

MyStericycle

PORTAL USER GUIDE



 **Stericycle®**

We protect what matters.

Stericycle & Shred-it

Together to serve you better

Stericycle provides an array of highly specialized solutions serving commercial businesses and health care organizations of every size. Shred-it, a Stericycle solution, is the world leader in information security and secure information destruction. Through MyStericycle you will have access to your programs and services with Stericycle. We want to protect your business like it's our own by improving processes, increasing efficiencies, and optimizing your customer experience. To enhance your overall experience MyStericycle received a new look and functionality, honoring our commitment to make it easier to do business with Stericycle.

We protect what matters.SM

MyStericycle

PORTAL USER GUIDE

Table of Contents

MyStericycle at a Glance		How to Manage Your Accounts as an Administrator	
Overview	4	Responding to User Requests*	18
How to Get Started		Managing Employee Roles and Access*	19
Where to Find my Account Numbers	5	Individual Employee Updates*	20
How to Register	6	Downloading Employee Details*	20
Managing Services		Adding Users*	21
Scheduling a Pickup.....	8	Compliance Tools	
Proof of Service and Manifests	10	Shred-it ProtectPLUS SM and	
Access My Hazardous Waste Services	11	Online Training Center	22
Resources	13	Steri-Safe Compliance Solutions and	
Managing Payments		Online Training Center	25
Making Payments	14	Online Training Center Reports*	26
Add a Payment Method and Enroll in AutoPay	15	Safety Plan Builder	
Paperless Billing.....	16	(Steri-Safe OSHA Customers*)	29
Manage My Profile		Safety Data Sheet (SDS) Library	
Account Settings	17	(Steri-Safe OSHA Customers).....	31
Changing Account Details	17	Compliance Documents	
Adding Accounts or Locations	18	(Steri-Safe OSHA and HIPAA Customers)	32
		HIPAA Policy Navigator	
		(Steri-Safe HIPAA Customers*)	34
		Steri-Safe OSHA Preferred Resources*	36
		System Requirements	38

**Administrators only*

This guide is based on desktop navigation. Mobile devices may differ.

If you have questions or need assistance, please call
866-783-7422 or email Customer-Relations@Stericycle.com

MyStericycle at a Glance

Welcome to MyStericycle. These key features are covered in more detail later, but here's a look at how you can use the system.

Dashboard

This high-level view lets you see which programs and services you have signed up for, balance and payment information, and your next scheduled services. Multiple accounts can be accessed from the drop-down list.

Scheduling

View all upcoming services for the next 28 days. Schedule, reschedule or cancel individual pickups for all contracted services as needed.

Payments

See invoices, make payments, and enroll in paperless billing and AutoPay any time.

Resources

Important documents and media pertaining to your services are located here.

Compliance Tools

Healthcare services customers can access enhanced tools to help protect your business and manage it safely.

Additional Services

Your dashboard provides information about a wide array of Stericycle products, programs and services available to you.

User Roles

Set up users with one of three access levels:

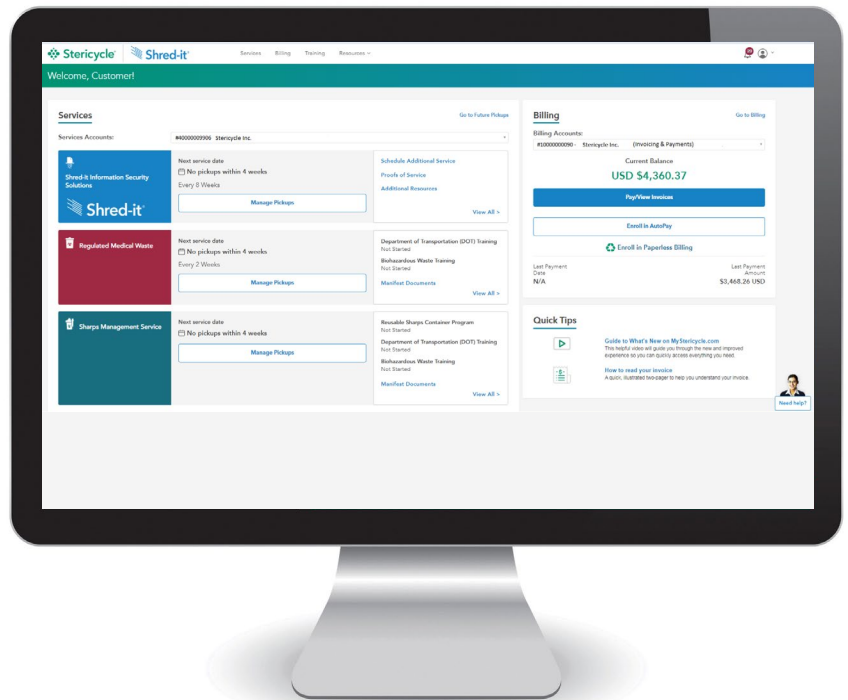
1. **Administrator** – Provide control over other users' account access—administrators can change user roles, or add or remove access as necessary. An administrator is often the first person to register on an account. Additional administrators can be authorized by an existing administrator.
2. **Standard User** – Allow access to services, billing, training and/or resources. Most users will have this role.
3. **Trainee** – Offer limited access to resources and compliance training modules. This role cannot access services or billing.

