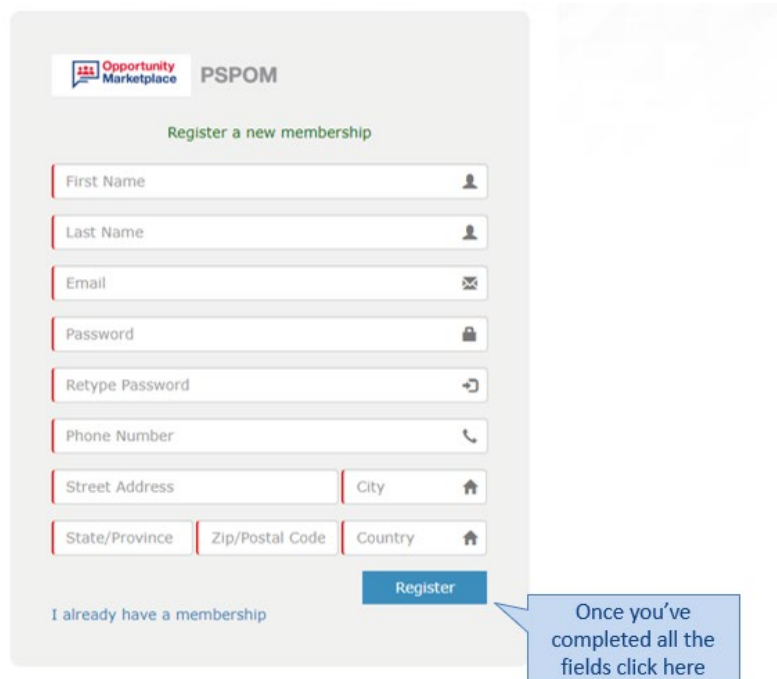
1.1. Register on PSPOM®

A new user will need to register by visiting <https://www.pspom.com> and click on “Register your account” as shown below. This process takes less than 5 minutes to complete.



Click on “Register your account” as shown above.

Next complete the form. All fields need to be completed in order to register. Press “Register” once you’re ready to submit your information.



Your registration will be confirmed via email to the address you provided, as shown below.

Subject: Thank you for registering to become a service provider for ioMosaic

ioMosaic Corporation is certified in our New Hampshire, Texas, Minnesota, Bahrain and United Kingdom offices in accordance with the ISO 9001:2015 Quality Management System (QMS), internationally recognized as the world's leading quality management standard. This certification demonstrates our commitment to quality, our motivation for continuous improvement to meet the changing needs of our clients, and our achievement of attaining higher operating efficiency. ioMosaic considers quality management to be an integral part of all our business operations. ISO 9001:2015 certification also demonstrates our establishment of clearly defined operational processes, communication structures, and goals that help to inform tasks and responsibilities throughout the entire organization.

Thank you for registering to become a service provider for ioMosaic. Please save this [link](#) for future use.

This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that you can leverage for business advantage. Please visit us at www.ioiq.com to find out how.

***Data is inexpensive
Information is valuable
Knowledge is precious!***

ioXpress is a trademark of iOIQ, LLC.

Now you are registered for an account. The screen will automatically populate to begin your application to become a Service Provider. Continue on by following Section 2. Apply to Become Service Provider.

2 Apply to Become Service Provider

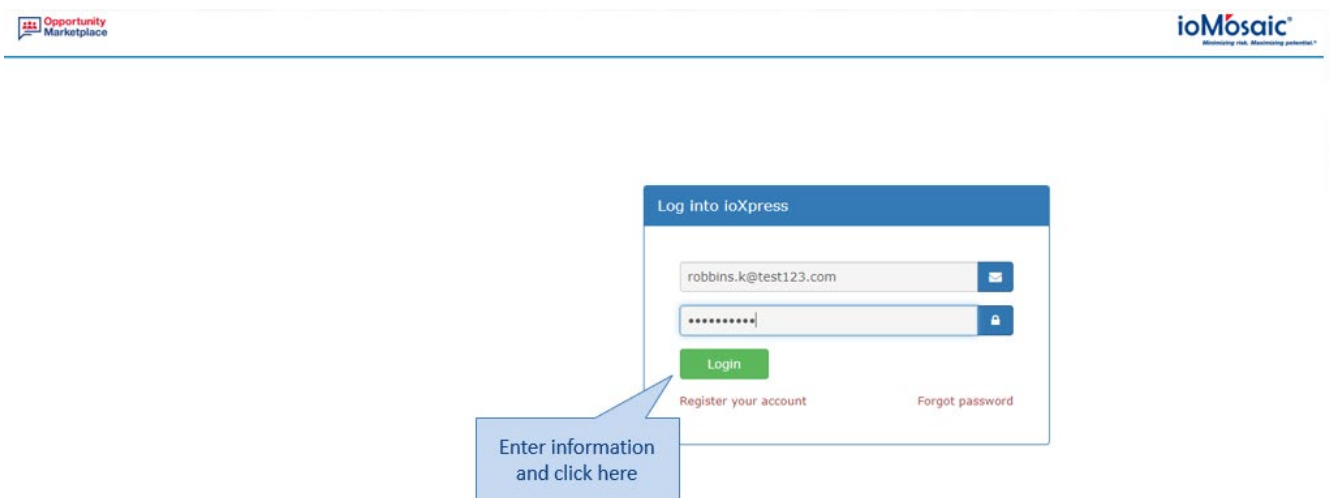
The application is a 3-step process and is as follows:

1. Basic Service Provider Information
2. Additional Service Provider Information
3. Contractual Information and ioMosaic ISO Training

Each step must be approved by ioMosaic before you can view or bid on any projects.

2.1 Login

Once you have registered and received confirmation, you're all set to apply to become a Service Provider, providing the opportunity to bid on many projects, including sub-contracting and Content Creator for Process Safety Learning® (PSL). To get started, go to <https://www.pspom.com>. Enter your registered email address and password. Click "Login".



Step 1 – Part 1 – Employment. Step 1 is comprised of 3 parts: **Employment, Experience & Expected Compensation.** Once you login, Step 1 will populate on the screen as shown below. This section takes approximately 25 minutes to complete if all required documents are available to upload. More time may be needed to compile document requirements.

Welcome to PSPOM™ Service Provider Registration

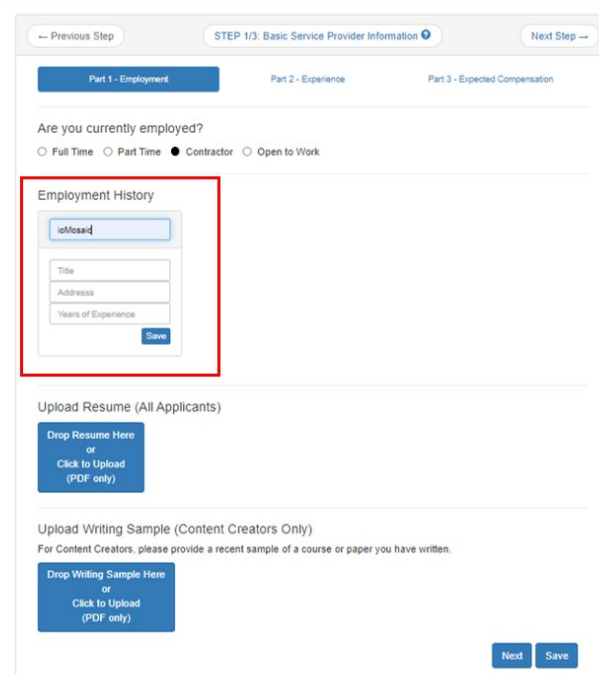
The screenshot shows the 'STEP 1/3: Basic Service Provider Information' form. On the left is a 'Contact Info' sidebar for Kristin Robbins (abc@gmail.com, 123 Easy Street, Test, Test, 77056, USA, 171349052202170). The main form has three parts: 'Part 1 - Employment', 'Part 2 - Experience', and 'Part 3 - Expected Compensation'. The 'Are you currently employed?' section is highlighted with a red box and contains radio buttons for 'Full Time', 'Part Time', 'Contractor', and 'Open to Work'. Below this are sections for 'Employment History', 'Upload Resume (All Applicants)', and 'Upload Writing Sample (Content Creators Only)'. At the bottom right, there are 'Next' and 'Save' buttons. Callouts point to the 'Next' button ('Go to part two') and the 'Save' button ('Save input').

Complete the information needed and provide the requested documents. Input your status of employment.

Welcome to PSPOM™ Service Provider Registration

This screenshot is identical to the one above, but the 'Are you currently employed?' section and its radio buttons are highlighted with a red border. The callouts remain the same: 'Go to part two' pointing to the 'Next' button and 'Save input' pointing to the 'Save' button.

Provide your employment history.



Previous Step STEP 1/3: Basic Service Provider Information Next Step

Part 1 - Employment Part 2 - Experience Part 3 - Expected Compensation

Are you currently employed?
 Full Time Part Time Contractor Open to Work

Employment History

ioMosaic

Title

Address

Years of Experience

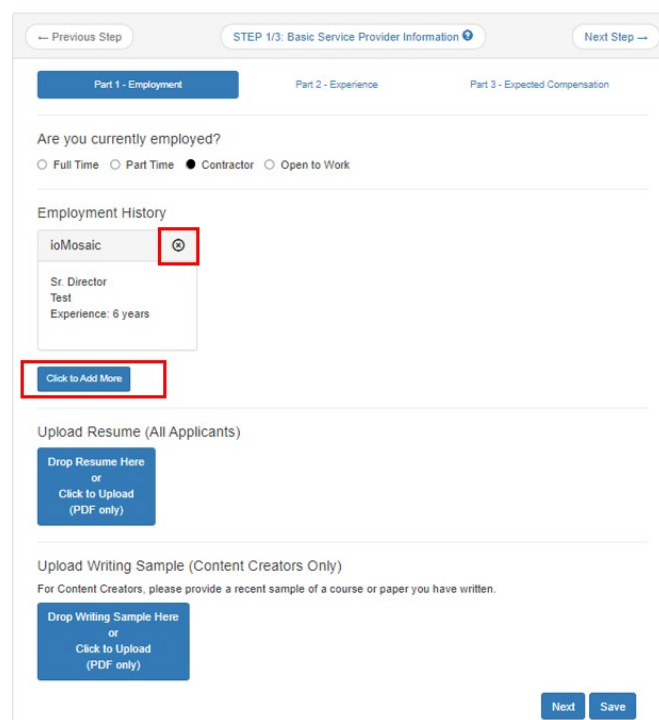
Save

Upload Resume (All Applicants)
Drop Resume Here or Click to Upload (PDF only)

Upload Writing Sample (Content Creators Only)
For Content Creators, please provide a recent sample of a course or paper you have written.
Drop Writing Sample Here or Click to Upload (PDF only)

Next Save

To add a new entry, click on “Click to Add More”. If you found a typo or mistake on any entry, press the “X” button. It will delete the entry and you can input your information again.



