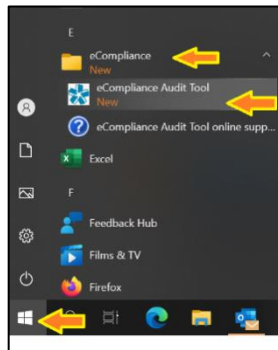


eCompliance Audit Tool Re-Adding License Key Guideline

When you install, reinstall or switch computers, you will need to re enter the license key into the eCompliance Audit Tool Software in order to be able to generate your final report. Here are the steps required.

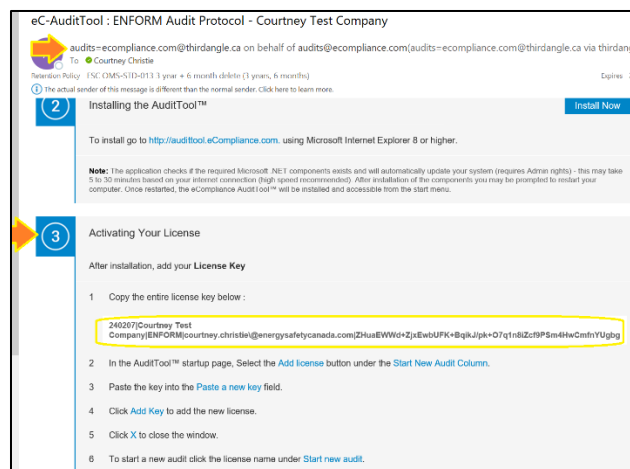
Initial Step – Opening the Audit Tool

1. From your program menu, search for eCompliance



Adding the Licence Key

1. When you initially registered your audit, you would have received an email containing your license key.



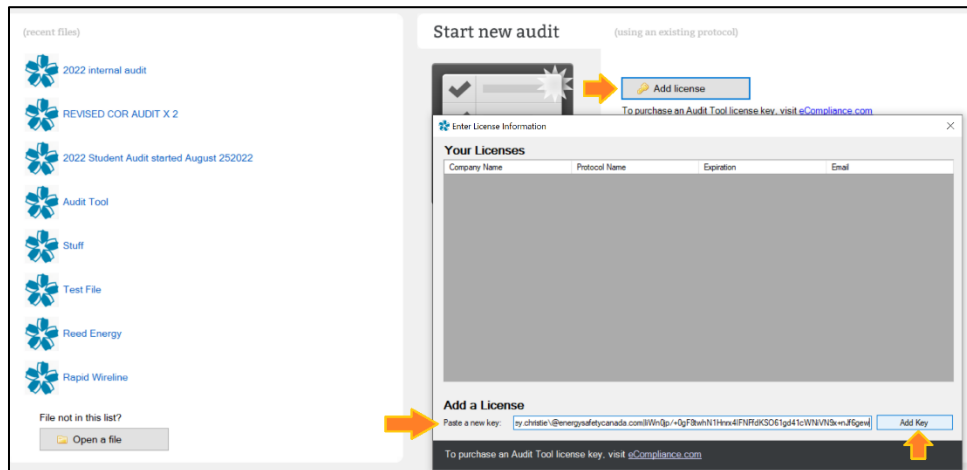
2. Highlight the entire License Key and copy by pressing Ctrl C on your keyboard.