Language

Choose an English or French interface.

Auto Logout

To protect your security, MyStericycle logs users out automatically after 30 minutes of inactivity.



Help: Ask Sofia



Automated help makes it easy to find what you need. Not sure where to find a document, how to set up AutoPay or anything else? Ask Sofia. Enter a simple, concise question and get the answer in a snap.

How to Get Started

Where to find account numbers.

Your customer ID is on your invoice, proof of service or manifest.

Invoice

Page 1 of 2

TAX ID: 00-0000000
 Customer No. (Payer) 0000000000
 Invoice No. 0000000000
 Invoice Date 00-00-0000
 Due Date 00-00-0000
 Total Invoice Charges \$100.00
 Payment Terms Net due in 30 days

Stericycle has updated the Fees for Shred-it customers. For more information, please visit our 'Fees' Page on [shredit.com](#).

HEALTHCARE CENTER
 Accounts Payable
 0000 PLAINFIELD AVE NE
 GRAND RAPIDS, MI 49525-1643
 USA

For Billing, Scheduling or Customer service: 1-866-763-7422 Hours of Operation: (Mon-Fri) 7 AM to 7 PM Customer-relations@stericycle.com

Service Date	Customer PO	Proof of Service	Service Description	Qty	Unit of Measure	Unit Price	Surcharges/ Discounts	Subtotal Price
00-00-0000	0000000000	HEALTHCARE CENTER 100 22 MILERD CLINTON TOWNSHIP MI 48038-2801	REGULATED MEDICAL 33 Gal Box 18x18x24 Manifest: HS0000000000	2.00	EA	\$50.00		\$100.00
00-00-0000	0000000000	DROP OFF SERVICE 33 Gal Box 18x18x24		2.00	EA			
Sub Total								\$100.00
Tax Total								\$0.00
Site Total								\$100.00

Invoice Charges

Street: 0000000000 HEALTHCARE CENTER 100 22 MILERD CLINTON TOWNSHIP MI 48038-2801

00-00-0000 0000000000 REGULATED MEDICAL 33 Gal Box 18x18x24 2.00 EA \$50.00 \$100.00

00-00-0000 0000000000 DROP OFF SERVICE 33 Gal Box 18x18x24 2.00 EA

Sub Total \$100.00
 Tax Total \$0.00
 Site Total \$100.00

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

CUSTOMER NO	INVOICE DATE	INVOICE NO.	TOTAL INVOICE CHARGE
0000000000	00-00-0000	0000000000	\$100.00
CHECK NO.	AMOUNT ENCLOSED		
-	\$		



Be sure to write your customer number on your check.

Please log onto [MyStericycle.com](#) to make an electronic payment.

*****REMIT TO*****
 Stericycle, Inc.
 28863 Network Place
 Chicago, IL 60673-1288

000000 0000000000 0000000000000000 0000000000 0

Proof of Service

Date: 09/04/2023
 Customer PO: 1234567890
 Reference Document #: 1234567890

Proof of Service Receipt

Customer Profile

Ship-To: ABC INDUSTRIES, INC.
 1234 MAIN STREET
 GREAT TOWN, AB 01234

Contact: Susan Smith
 Customer Site #: 10001234567
 Phone #: 555-555-5555

Secure Information Destruction

Order Summary

Containers Serviced: 1 Truck Number: 0041018 Service Frequency: One Time
 Additional Items Serviced: 3 Time In: 8:40 AM Time Out: 8:54 AM
 Type: Hard Drive No
 Opt-out agreement: No
 Hard drives or SSD material are punctured using on- or off-site shredding equipment.

Containers Not Serviced:
 Service Type: INSTALL

Order Details

Container Barcode	Container Description	Unit Scan Time	Truck Scan Time
D0000123456	CONSOLE (STANDARD)	8:50 AM	8:51 AM

Customer: Dilia Service Professional: Kalen Coll

Unless otherwise agreed to in writing, the following are Stericycle's NAID Certified and Non-NAID Certified Services:
 • **NAID Certified Services:** Hard Drive Destruction, Mobile Destruction, Non-Paper Destruction, Offsite Destruction, Product Destruction, SSD Destruction.
 • **Non-NAID Certified Services:** Micro Media Destruction, Incineration Services, Product Disposal, Product Recycling.