Previous Step STEP 1/3: Basic Service Provider Information Next Step

Part 1 - Employment Part 2 - Experience Part 3 - Expected Compensation

Are you currently employed?
 Full Time Part Time Contractor Open to Work

Employment History

ioMosaic

Sr. Director
Test
Experience: 6 years

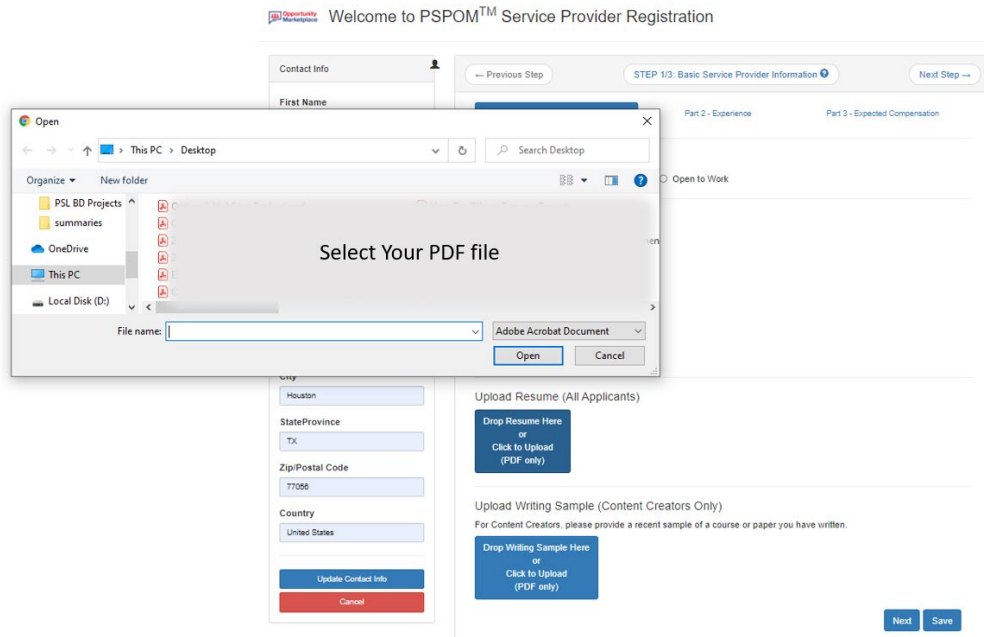
Click to Add More

Upload Resume (All Applicants)
Drop Resume Here or Click to Upload (PDF only)

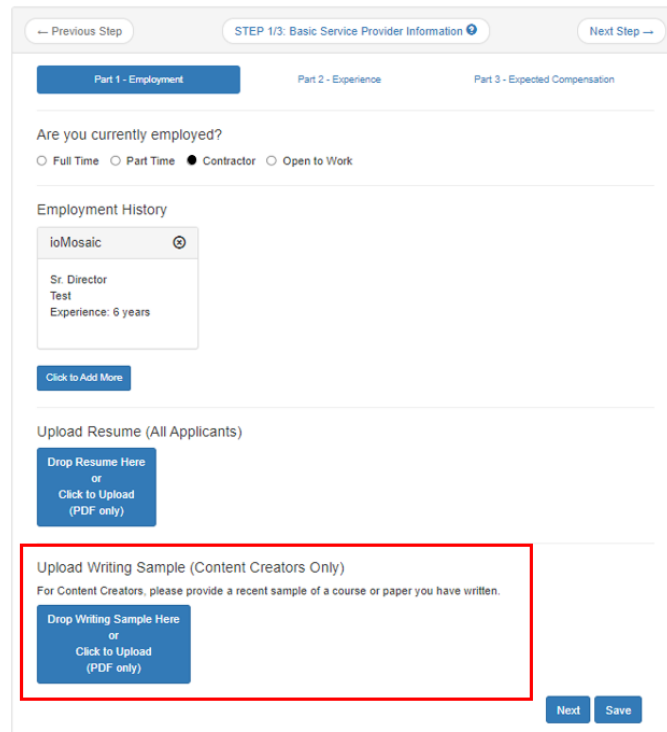
Upload Writing Sample (Content Creators Only)
For Content Creators, please provide a recent sample of a course or paper you have written.
Drop Writing Sample Here or Click to Upload (PDF only)

Next Save

Upload your resume by either dropping and dragging the file or press “Click to Upload” Button and select your file from your folder. Only PDF format is accepted.



This next step only applies to those interested in becoming a PSL Content Creator; other applicants skip this step. All applicants interested in becoming a PSL Content Creator must upload a writing sample – either of a course or paper sample. Only PDF format is accepted. To upload, drop and drag the file or press “Click to Upload” Button and select your file from your folder.



← Previous Step STEP 1/3: Basic Service Provider Information Next Step →

Part 1 - Employment Part 2 - Experience Part 3 - Expected Compensation

Are you currently employed?

Full Time Part Time Contractor Open to Work

Employment History

ioMosaic

Sr. Director
Test
Experience: 6 years

Click to Add More

Upload Resume (All Applicants)

Drop Resume Here
or
Click to Upload
(PDF only)

Upload Writing Sample (Content Creators Only)
For Content Creators, please provide a recent sample of a course or paper you have written.

Drop Writing Sample Here
or
Click to Upload
(PDF only)

Next Save

When satisfied with your entries, click “Next” to continue to **Part 2 – Experience**. If you need more time to gather documents or wish to proceed later, click “Save”. Once you log back in, you can pick-up when you left off.

Welcome to PSPOM® Service Provider Registration

Contact Info

Kristin Robbins
abc@gmail.com
123 Easy Street, Test, Test, 77056, USA
171349052202170

Edit Contact Info

STEP 1/3: Basic Service Provider Information

Part 1 - Employment Part 2 - Experience Part 3 - Expected Compensation

Are you currently employed?
 Full Time Part Time Contractor Open to Work

Employment History
[Click to Add More](#)

Upload Resume (All Applicants)
[Drop Resume Here or Click to Upload \(PDF only\)](#)

Upload Writing Sample (Content Creators Only)
For Content Creators, please provide a recent sample of a course or paper you have written.
[Drop Writing Sample Here or Click to Upload \(PDF only\)](#)

[Next](#) [Save](#)

Go to part two Save input

Once you click “Next”, Part 1 – Employment is completed and you can proceed with Part 2.

Contact Info

Kristin Robbins
abc@gmail.com
123 Easy Street, Test, Test, 77056, USA
171349052202170

STEP 1/3: Basic Service Provider Information

Part 1 - Employment Part 2 - Experience Part 3 - Expected Compensation

Are you currently employed?
 Full Time Part Time Contractor Open to Work

Employment History

ioMosaic
Test 1900 St. James Place Experience: 8 years

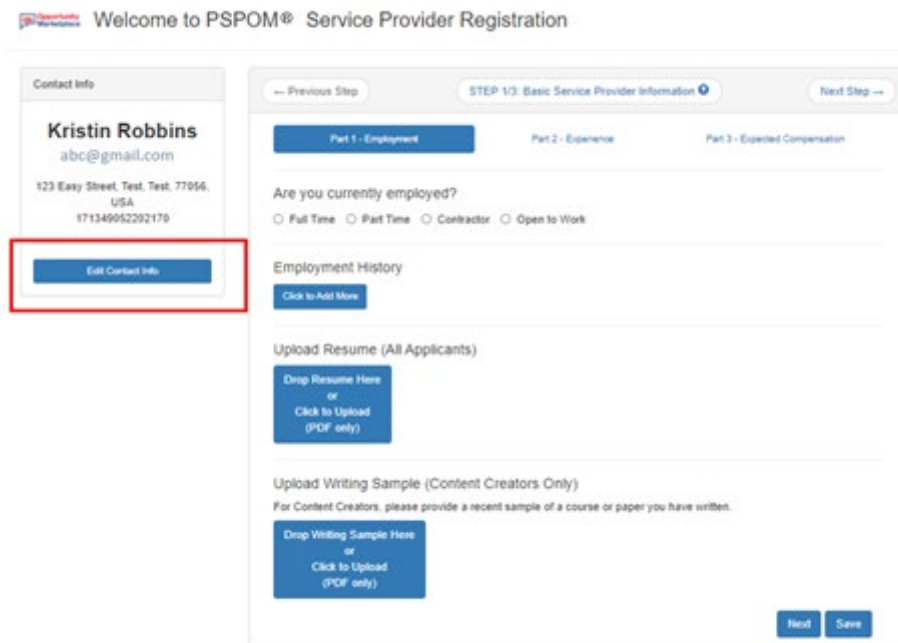
Upload Resume (All Applicants)
[Kristin Robbins's Resume](#)

Upload Writing Sample (Content Creators Only)
For Content Creators, please provide a recent sample of a course or paper you have written.
[Kristin Robbins's Writing Sample](#)

[Next](#) [Save](#)

Go to part two Save input

Note: If you need to change your contact information, you can do so by clicking on “Edit Contact Info”.



Make your changes and to save them click “Update Contact Info”.

