



Lextrainer is an easy-to-use online training and reporting tool that allows you to cost-effectively train your employees and track their progress.

With Lextrainer, you will have instant access to our industry-leading library of risk management courses that your employees can complete anywhere, anytime, from any Internet-connected computer.

Visit the website <http://lextrainer.puresafety.com> to view the course selections.

To take advantage of Lextrainer you will need to contact us directly at 1-800-611-3994 to request your FREE payment code. Let us know how many “seats” you would like (one “seat” = one course for one employee). This will allow us to provide you with an appropriate “Payment” code.

Once you have requested and received your payment code you are ready to begin.

Step 1: Setup your account

To create your company account:

- Go to <http://lextrainer.puresafety.com>.
- Click on Sign Up in upper right corner under the Log In Button.
- Click on Create a Business Account. Provide the information required. The Account Information will be for the person in your company who will be adding trainees and assigning courses.
- Click on Create Account.

Step 2: Add Trainees

- Select Trainees Tab on the tool bar
- Click on Create New Trainee. (We suggest that you use first initial and last name with no spaces using lower case. Then create a password. (We suggest that you use the same password for all trainees.)
- Complete the Identification section for each trainee and include their email address.
- If a trainee has no email address you will be responsible to provide the training at your location.
- Advanced Options are not required.
- To import multiple trainees using the Create Import feature
- Click on sample template
- Create your file and save on your computer.



- Click on Browse, navigate to the file you just created
- Add your email address on the E-Mail Results To box.
- Click Create.

Step 3: Selecting Courses

- Select the Store Tab in the Tool Bar.
- Select the category from the list on the left (courses in that category will populate).
- Find the desired course selection and Click on Add To Cart.
- In the Cart Summary on the right side of the screen, click in the Seats box add the number you want to assign. (Do this for all courses that you have selected)
- Click Update Cart
- Click Checkout. Add the Payment Code we sent you in the Discount Code field under Account Balance and select Apply.
- You should see the payment code applied and the Purchase Balance is \$0.00. All remaining credit will appear in account balance window. To determine the number of seats remaining divide your account balance by \$19.95 (the amount for one seat).
- Check the box to agree to the terms and conditions and then check Agree and Complete Purchase button.

Step 3: Assign training

You will see each course that you have selected.

- Click on Select Trainee(s)
- Check the box to the left of each trainee name
- Click OK.
- Select a start and end date. (Starting and Ending date is important to ensure employees have a target date to complete the training.)
- Follow the same procedure until all courses/training is assigned.
- Click on Assign This Training. (You will get a message box: “The following assignment cannot be undone.” It will show the name of the course and ask if you would like to continue.) Click Yes. This will create the assignment.
- Each trainee will get an email for his or her training with a URL to the



system, their user name and password to Log In.

Step4: Need another Payment Code

Contact us directly at 1-800-611-3994 to request a FREE payment code. Let us know how many “seats” you would like for each course (one “seat” = one course for one employee).

Contact:

AIG Programs Loss Control

T 800-611-3994

programslc@aig.com



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