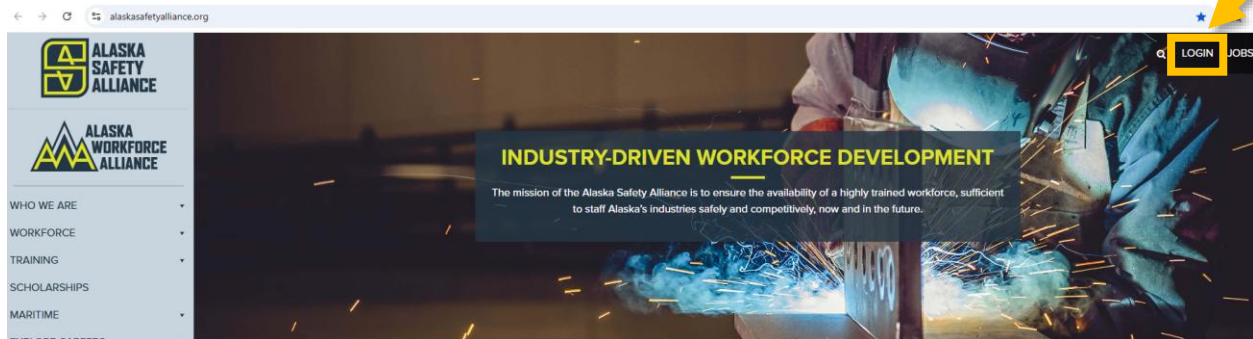# Accessing Employee Digital NSTC Certificate– SRM User Guide

You can access employees' Digital NSTC Certificate through the Alaska Safety Alliance (ASA) website.

Follow the steps below:

Step 1: Go to ASA Website
- Visit: alaskasafetyalliance.org
- Click the LOGIN button in the upper right corner of the homepage


Step 2: Login to ASAOnline
- Enter your Username or Email and Password.
- If you have forgotten your password, click Forgot Password to receive a reset link via email.
- Click the Log In button to access your account.

Step 3: Access the Users Tab

- Click on the USERS tab located in the grey navigation bar at the top of the screen.

ALASKA SAFETY ALLIANCE

| Home | Profile | Store | Purchases | Users |
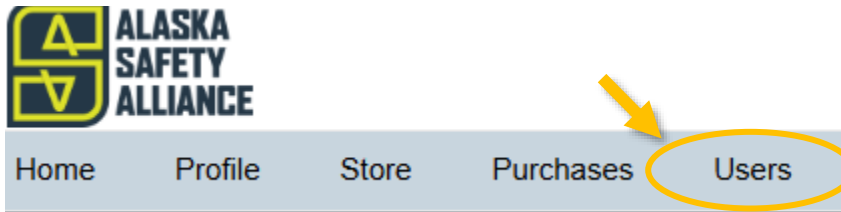
- Select your company by clicking on your company name or employee count.

User Administration   Your Company Name

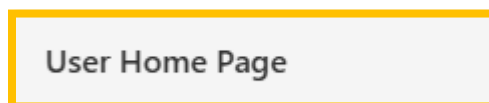| Locations | Search for a location | Q | Total Users: |

Your Company Name   30   ⊕
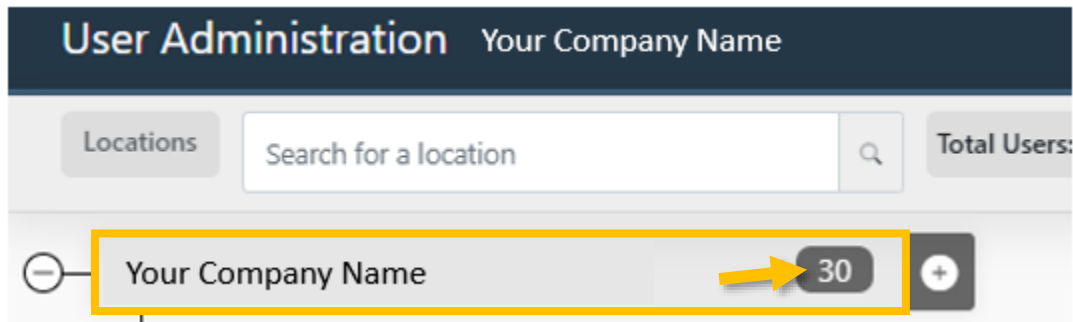
- Click on the employee's name to view their training records.

First Name	Last Name
Bis	Learner

Step 4: View the User Home Page

- Scroll to the User Home Page section.

User Home Page

- If this section is collapsed, click on the 'User Home Page' line to expand it.
- Continue scrolling to the Completed section.

Step 5: Locate and Download the Certificate

- In the completed section, locate the course titled, NSTC Unescorted.
- Look for the yellow certificate icon, there will be two course lines; only one will have the icon.
- Click the yellow certificate icon to download and view your worker's NSTC certificate.

Step 6: Email the Certificate

- Click the Forward Completions button at the top of the Completed section.

- Select the certificate(s) you wish to email and click Submit.

- Enter recipient email addresses in the To field (use commas to separate multiple addresses).
- Use the CC field to copy others as needed.

- When forwarding an email, the sender will be Mailer@bissafety.app, please ensure the receiving party checks their junk mail if not immediately received in their inbox

To*

Email Address(es)

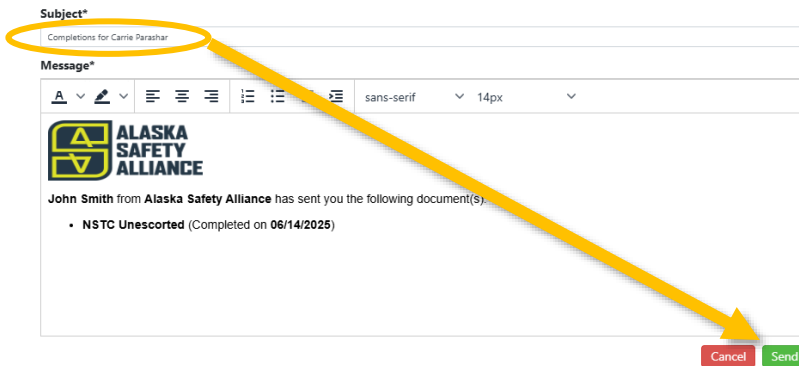*For multiple recipients, please enter a comma between email addresses.*

Cc

carrie@alaskasafetyalliance.org

For multiple recipients, please enter a comma between email addresses.

- Add a subject and message to the email body (optional).
- Click the green Send button in the lower right corner.

Note: The recipient does not need an ASAOnline account to view or download the certificate.

Subject*

Completions for Carrie Parashar

Message*

ALASKA SAFETY ALLIANCE

John Smith from **Alaska Safety Alliance** has sent you the following document(s).

- **NSTC Unescorted** (Completed on **06/14/2025**)

Cancel Send