Now **Part 2 – Experience** will populate on the screen. This section takes approximately 5 minutes to complete and does not require any document uploads.

Input the required information.

Provide your years of experience to the areas of interest you would like to bid on projects. You can add the number of years by typing it into the field or clicking your mouse in the white space, and arrow icons will appear to increase or decrease in numbers.

← Previous Step
STEP 1/3: Basic Service Provider Information
Next Step →

Part 1 - Employment
Part 2 - Experience
Part 3 - Expected Compensation

Contact Info

Kristin Robbins
 abc@gmail.com
 123 Easy Street, Test, Test, 77056, USA
 171349052202170

Edit Contact Info

Areas of Interest and Years of Process Safety Experience?

Training Content Developer	2	Years
Training Facilitator	4	Years
Pressure Relief & Flare System Design		Years
Pressure Relief & Flare System Design Auditing		Years
Relief Header and Flare Analysis System		Years
Emergency Relief Effluent Handling System Design		Years
Process Simulation		Years
Pipeline Safety Management		Years
LNG Risk Management		Years
Process Hazard Analysis		Years
Dust Hazard Analysis		Years
PSM Audits		Years
Quantitative Risk Assessment		Years
Incident Investigation		Years
Asset/Mechanical Integrity		Years
Risk Based Inspection Implementation		Years
Facility Siting		Years
Kinetic Modeling		Years
LOPA		Years
SIL/SIS		Years
Chemical Reactivity		Years

Next, provide any software programming skills as well as input any software knowledge or experience.

Process Simulation		Years
Pipeline Safety Management		Years
LNG Risk Management		Years
Process Hazard Analysis		Years
Dust Hazard Analysis		Years
PSM Audits		Years
Quantitative Risk Assessment		Years
Incident Investigation		Years
Asset/Mechanical Integrity		Years
Risk Based Inspection Implementation		Years
Facility Siting		Years
Kinetic Modeling		Years
LOPA		Years
SIL/SIS		Years
Chemical Reactivity		Years

Software Programming Skills

+

Test

3

Save

List your Software Knowledge and Experience

Test3 X

Test

Test

Experience: 3 years

Click to Add More

Previous Next Save

To add a new skill, click on “+” icon. If you can a typo or mistake on any entry, press the X button. It will delete the entry, and you can input it in again.

Contact Info

Kristin Robbins
abc@gmail.com
123 Easy Street, Test, Test, 77056,
USA
171349052202170

Edit Contact Info

STEP 1/3: Basic Service Provider Information

Part 1 - Employment **Part 2 - Experience** Part 3 - Expected Compensation

Areas of Interest and Years of Process Safety Experience?

Training Content Developer	2	Years
Training Facilitator	4	Years
Pressure Relief & Flare System Design		Years
Pressure Relief & Flare System Design Auditing		Years
Relief Header and Flare Analysis System		Years
Emergency Relief Effluent Handling System Design		Years
Process Simulation		Years
Pipeline Safety Management		Years
LNG Risk Management		Years
Process Hazard Analysis		Years
Dust Hazard Analysis		Years
PSM Audits		Years
Quantitative Risk Assessment		Years
Incident Investigation		Years
Asset/Mechanical Integrity		Years
Risk Based Inspection Implementation		Years
Facility Siting		Years
Kinetic Modeling		Years
LOPA		Years
SIL/SIS		Years
Chemical Reactivity		Years

Software Programming Skills

+ Test - 3 years

Software Name

Years of Experience

Save

List your Software Knowledge and Experience

Test 2 ⊗

Test1
Experience: 3 years

Click to Add More

Previous
Next
Save

To add a new entry for your software knowledge or experience, click “Click to Add More”. If you can a typo or mistake on any entry, press the X button. It will delete the entry and you can input it in again.

Once you are satisfied when your selections, click “Next” to move to **Part 3 – Expected Compensation**. If you need to go back to **Part 1 – Employment**, you can click on “Previous”. Also, if you need more time or wish to continue the application at a later time, click on “Save”, and then you can log out and resume later.

Contact Info

Kristin Robbins
abc@gmail.com
123 Easy Street, Test, Test, 77056, USA
171349052202170

[Edit Contact Info](#)

STEP 1/3: Basic Service Provider Information

Part 1 - Employment **Part 2 - Experience** Part 3 - Expected Compensation

Areas of Interest and Years of Process Safety Experience?

Training Content Developer	2	Years
Training Facilitator	4	Years
Pressure Relief & Flare System Design		Years
Pressure Relief & Flare System Design Auditing		Years
Relief Header and Flare Analysis System		Years
Emergency Relief Effluent Handling System Design		Years
Process Simulation		Years
Pipeline Safety Management		Years
LNG Risk Management		Years
Process Hazard Analysis		Years
Dust Hazard Analysis		Years
PSM Audits		Years
Quantitative Risk Assessment		Years
Incident Investigation		Years
Asset/Mechanical Integrity		Years
Risk Based Inspection Implementation		Years
Facility Siting		Years
Kinetic Modeling		Years
LOPA		Years
SIL/SIS		Years
Chemical Reactivity		Years

Software Programming Skills

Test - 3 years

List your Software Knowledge and Experience

Test 2

Test

Test3

Experience: 3 years

[Click to Add More](#)

[Previous](#) [Next](#) [Save](#)

Go to part three

Save input

Go back to part one

Now **Part 3 – Expected Compensation** will populate on the screen. This section takes approximately 5 minutes to complete unless more time is needed to gather document requirements.

Input the required information and upload relevant documentation.

Contact Info

Kristin Robbins
abc@gmail.com
123 Easy Street, Test, Test, 77056, USA
171349052202170

[Edit Contact Info](#)

STEP 1/3: Basic Service Provider Information

Part 1 - Employment Part 2 - Experience **Part 3 - Expected Compensation**

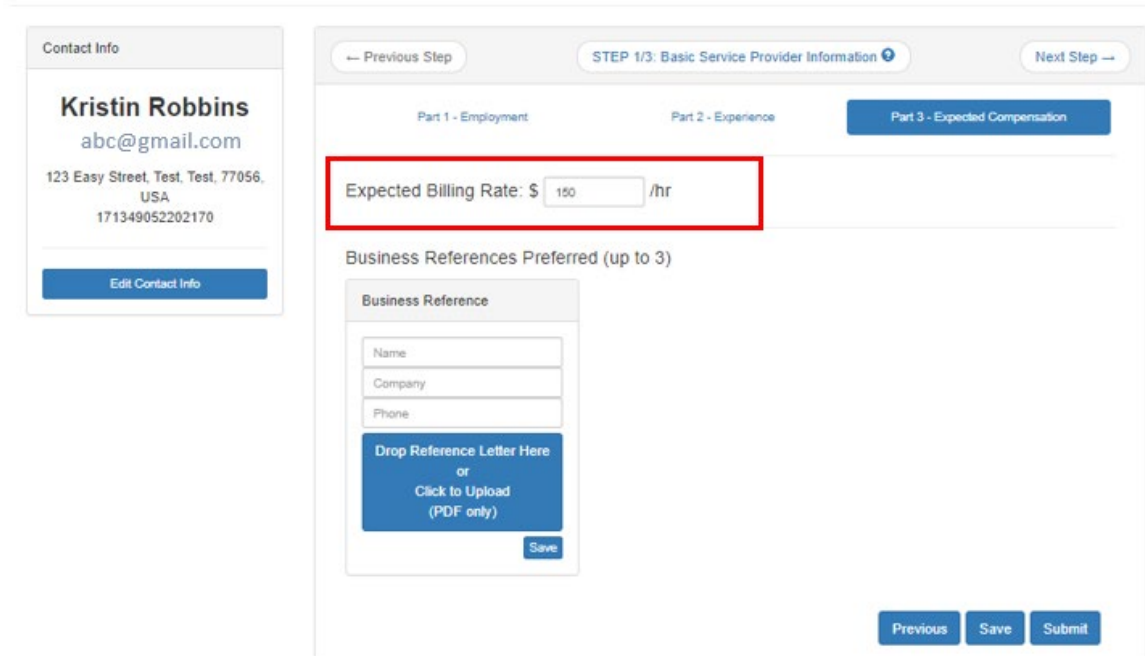
Expected Billing Rate: \$ /hr

Business References Preferred (up to 3)

[Click to Add More](#)

[Previous](#) [Save](#) [Submit](#)

Enter your expected billing rate per hour for project work.



The screenshot shows a web form titled "STEP 1/3: Basic Service Provider Information". On the left is a "Contact Info" sidebar for Kristin Robbins, including email, address, and phone number. The main form has three parts: "Part 1 - Employment", "Part 2 - Experience", and "Part 3 - Expected Compensation", with the third part selected. A red box highlights the "Expected Billing Rate" field, which is set to \$150/hr. Below this is a section for "Business References Preferred (up to 3)", containing a form with fields for Name, Company, and Phone, and a "Drop Reference Letter Here or Click to Upload (PDF only)" button. At the bottom right are "Previous", "Save", and "Submit" buttons.

Upload up to three (3) business references as PDF documents only by pressing "Click to Add More". This is not mandatory. Be sure to press "Save" once you've located your file to attach it successfully.

Contact Info

Kristin Robbins
abc@gmail.com

123 Easy Street, Test, Test, 77056,
USA
171349052202170

Edit Contact Info

← Previous Step STEP 1/3: Basic Service Provider Information Next Step →

Part 1 - Employment Part 2 - Experience **Part 3 - Expected Compensation**

Expected Billing Rate: \$ /hr

Business References Preferred (up to 3)

Business Reference

[Reference Letter](#)

Save

Previous Save Submit

Remember to add a new entry, click on “Click to Add More”. If you found a typo or mistake on any entry, press the “X” button. It will delete the entry, and you can input your information again.