For help, call 1-866-763-7422. Please have your customer site number available so we can get the right representative to your account.

Stericycle

Page 1/1

Manifest

Case No. WML_W01_TU_RCS_01_20230521 DATE/TIME


Description of Waste	Container Type	Number of Containers	Total Weight or Volume
UNSERV. Regulated Medical Waste, n.s.s., 6.2, PCB	Wheeled Truck, RY15N	58.9 cu. ft.	
UNSERV. Regulated Medical Waste, n.s.s., 6.2, PCB	Wheeled Truck, RY15N	53.5 cu. ft.	
UNSERV. Regulated Medical Waste, n.s.s., 6.2, PCB	Flashed Box, RY6N or RY6N	4.8 cu. ft.	4
UNSERV. Regulated Medical Waste, n.s.s., 6.2, PCB	Square Plastic Punctureable Tub, ST-25	2.8 cu. ft.	3
UNSERV. Regulated Medical Waste, n.s.s., 6.2, PCB	Square Plastic Punctureable Tub, ST-75	6.4 cu. ft.	
UNSERV. Regulated Medical Waste, n.s.s., 6.2, PCB	Square Plastic Punctureable Tub, TP-24	3.7 cu. ft.	
UNSERV. Regulated Medical Waste, n.s.s., 6.2, PCB	Square Plastic Punctureable Tub, TP-25	5.3 cu. ft.	5
UNSERV. Regulated Medical Waste, n.s.s., 6.2, PCB	Round Plastic Punctureable Tub, TB-15	2.7 cu. ft.	
UNSERV. Regulated Medical Waste, n.s.s., 6.2, PCB	Round Plastic Punctureable Tub, TP-20	1.3 cu. ft.	4
UNSERV. Regulated Medical Waste, n.s.s., 6.2, PCB	Square Plastic Punctureable Tub, TH-17	2.2 cu. ft.	
UNSERV. Regulated Medical Waste, n.s.s., 6.2, PCB	Square Plastic Punctureable Tub, TH-31	0.2 cu. ft.	
UNSERV. Regulated Medical Waste, n.s.s., 6.2, PCB	Square Plastic Punctureable Tub, TH-43	8.4 cu. ft.	
UNSERV. Regulated Medical Waste, n.s.s., 6.2, PCB	Square Plastic Punctureable Tub, TH-51	3.7 cu. ft.	
UNSERV. Regulated Medical Waste, n.s.s., 6.2, PCB	Phased Box, WS-19 or WY-19	2.0 cu. ft.	
UNSERV. Regulated Medical Waste, n.s.s., 6.2, PCB	Phased Box, WS-43 or WY-43	4.8 cu. ft.	
OTHER:			
TOTAL			

TRANSPORTER 1 COMPANY NAME: PHOENIX TRANSPORT INC. PHONE NUMBER 808-433-9278
 TRANSPORTER 1 ADDRESS: 1000 W. WASHINGTON ST. TRANSPORTER'S REGISTRATION G-244
 TRANSPORTER 1 ACKNOWLEDGEMENT OF RECEIPT OF MATERIALS: Transporter's signature: *John Doe* Date: 09/03/2023

TRANSPORTER 2 COMPANY NAME: TRANSPORTER'S REGISTRATION G-244
 TRANSPORTER 2 ADDRESS: Secondary Manifest # _____
 TRANSPORTER 2 ACKNOWLEDGEMENT OF RECEIPT OF MATERIALS: Transporter's signature: _____ Date: _____

POINT OF TRANSFER (IF APPLICABLE): ADDRESS: _____ Telephone # G-244
 ADDRESS: _____ Transfer manifest # _____
 Phone: _____

IN CASE OF EMERGENCY CONTACT: CHEMTRAC 1-800-924-6366, Customer No. 21132

Emergency notification: 

Designated Facility: Autoclave	Alternate Facility: Incinerator	Alternate Facility: Incinerator	Alternate Facility: Incinerator	Alternate Facility: Autoclave
Stericycle	Stericycle	COLUMBIA ENERGY CORP	Stericycle	Stericycle

REGULATED MEDICAL WASTE TREATMENT FACILITY ACKNOWLEDGEMENT OF RECEIPT OF MATERIALS
 Facility Name: _____
 Site Name: _____
 Date: _____

REGULATED MEDICAL WASTE TREATMENT FACILITY ACKNOWLEDGEMENT OF RECEIPT OF MATERIALS
 Facility Name: _____
 Site Name: _____
 Date: _____

REGULATED MEDICAL WASTE TREATMENT FACILITY ACKNOWLEDGEMENT OF RECEIPT OF MATERIALS
 Facility Name: _____
 Site Name: _____
 Date: _____