Sensitivity Level: Internal

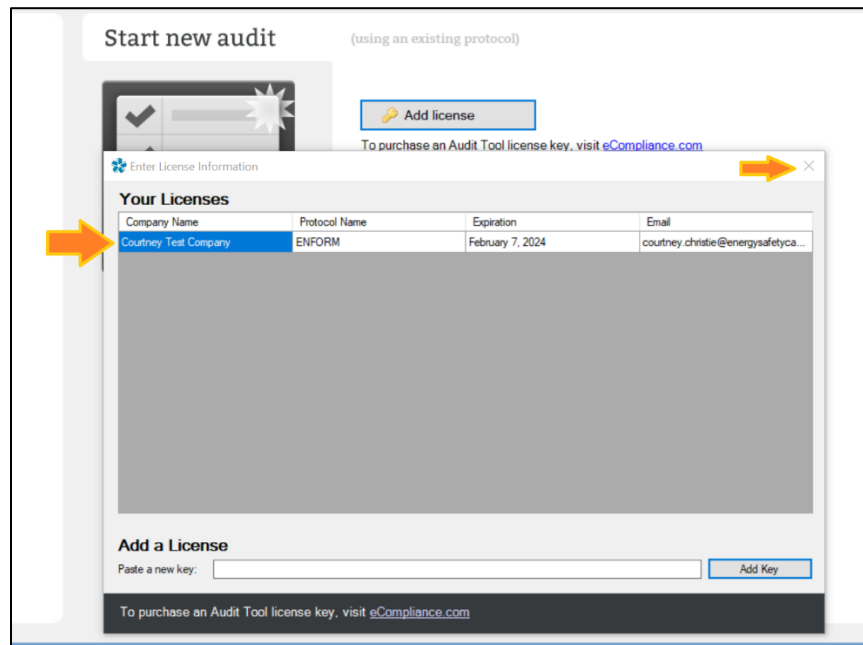
Current approved documents are maintained online. Printed copies are uncontrolled.

Pasting the License Key

1. Once you open the eCompliance Audit Tool, you will see “Add License”.
2. Click on the icon and where it says “Paste a new key” press Ctrl V to paste the license key you copied from your email.



3. The Legal name will then appear under Your Licenses, Click the X in the top right of the window to exit.

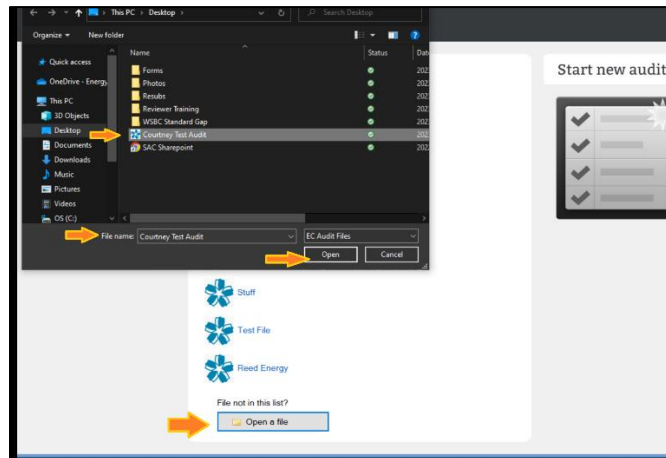


Sensitivity Level: Internal

Current approved documents are maintained online. Printed copies are uncontrolled.

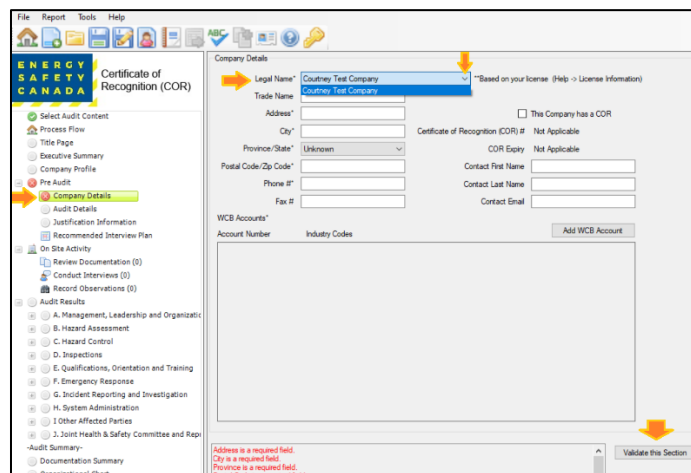
Opening Your Existing Audit File

1. On the Left Side you will see the option to open your existing audit file, select “File not in this list?” to ensure you are opening your audit file (.eca extension) from the most recently saved location.



Validating The License Key

1. Once you have opened your audit file, click on Company Details.
2. If the Legal Name has not auto populated, select it from the dropdown menu.
3. Click Validate this Section.



Missing Your License Key?

Contact COR 1.800.667.5557 Option 3
 Email Corinfo: Corinfo@EnergySafetyCanada.com

Sensitivity Level: Internal

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