Contact Info

Kristin Robbins
abc@gmail.com

123 Easy Street, Test, Test, 77056,
USA
171349052202170

Edit Contact Info

← Previous Step STEP 1/3: Basic Service Provider Information Next Step →

Part 1 - Employment Part 2 - Experience **Part 3 - Expected Compensation**

Expected Billing Rate: \$ /hr

Business References Preferred (up to 3)

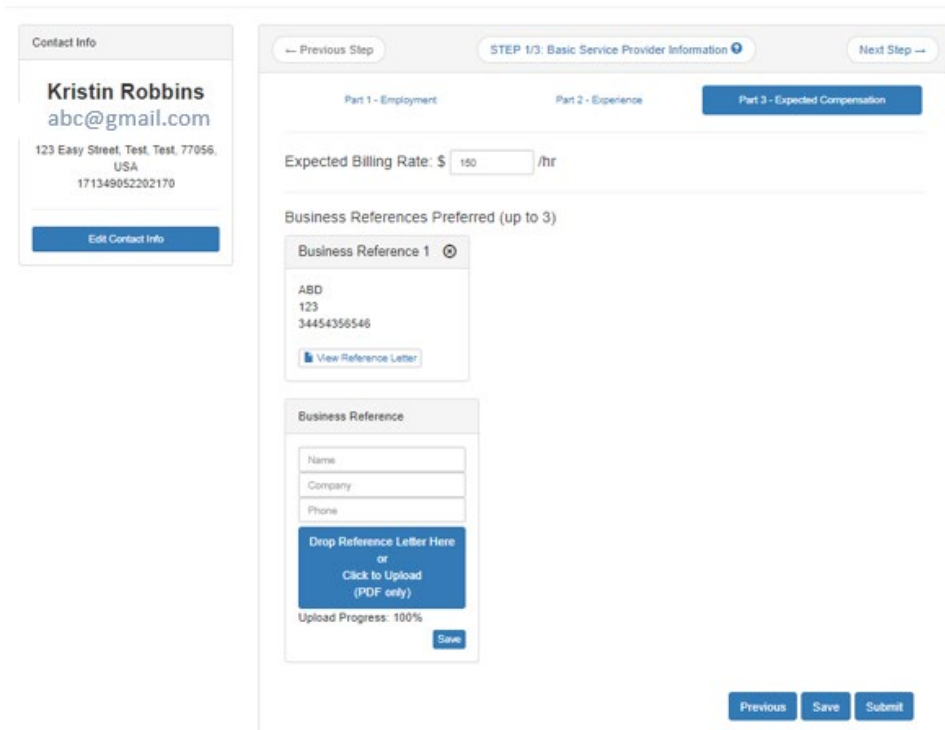
Business Reference 1 ⊗

ABD
123
34454356546

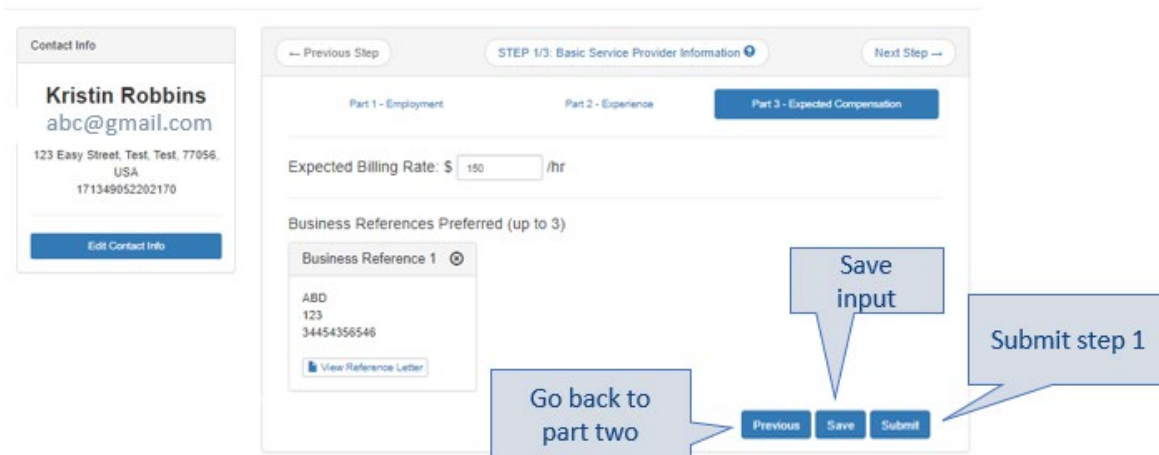
[View Reference Letter](#)

Click to Add More

Previous Save Submit



This is the last part of **Step 1**. If you need to make any final changes before submitting, click on “Previous” and it will take you back to revisit the previous parts. Once satisfied click “Submit.”



After you click “Submit”, a green message as shown below should appear near the top of the screen to confirm that your submission was successful. You will need to wait for approval from ioMosaic to proceed to **Step 2**.

Opportunity Marketplace Welcome to PSPOM® Service Provider Registration

Thank you for completing step 1 (of 3) of our Service Provider Registration Application – Employment, Experience & Expected Compensation. If your profile meets our needs, you will be notified via email and provided access to continue with the registration process. Please understand that it may take up to 48 hours to be notified.

If you need to make a change, click on “Modify Profile” and you will have the opportunity to revise and re-submit. You will receive confirmation via email as shown below. Review of your application will take up to 48 hours.

PSPOM™ Notification Inbox x

noreply <noreply@ioxpress.com>
to me

11:48 AM (0 minutes ago) ☆ ↶ ⋮

Thank you for completing step 1 (of 3) of our Service Provider Registration Application – Employment, Experience & Expected Compensation.

If your profile meets our needs, you will be notified via email and provided access to continue with the registration process. Please understand that it may take up to 48 hours to be notified.

You may check your status by logging into PSPOM™.

This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that you can leverage for business advantage. Please visit us at www.ioiq.com to find out how.

*Data is inexpensive
Information is valuable
Knowledge is precious!*

ioXpress is a trademark of IOIQ, LLC.

Checking Application Status:

You can check your status by logging into PSPOM® and the green notification message at the top of the screen as shown below. This applies to all steps of the application process.



Welcome to PSPOM® Service Provider Registration

Thank you for completing step 1 (of 3) of our Service Provider Registration Application – Employment, Experience & Expected Compensation. If your profile meets our needs, you will be notified via email and provided access to continue with the registration process. Please understand that it may take up to 48 hours to be notified.

Approval or Denial of Step 1: As mentioned, it may take up to 48 hours for your application to be reviewed. Notification will be sent to your registered email address. If not approved, you will receive this message. It is also encouraged to check back in at a later date and apply again as our needs will be evolving.

Subject: PSPOM™ Notification

Thank you for application. Unfortunately, your credentials do not currently meet our needs. We have removed your information from our system.

We appreciate your interest and invite you to check-in with us from time to time to apply again.

This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that you can leverage for business advantage. Please visit us at www.ioiq.com to find out how.

*Data is inexpensive
Information is valuable
Knowledge is precious!*

ioXpress is a trademark of iOiQ, LLC.

If approved, you will receive this notification via email:

From: noreply <noreply@ioxpress.com>

Subject: PSPOM[®] Notification

Congratulations! Step 1 - **Employment, Experience & Expected Compensation** of our Service Provider Application has been approved. Complete Part 2 – **Additional Information** by clicking this [Link](#).

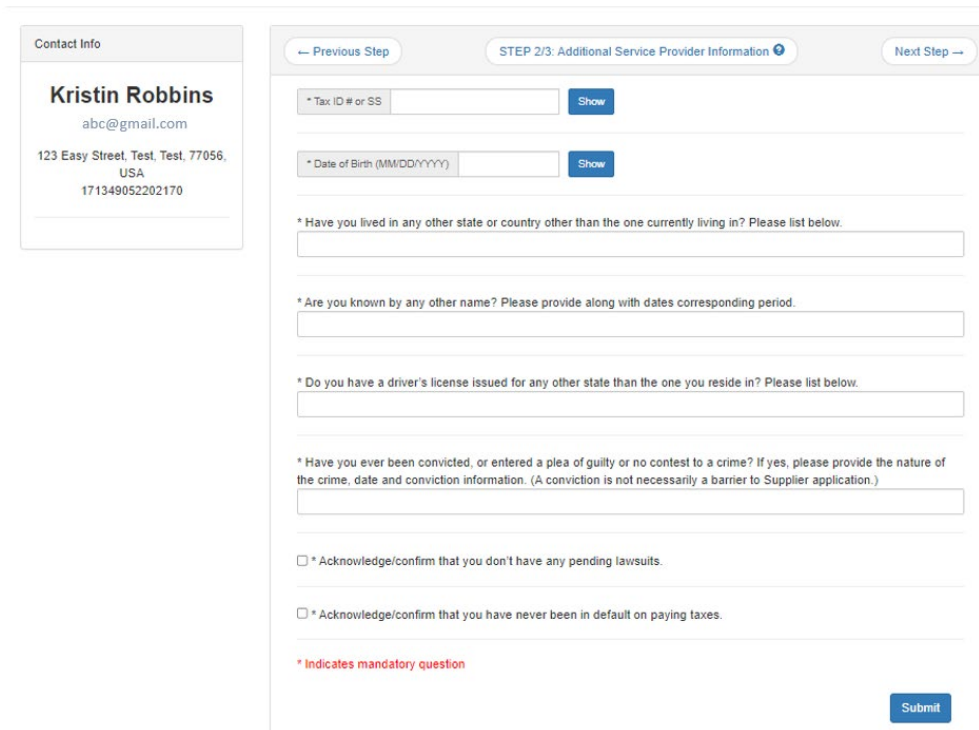
This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that you can leverage for business advantage. Please visit us at www.ioiq.com to find out how.

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Information is valuable
Knowledge is precious!*

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You are now able to proceed to **Step 2**.

Step 2 – Additional Service Provider Information. To complete **Step 2**, click the link found in your approval notification that was sent to your registered email. Once you login, **Step 2** will populate on the screen as shown below. This section takes approximately 5 minutes to complete.