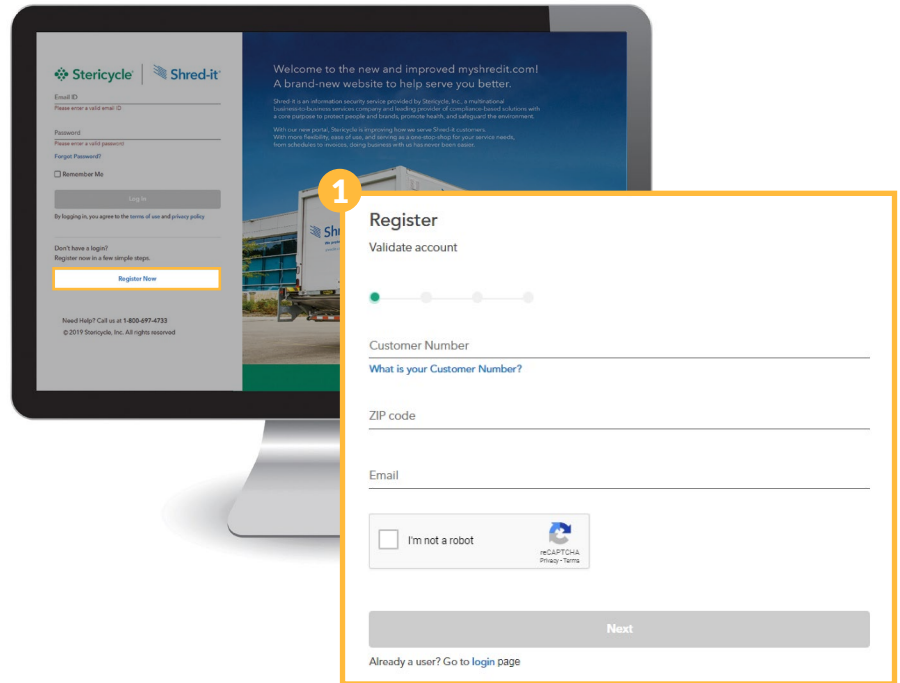
REGULATED MEDICAL WASTE TREATMENT FACILITY ACKNOWLEDGEMENT OF RECEIPT OF MATERIALS
 Facility Name: _____
 Site Name: _____
 Date: _____

REGULATED MEDICAL WASTE TREATMENT FACILITY ACKNOWLEDGEMENT OF RECEIPT OF MATERIALS
 Facility Name: _____
 Site Name: _____
 Date: _____

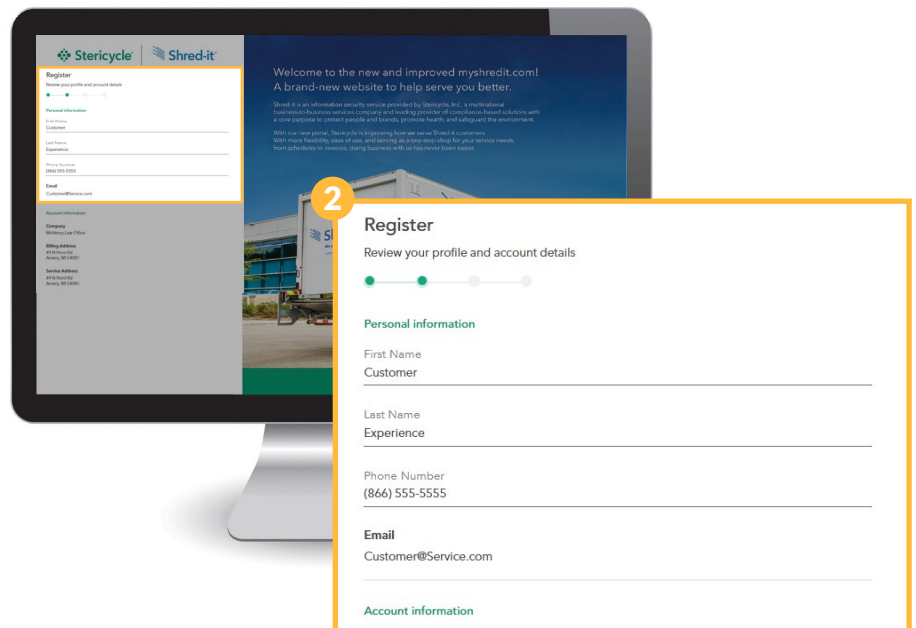
CERTIFICATE OF DESTRUCTION: This is to certify that the Regulated Medical Wastes described above were treated in accordance with state and federal regulations.

How to Register

1. Click **Register Now** on the login page, then enter your Customer Number/ID, the associated Zip/Postal Code and your email. This email address will become your user name. Complete the verification and click **Next**.