Contact Info

Kristin Robbins
abc@gmail.com
123 Easy Street, Test, Test, 77056,
USA
171349052202170

← Previous Step STEP 2/3: Additional Service Provider Information Next Step →

* Tax ID # or SS Show

* Date of Birth (MM/DD/YYYY) Show

* Have you lived in any other state or country other than the one currently living in? Please list below.

* Are you known by any other name? Please provide along with dates corresponding period.

* Do you have a driver's license issued for any other state than the one you reside in? Please list below.

* Have you ever been convicted, or entered a plea of guilty or no contest to a crime? If yes, please provide the nature of the crime, date and conviction information. (A conviction is not necessarily a barrier to Supplier application.)

* Acknowledge/confirm that you don't have any pending lawsuits.

* Acknowledge/confirm that you have never been in default on paying taxes.

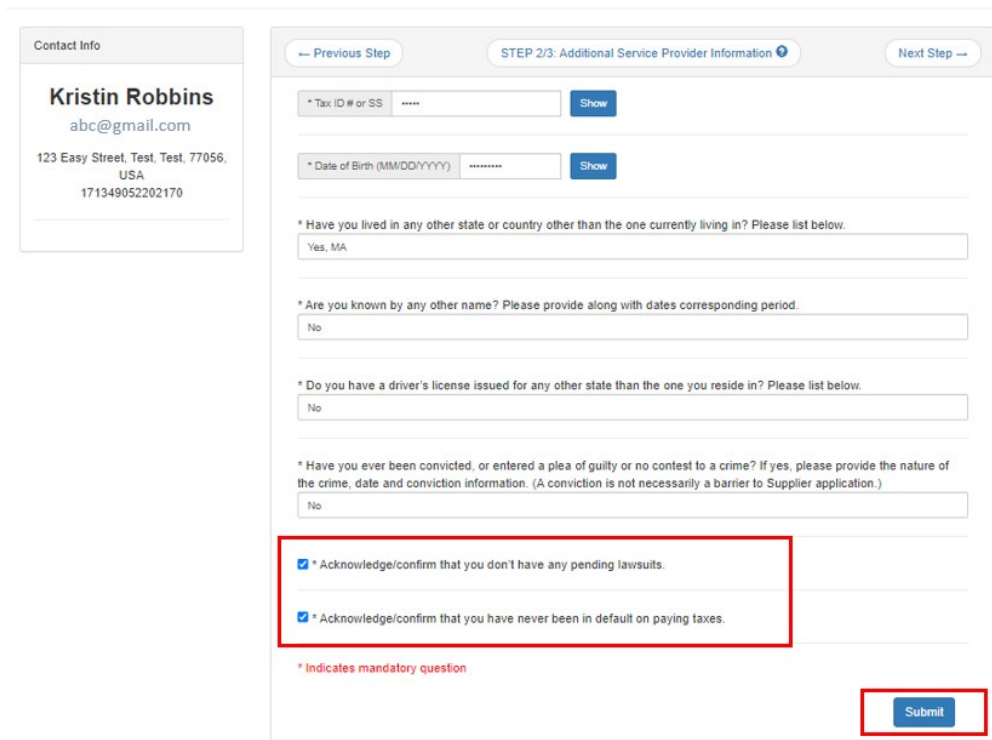
* Indicates mandatory question

Submit

This section is straightforward; please complete with appropriate responses and provide the information needed. Each question is mandatory.

Once completed be sure to tick off the required acknowledgements.

Once satisfied click “Submit.”



The screenshot shows a web form titled "STEP 2/3: Additional Service Provider Information". On the left, a "Contact Info" sidebar displays the name "Kristin Robbins", email "abc@gmail.com", and address "123 Easy Street, Test, Test, 77056, USA" with phone number "171349052202170". The main form area includes navigation buttons for "Previous Step" and "Next Step", and a "Submit" button at the bottom right. The form contains several mandatory questions marked with an asterisk (*):

- * Tax ID # or SS: [input field] [Show]
- * Date of Birth (MM/DD/YYYY): [input field] [Show]
- * Have you lived in any other state or country other than the one currently living in? Please list below. [input field with "Yes, MA"]
- * Are you known by any other name? Please provide along with dates corresponding period. [input field with "No"]
- * Do you have a driver's license issued for any other state than the one you reside in? Please list below. [input field with "No"]
- * Have you ever been convicted, or entered a plea of guilty or no contest to a crime? If yes, please provide the nature of the crime, date and conviction information. (A conviction is not necessarily a barrier to Supplier application.) [input field with "No"]
- * Acknowledge/confirm that you don't have any pending lawsuits. [input checked]
- * Acknowledge/confirm that you have never been in default on paying taxes. [input checked]

A red box highlights the two acknowledgment questions. A legend at the bottom left states "* Indicates mandatory question".

After you click “Submit”, a green message as shown below should appear near the top of the screen to confirm that your submission was successful. You will need to wait for approval from ioMosaic to proceed to **Step 3**. Also, remember if you need to make any changes, click “Modify Profile” and then re-submit.

Welcome to PSPOM® Service Provider Registration

Thank you for completing step 2 (of 3) of our Service Provider Registration Application – Additional Information. If your profile meets our needs, you will be notified via email and provided access to continue with the registration process. Please understand that it may take up to 48 hours to be notified.

Contact Info

Kristin Robbins
abc@gmail.com
123 Easy Street, Test, Test, 77056,
USA
171349952282170

← Previous Step STEP 2/3: Additional Service Provider Information Next Step →

* Tax ID# or SSN Show

* Date of Birth (MM/DD/YYYY) Show

* Have you lived in any other state or country other than the one currently living in? Please list below.

* Are you known by any other name? Please provide along with dates corresponding period.

* Do you have a driver's license issued for any other state than the one you reside in? Please list below.

* Have you ever been convicted, or entered a plea of guilty or no contest to a crime? If yes, please provide the nature of the crime, date and conviction information. (A conviction is not necessarily a barrier to Supplier application.)

* Acknowledge/confirm that you don't have any pending lawsuits.

* Acknowledge/confirm that you have never been in default on paying taxes.

* Indicates mandatory question

[Modify Profile](#)

You will also receive confirmation of the via email as shown below. Review of your application will take up to 48 hours.

From: noreply <noreply@ioxpress.com>

Subject: PSPOM® Notification

Thank you for completing step 2 (of 3) of our Service Provider Registration Application – **Additional Information**.

If your profile meets our needs, you will be notified via email and provided access to continue with the registration process. Please understand that it may take up to 48 hours to be notified.

You may check your status by logging into PSPOM™.

This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that you can leverage for business advantage. Please visit us at www.ioiq.com to find out how.

*Data is inexpensive
Information is valuable*

Remember you can check the status of your application by following the instructions outline in 2.5 Checking Application Status.

Wait for your application to be reviewed. Notification will be sent to your registered email address.

If not approved, you will receive this message. It is also encouraged to check back later and apply again as our needs will evolve.

Subject: PSPOM® Notification

Thank you for application. Unfortunately, your credentials do not currently meet our needs. We have removed your information from our system.

We appreciate your interest and invite you to check-in with us from time to time to apply again.

This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that you can leverage for business advantage. Please visit us at www.ioiq.com to find out how.

*Data is inexpensive
Information is valuable
Knowledge is precious!*

ioXpress is a trademark of ioIQ, LLC.

If approved, you will receive this notification via email:

From: noreply <noreply@ioxpress.com>

Subject: PSPOM® Notification

Congratulations! Step 2 – **Additional Information** of our Service Provider Application has been approved. Complete step 3 – **Contractual Information** and **ioMosaic ISO Training** by clicking this [Link](#).

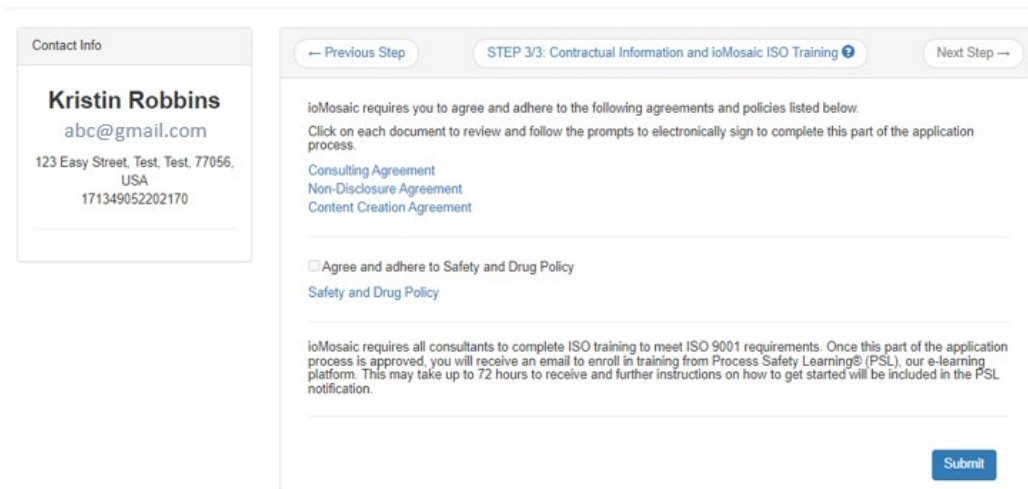
This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into access precious knowledge that you can leverage for business advantage. Please visit us at www.ioiq.com to find out how.

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You are now able to proceed to **Step 3**.

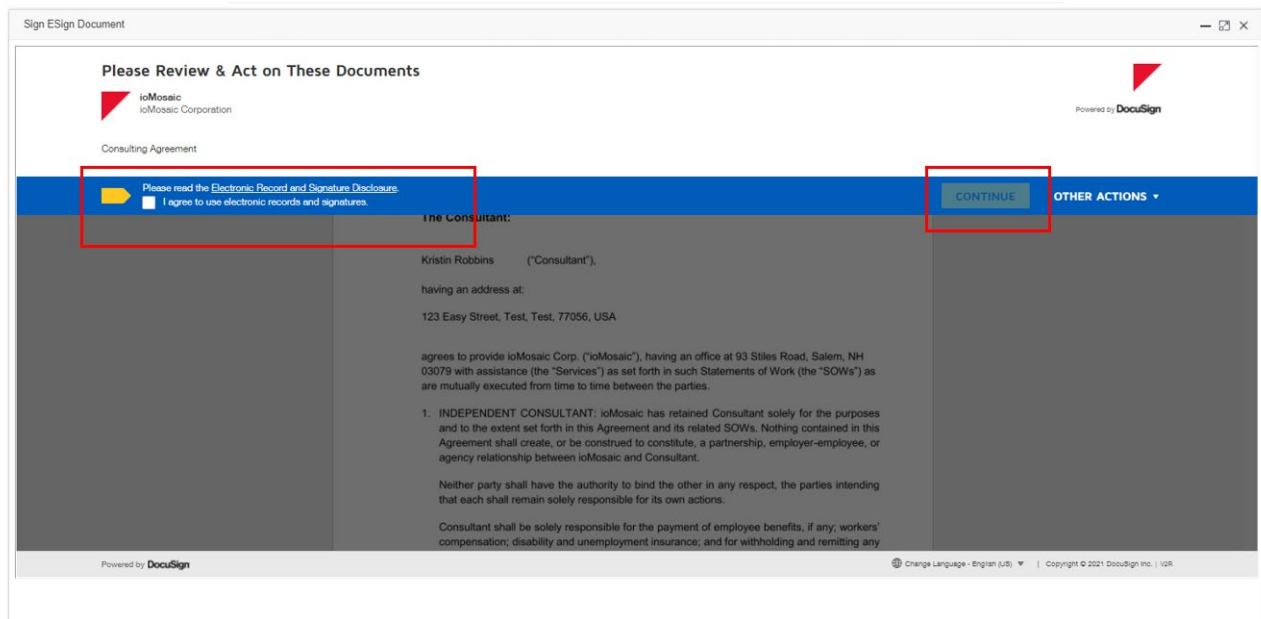
Step 3 – Additional Service Provider Information. To complete **Step 3**, click the link found in your approval notification that was sent to your registered email. Once you login, **Step 3** will populate on the screen as shown below. This section takes approximately 25 minutes to complete and involves reviewing and e-signing documents.



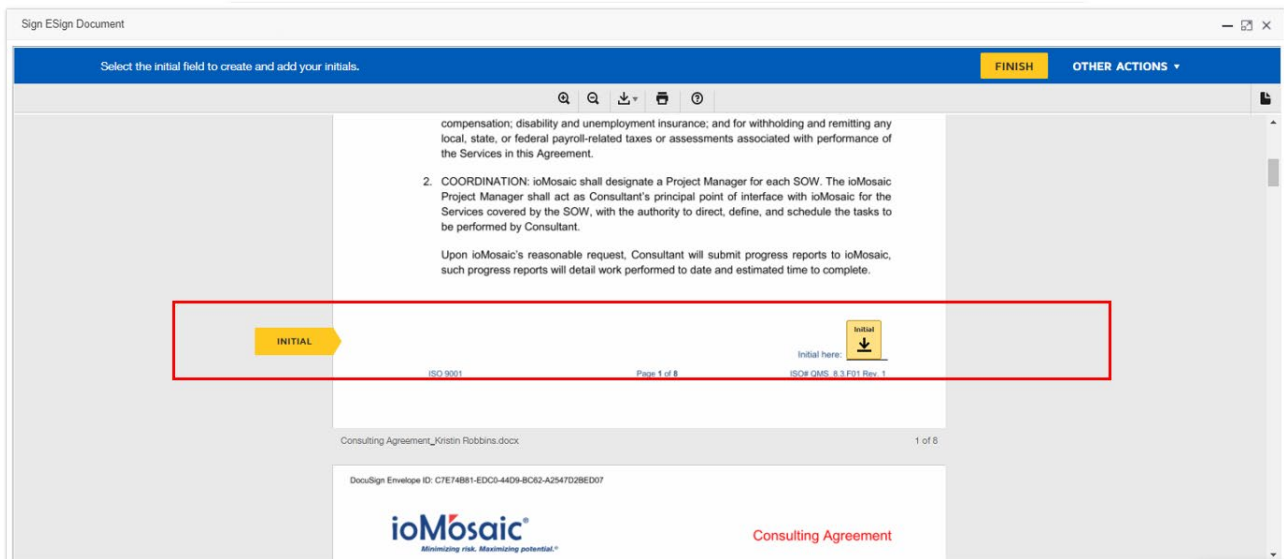
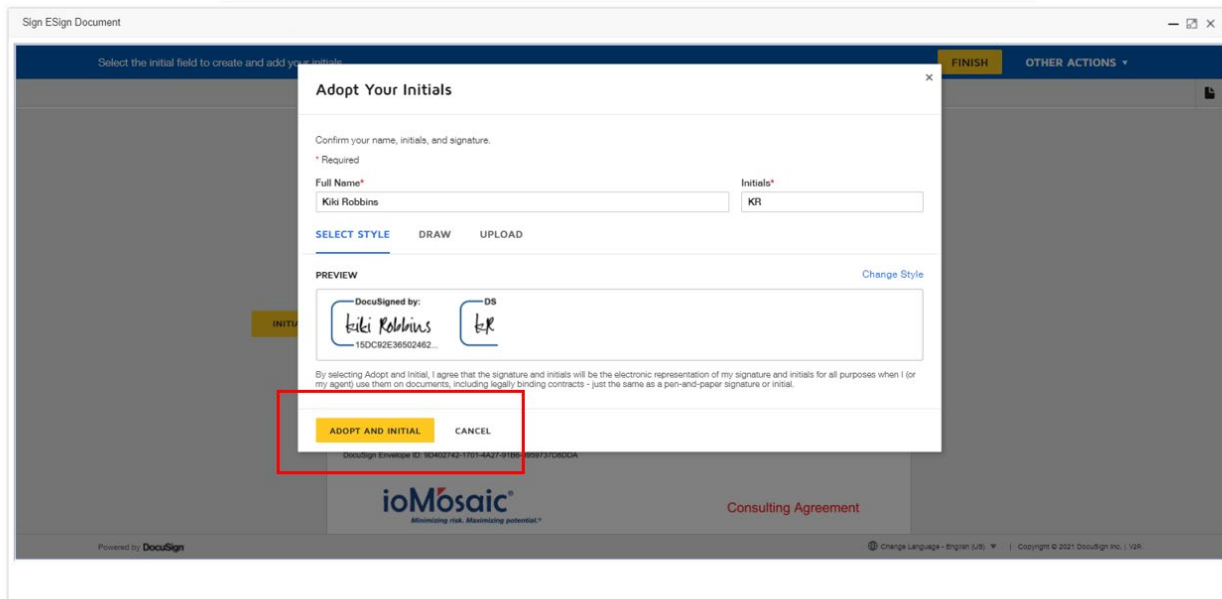
The screenshot shows a web application interface for Step 3: Contractual Information and ioMosaic ISO Training. On the left, there is a contact information box for Kristin Robbins, abc@gmail.com, 123 Easy Street, Test, Test, 77056, USA, 171349052202170. The main content area has navigation buttons for 'Previous Step', 'STEP 3/3: Contractual Information and ioMosaic ISO Training', and 'Next Step'. Below the navigation, there is a section titled 'ioMosaic requires you to agree and adhere to the following agreements and policies listed below.' It lists three agreements: Consulting Agreement, Non-Disclosure Agreement, and Content Creation Agreement. There is a checkbox for 'Agree and adhere to Safety and Drug Policy' with a link to 'Safety and Drug Policy'. A second section states 'ioMosaic requires all consultants to complete ISO training to meet ISO 9001 requirements. Once this part of the application process is approved, you will receive an email to enroll in training from Process Safety Learning® (PSL), our e-learning platform. This may take up to 72 hours to receive and further instructions on how to get started will be included in the PSL notification.' A 'Submit' button is located at the bottom right of the main content area.

Every applicant will need to review and sign the Consulting Agreement and Non-Disclosure Agreement (NDA). The Content Creation Agreement only needs to be submitted by applicants applying to be a PSL Content Creator.

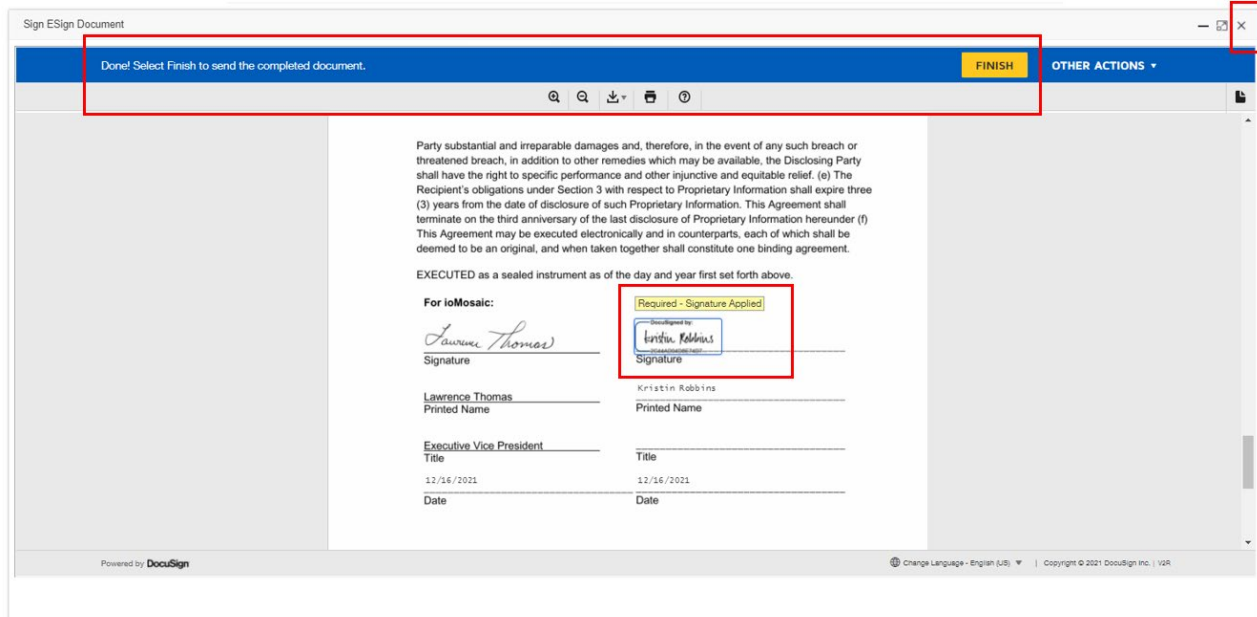
To sign a document, click on the link. Now Docu-Sign application will open. You will need to accept the terms and then press “Continue.” Read through the documents and as you do, the application will indicate what you need to fill-in or electronically sign.