2. Enter your first name, last name and phone number, or confirm that the information displayed is correct. Click **Next**.



- Choose the appropriate access or role from the options shown, then click **Next**. Roles and access are discussed under *User Roles* and in the *How to Manage Your Accounts as an Administrator*.

3 **Register**

Welcome to the new and improved myshredit.com!
A brand-new website to help serve you better.

Shred-it is an information security service provided by Stericycle, Inc., a multinational business services company and leading provider of compliance-based solutions with a core purpose to protect people and brands, promote health, and safeguard the environment. With our new portal, Stericycle is bringing you new and Shred-it customers with more flexibility, ease of use, and saving as a one-stop-shop for your service needs, from scheduled-to-wishes, doing business with us has never been easier.

Register

Select your access level

Access

- Billing and Service Management**
You will be able to access service and billing related activities, and access training.
- Billing Management**
You will be able to pay and manage invoices.
- Service Management**
You will be able to manage waste pickup services and access training.
- Trainee Only**
You will get access to online trainings.
- I'm an administrator**
 - You will have the ability to manage users and perform activities including resetting passwords and adding users.
 - This status will be granted once the request is approved by an existing administrator.

Next

- Create and confirm your password. Choose two security questions and enter your answers, should you need to reset your password later. Now click **Complete Registration**.

You're all set!

4 **Register**

Welcome to the new and improved myshredit.com!
A brand-new website to help serve you better.

Shred-it is an information security service provided by Stericycle, Inc., a multinational business services company and leading provider of compliance-based solutions with a core purpose to protect people and brands, promote health, and safeguard the environment. With our new portal, Stericycle is bringing you new and Shred-it customers with more flexibility, ease of use, and saving as a one-stop-shop for your service needs, from scheduled-to-wishes, doing business with us has never been easier.

Register

Create a password and security questions:

Create a password

Minimum of 8 characters
At least 1 number and 1 letter
At least 1 special character (e.g., ~!@#\$.)

Enter password again

What street did you live on in third grade?

Mango Street

What elementary school did you attend?

Chicago Academy

Complete Registration

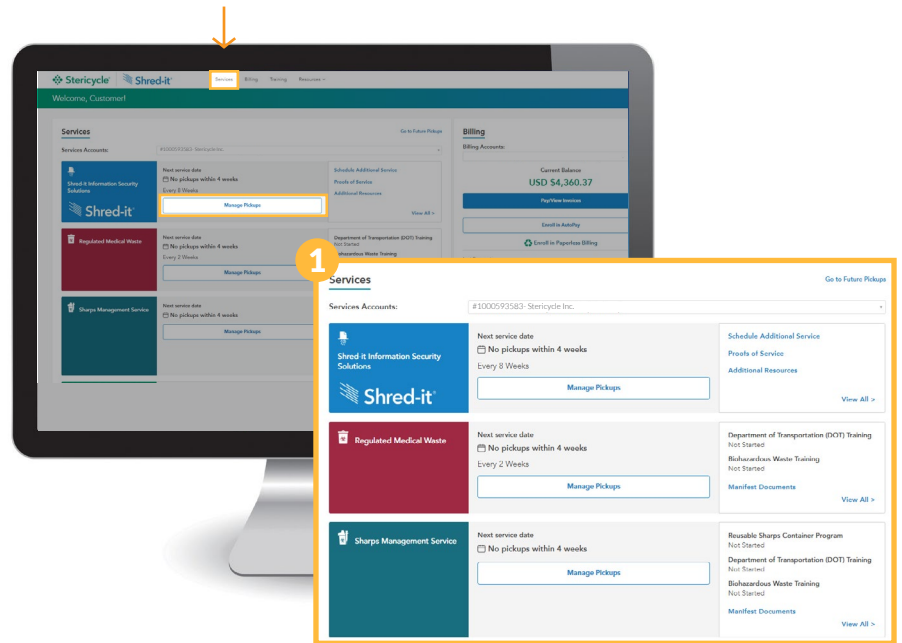
Scheduling a Pickup

Manage all of your waste streams, including regulated medical waste, secure information destruction and sharps management, from MyStericycle.

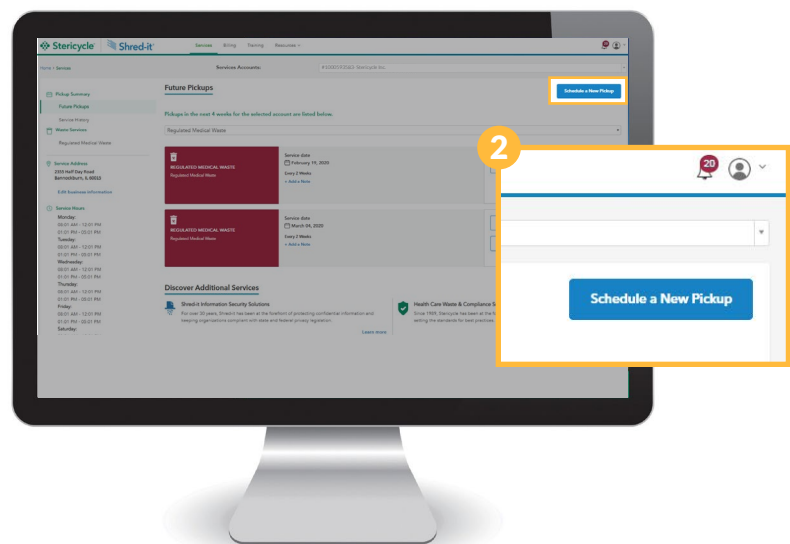
The service calendar displays the next 28 days, to ensure that your next pickup is confirmed and help you avoid conflicts with holidays or other events. Your designated contact will receive email updates about scheduled pickups, as well as a confirmation two days prior to our arrival. All pickups must be scheduled at least 48 hours ahead of time.

It's easy to schedule a pickup.

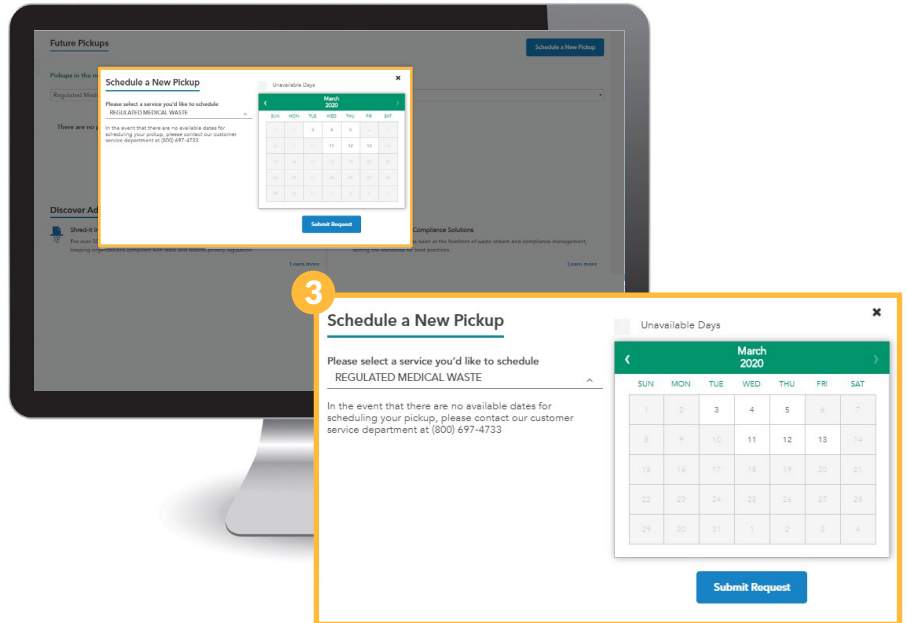
1. Either click on **Manage Pickups** for your desired waste stream on the dashboard or choose the **Services** menu option.



2. Click the **Schedule a New Pickup** button in the upper right. A pop-up will appear.

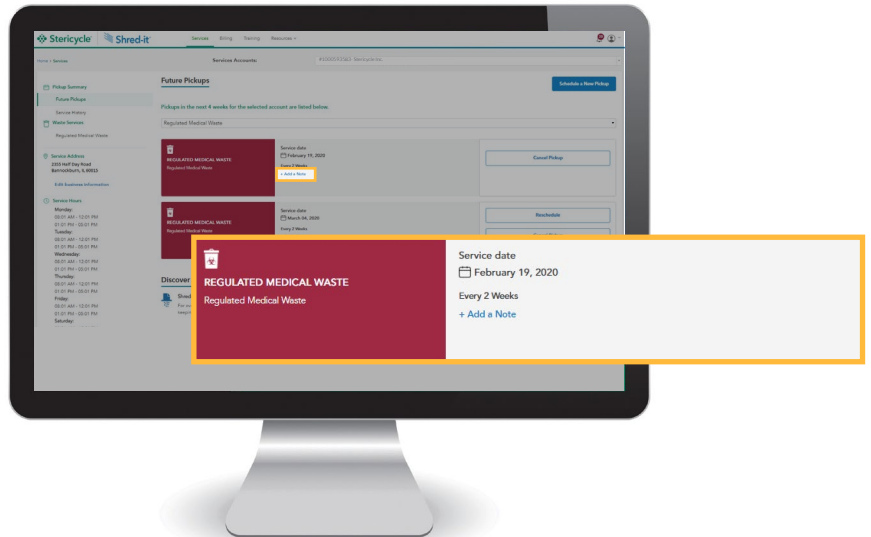


3. Choose a waste stream from the drop-down menu. Then select an available date. Click **Submit Request** to lock in your date.