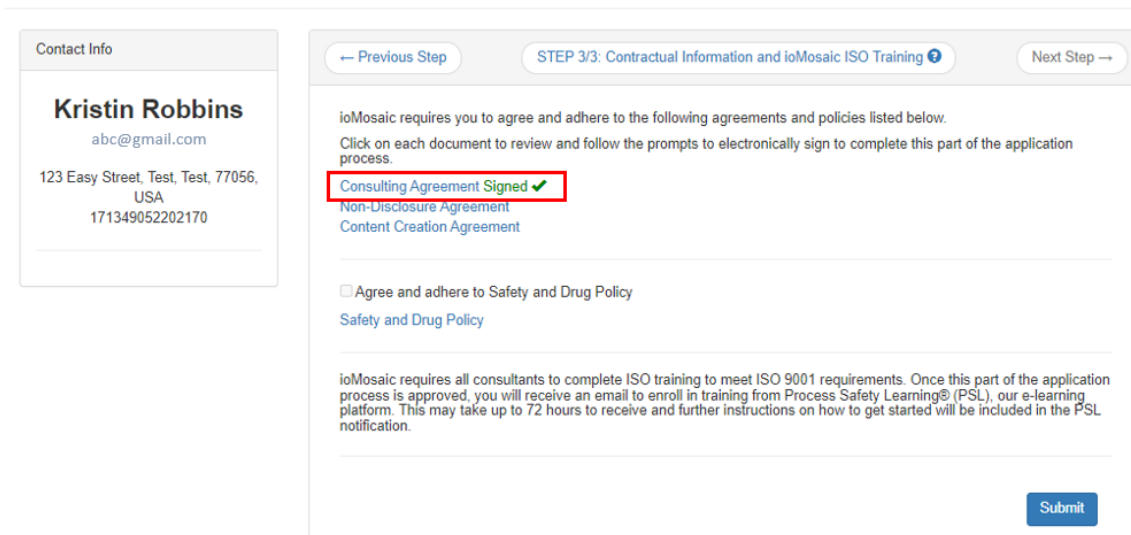
As you progress through the documents, you will be prompted to take action like below:



Once you have completed this and made it to the end, Click “Finish” and then close the document by clicking the “X”.



Now you are back to the Step 3 screen and a green checkmark will appear, indicating that the document was properly completed.



Repeat this for the remaining document(s). A copy of each document will be emailed to your registered address.

EXTERNAL: Fwd: PSPOM® Notification

 Kristin Robbins abc@gmail.com
To: Kristin Robbins

 Kristin Robbins_Consulting Agreement.pdf
293 KB

 Reply  Reply All  Forward 

Fri 12/17/2021 3:28 PM

From: noreply <noreply@ioxpress.com>

Subject: PSPOM® Notification

Thanks for signing with ioMosaic. Please find your signed document in attachment.

This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that you can leverage for business advantage. Please visit us at www.ioiq.com to find out how.

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Knowledge is precious!*

Next click the Safety and Drug Policy to review it. Close it and be sure to check/tick off the Agreement box once you read through it.

Contact Info

Kristin Robbins
abc@gmail.com
123 Easy Street, Test, Test, 77056,
USA
171349052202170

← Previous Step STEP 3/3: Contractual Information and ioMosaic ISO Training Next Step →

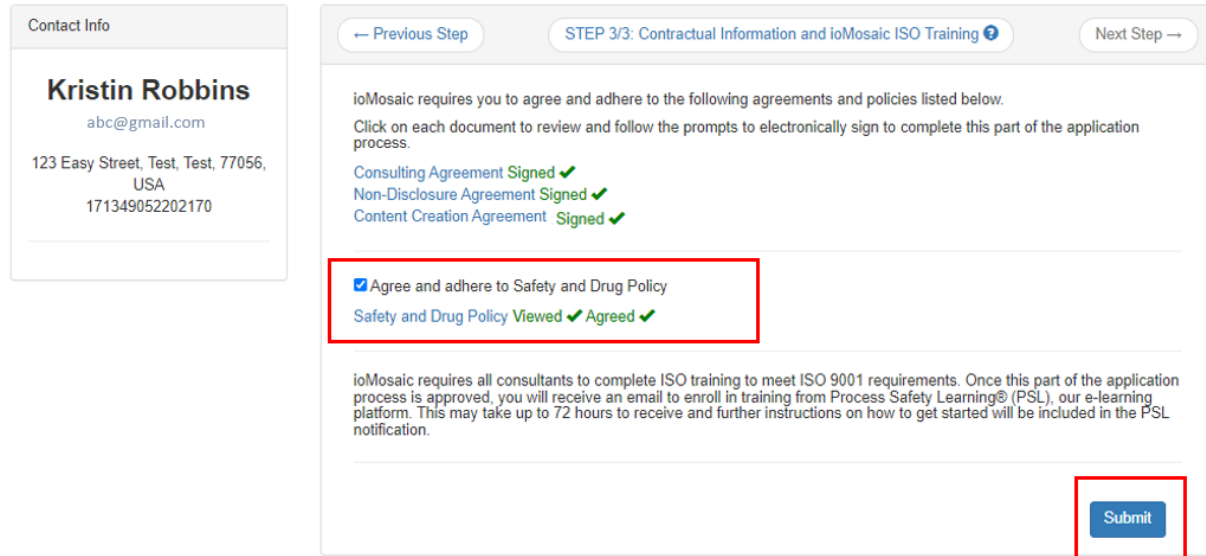
ioMosaic requires you to agree and adhere to the following agreements and policies listed below.
Click on each document to review and follow the prompts to electronically sign to complete this part of the application process.

- Consulting Agreement Signed ✓
- Non-Disclosure Agreement Signed ✓
- Content Creation Agreement Signed ✓

Agree and adhere to Safety and Drug Policy
Safety and Drug Policy Viewed ✓

ioMosaic requires all consultants to complete ISO training to meet ISO 9001 requirements. Once this part of the application process is approved, you will receive an email to enroll in training from Process Safety Learning® (PSL), our e-learning platform. This may take up to 72 hours to receive and further instructions on how to get started will be included in the PSL notification.

After you sign the documents and agree to the policy, then press “Submit” to complete this final step of the application process.



Contact Info

Kristin Robbins
abc@gmail.com
123 Easy Street, Test, Test, 77056, USA
171349052202170

← Previous Step STEP 3/3: Contractual Information and ioMosaic ISO Training Next Step →

ioMosaic requires you to agree and adhere to the following agreements and policies listed below.
Click on each document to review and follow the prompts to electronically sign to complete this part of the application process.

Consulting Agreement Signed ✓
Non-Disclosure Agreement Signed ✓
Content Creation Agreement Signed ✓

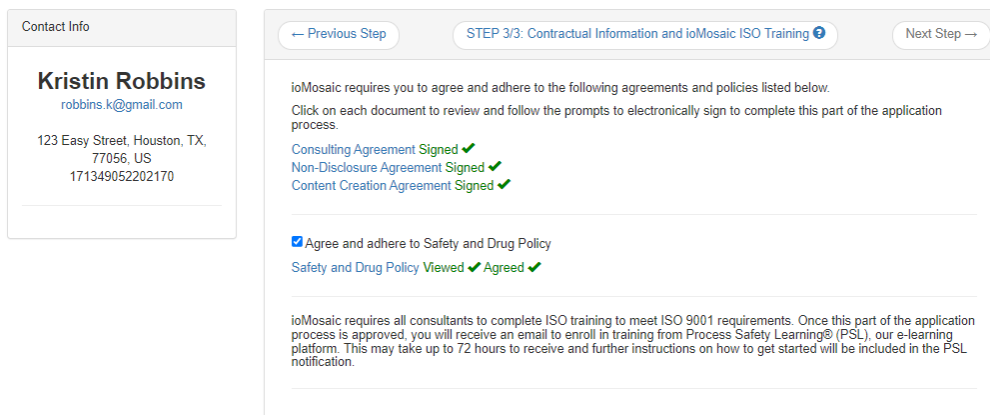
Agree and adhere to Safety and Drug Policy
Safety and Drug Policy Viewed ✓ Agreed ✓

ioMosaic requires all consultants to complete ISO training to meet ISO 9001 requirements. Once this part of the application process is approved, you will receive an email to enroll in training from Process Safety Learning® (PSL), our e-learning platform. This may take up to 72 hours to receive and further instructions on how to get started will be included in the PSL notification.

Submit

After you click “Submit”, a green message as shown below should appear near the top of the screen to confirm that your submission was successful. You will need to wait for approval from ioMosaic to proceed to **Step 3**.

Thank for you completing step 3 – Contractual Information and ioMosaic ISO Training. This concludes the Service Provider Registration Application process. You should receive an email confirmation shortly. If your profile meets our needs, you will also be notified via email and provided access to complete the required ISO training. This training is vital to ensure the quality, safety, and efficiency of our products, services, and systems. Please understand that it may take up to 48 hours to be notified.