Special Instructions

To relay pickup details to the driver, request additional supplies or share any other information about your pickup, click the **Add a Note** link associated with that pickup date.

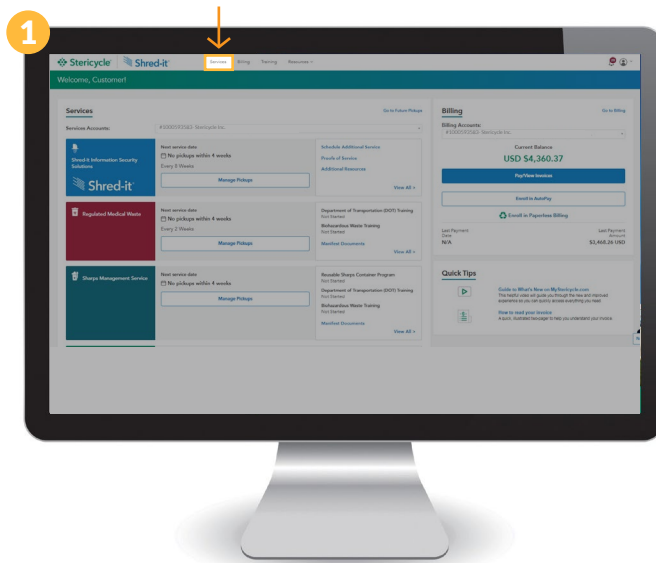


Proof of Service and Manifests

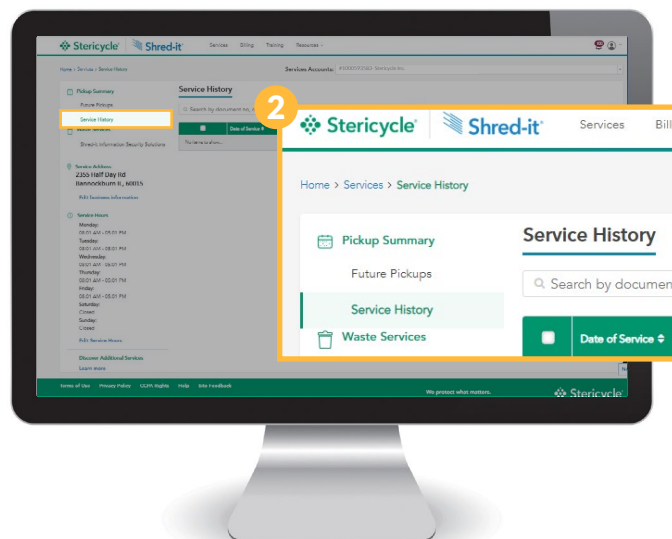
Any time we provide a service, we will provide a proof of service or proof of destruction manifest detailing the items picked up. For healthcare services customers, proof of destruction manifests are also stamped to show what was destroyed, as well as the facility in which it was processed.

These documents will automatically be added to your account and can be viewed any time on MyStericycle.