Contact Info

Kristin Robbins
robbins.k@gmail.com
123 Easy Street, Houston, TX, 77056, US
171349052202170

← Previous Step STEP 3/3: Contractual Information and ioMosaic ISO Training Next Step →

ioMosaic requires you to agree and adhere to the following agreements and policies listed below.
Click on each document to review and follow the prompts to electronically sign to complete this part of the application process.

Consulting Agreement Signed ✓
Non-Disclosure Agreement Signed ✓
Content Creation Agreement Signed ✓

Agree and adhere to Safety and Drug Policy
Safety and Drug Policy Viewed ✓ Agreed ✓

ioMosaic requires all consultants to complete ISO training to meet ISO 9001 requirements. Once this part of the application process is approved, you will receive an email to enroll in training from Process Safety Learning® (PSL), our e-learning platform. This may take up to 72 hours to receive and further instructions on how to get started will be included in the PSL notification.

You will also receive confirmation via email as shown below. Review of your application will take up to 48 hours.

From: noreply <noreply@ioxpress.com>
Date: December 17, 2021 at 3:24:27 PM CST
Subject: PSPOM® Notification

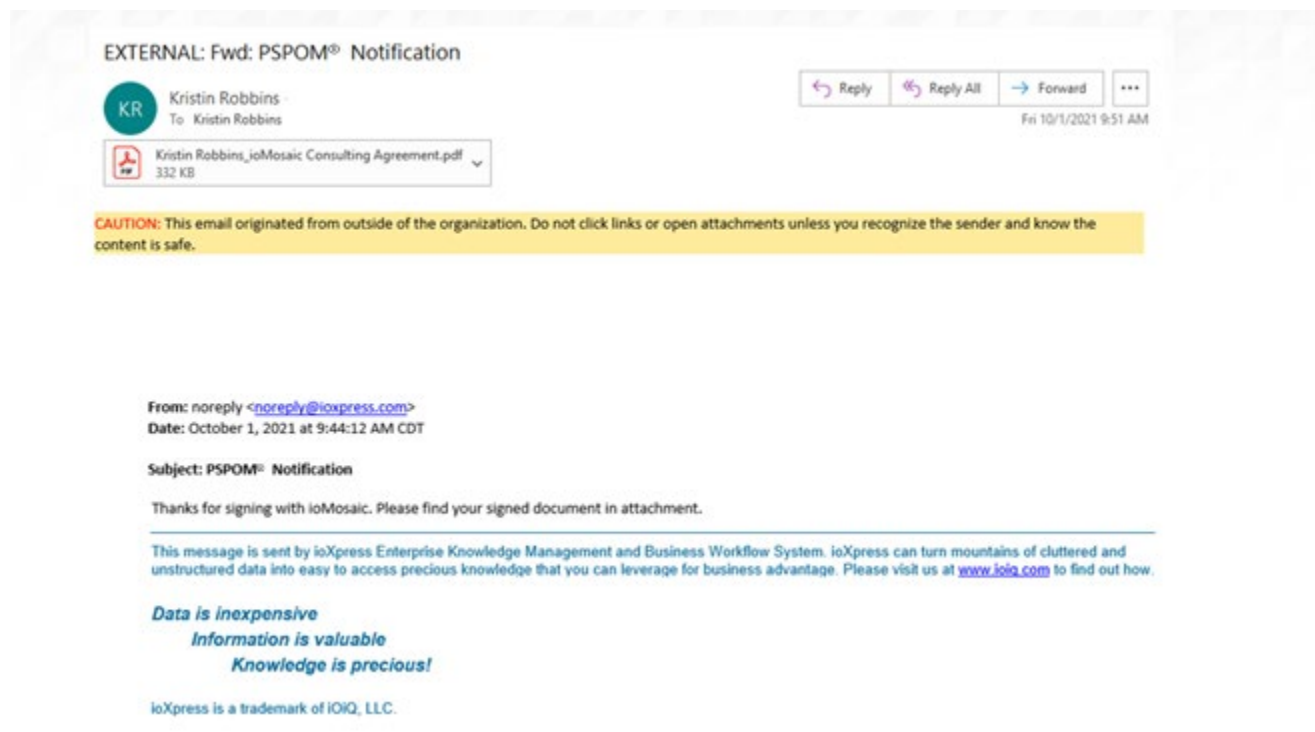
Thank you for completing step 3 (of 3) of our Service Provider Registration Application – Areas of Expertise and Interest Section – Contractual Information and Required Training.

ioMosaic requires all consultants to complete ISO training to meet ISO requirements. This helps ioMosaic ensure the quality, safety, and efficiency of our products, services, and systems.

Look for a message in your inbox from our online learning platform **Process Safety Learning®** to begin your training.

This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy access precious knowledge that you can leverage for business advantage. Please visit us at www.ioiq.com to find out how.

Your signed documents will also be sent to you via email, like displayed below:



EXTERNAL: Fwd: PSPOM® Notification

KR Kristin Robbins
To: Kristin Robbins

Kristin Robbins_ioMosaic Consulting Agreement.pdf
332 KB

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

From: noreply <noreply@ioxpress.com>
Date: October 1, 2021 at 9:44:12 AM CDT
Subject: PSPOM® Notification

Thanks for signing with ioMosaic. Please find your signed document in attachment.

This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that you can leverage for business advantage. Please visit us at www.ioiq.com to find out how.

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Complete ISO Training. Every applicant must complete ISO 9001 QMS Training in our Process Safety Learning® (PSL) platform. Depending on your learning speed, this may take 1-2 hours to complete once your account is activated.

You will receive an activation email within 48 hours from one of our PSL Admins to your registered email address that will contain your login information.

Hi Kristin,

Welcome to Process Safety Learning®. You have been enrolled, and should see an email in your inbox from PSL.

<https://psl.iomosaic.com/>

Username: Use your email address

Password: TEST

Have a great day,

Debbie Rivero

Graphic Designer | Webmaster

Then you will receive a notification that you have been registered for the ISO training from PSL.

Process Safety Learning: You are added as learner in course ISO 9001 Compliance Training



PS-Learning Support

To Kristin Robbins

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

↩ Reply

↩ Reply All

➔ Forward



Thu 10/7/2021 5:11 PM



Dear User,

You are added as a learner in the course **ISO 9001 Compliance Training**. You can start learning by logging into your account from below link.

<https://psl.iomosaic.com/PSL/Dashboard/?direct=lr>

Regards,
PSL Support Team

ioMosaic Corporation

93 Stiles Road, Salem, NH 03079

1.844.ioMosaic

[Privacy Policy](#) | [Terms of Use](#)

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To start training, click the link, log in, and your dashboard will appear. Both modules need to be completed: “PSL Tutorials for Learners” and “ISO 9001 QMS Overview Training”. Some users find it helpful to watch the PSL Tutorial first then proceed to the ISO Training. To join either module, click “Join”.

The screenshot shows the 'My Learning Module(s)' section of the dashboard. A table lists two learning modules:

Learning Module	Course	Status	Progress
ISO 9001 QMS Overview Training	ISO 9001 Compliance Training	Not yet started	0%
PSL Tutorial for Learners		Not yet started	0%

The 'Join' button for the first module is highlighted with a red box. Below the table, it says 'Showing 1 to 2 of 2 entries'.

Next press “Start”.

This screenshot is similar to the previous one, but the 'Start' button for the 'ISO 9001 QMS Overview Training' module is now highlighted with a red box. The 'Join' button is no longer visible, indicating the user has successfully joined the module.

After that, the module screen will appear, and you will see an overview of the requirements (ISO training requires video and assessment). Now click “Proceed”.

Process Safety Learning

Kiki Robbins

Dashboard | Learning Modules | Courses | Certification Tracks | My List | Profile | Order History | Messages | Release Notes | FAQs

Learning Module Overview

Below is the overview of the Learning Module that you are going to learn in this session. Click on 'Proceed' to start learning.

ISO 9001 ISO 9001 QMS Overview Training
An overview of ISO @ ioMosaic.

Learning Module Code: ISO-101 PDH: 0.5 CEU: 0.05 Learning Time: 0:30 (HH:mm)

Webcam Required: No Assessment: Yes Assessment Duration: (None)

Topic(s) in this Learning Module

Topic	Description
1 QMS Overview Training Rev 11	-

Showing 1 to 1 of 1 entries

Previous 1 Next

Proceed
Cancel

ISO 9001 QMS Overview Training

0:00:06

Reference Document(s)

Mark as complete and next

Learning Module Topics

- QMS Overview Training Rev 11
- ISO 9001 QMS Assessment

ioMosaic®
Minimizing risk. Maximizing potential.®

Training

ISO 9001 Quality Management System (QMS) Overview

Shauna Grams, QMS Coordinator
Gemma Dunjo, QMS Champion

QMS_7.3_7.4.F12 Rev.3


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ANAB ACCREDITED TÜV NORD

Follow the cues, and to complete this step, you must complete the assessment(s) where required. Successful completion will have a message similar to this:

← Back to Home


Process Safety Learning®

Thanks for taking the Exam. The Exam result is under verification.
You will be notified once the verification is completed.

Once you have successfully completed your training, please wait for your application to be reviewed. Notification will be sent to your registered email address.

If not approved, you will receive this message. It is also encouraged to check back later and apply again as our needs will evolve.

Subject: PSPOM® Notification

Thank you for application. Unfortunately, your credentials do not currently meet our needs. We have removed your information from our system.

We appreciate your interest and invite you to check-in with us from time to time to apply again.

This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that you can leverage for business advantage. Please visit us at www.ioiq.com to find out how.

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If approved, you will receive this notification via email:

From: noreply <noreply@ioxpress.com>

Subject: PSPOM® Notification

CONGRATULATIONS! You have been approved as a ioMosaic SUPPLIER.

Log into [PSPOM](#) when you are ready to 'bid' on projects available.

Next click on the 'PROJECTS' tab at the top of the screen.

Click on Opportunity tab, then View all Opportunities.

Select projects of interest and submit interest.

Thank you!

This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that you

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This notification contains an overview of accessing open projects and bidding them. Please read our How to Bid on PSPOM® Projects guide if you want additional information on project bidding.