1. Select the **Services** menu option from the dashboard.

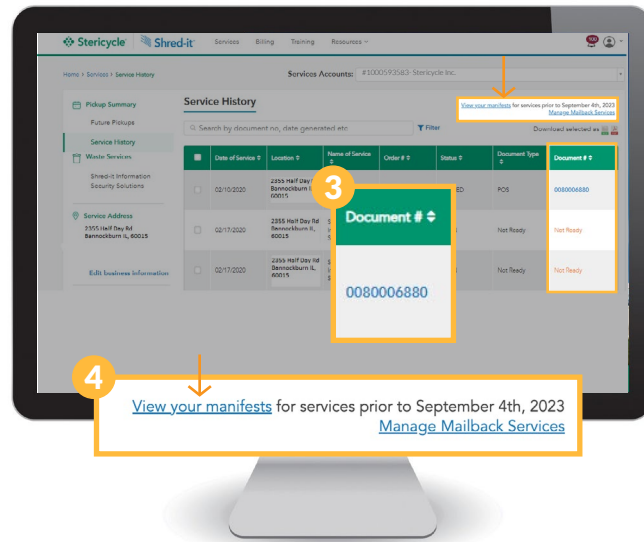


2. Click **Service History** and select the appropriate account from the drop-down menu.



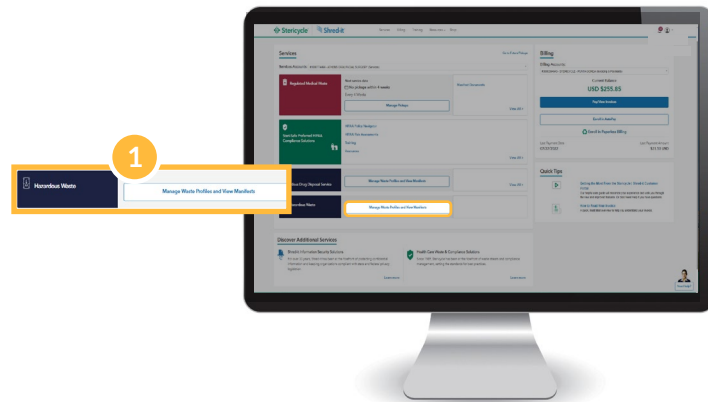
3. Simply click the **document number** to view a PDF, or use the search and filter functions to find what you're looking for.

4. **Healthcare services customers**, to access proof of destruction manifests prior to September 4th, 2023, click **View your manifests** on the upper right of page.



Access My Hazardous Waste Services

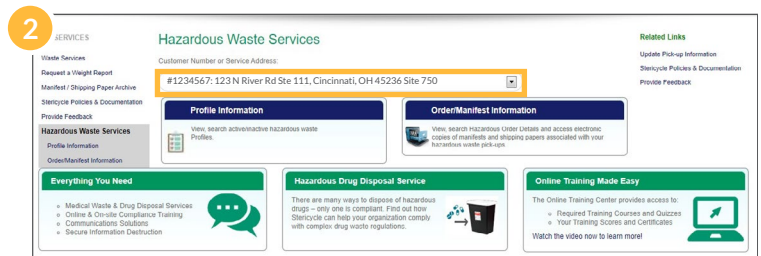
1. Once you log in you will be taken to your Customer Dashboard. Click on the **Manage Waste Profiles and View Manifests**.



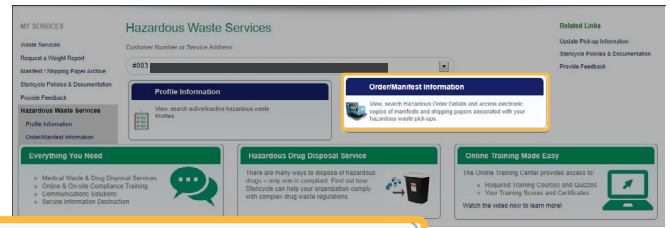
From here, you can access electronic copies of profiles and orders/manifests associated with your hazardous waste pick-ups.

This will open a new window where you can search by profile information and order/manifest information.

2. Select the Customer Number and Site ID from the drop-down menu for the order/manifest information you would like to view.



5. Click on the blue **Order/Manifest Information**



5

Order/Manifest Information

View, search Hazardous Order Details and access electronic copies of manifests and shipping papers associated with your hazardous waste pick-ups.

This will open a new window where you can access order detail and access electronic copies of manifests.

6. Click **Submit** to display all orders/manifests or complete the form fields and click **Submit**.

6

Search by Order

Filters

To display information in the table below, please click Submit.

Order Created Date

Order Number

Submit **Clear**

Search by Manifests

Filters

To display information in the table below, please click Submit.

Manifest Shipped Date

Manifest Number

Submit **Clear**

7. Upon clicking submit to view Order/Manifest Information a table will display. Reference the **Status Definition** table below.

STATUS	DEFINITION
New	Order entered, not yet scheduled for service occurrence
Scheduled	Order scheduled to be serviced, pending completion
Serviced	Order serviced; waste in-transit to final disposal facility
Received	Waste arrival at final disposal facility; pending receipt/sampling completion
Billable	Order queued for billing or invoiced
Cancelled	Service order cancelled or service occurred on separate work order

Note: It can take up to 45 days or more for a Hazardous Manifest to become available.

The screenshot shows the 'Hazardous Waste Services' interface. At the top, it displays the customer's name and address: 'Customer Number or Service Address: #1234567; 123 N River Rd Ste 111, Cincinnati, OH 45236 Site 750'. Below this are two search sections: 'Search by Order' and 'Search by Manifests'. Each section has input fields for 'Order Created Date', 'Order Number', 'Manifest Shipped Date', and 'Manifest Number', along with 'Submit' and 'Clear' buttons. At the bottom, there is a table with columns for 'Order #', 'Date', 'Manifest #', 'Status', 'Shipped Date', and 'Received Date'. The table contains two rows of data. The 'Status' column in the table is highlighted with a yellow box.

Order #	Date	Manifest #	Status	Shipped Date	Received Date
0123456 9305	2/15/2021	015040213FLE	Billable	2/18/2021	3/11/2021
1234567 1171	1/24/2022	016180714FLE	Billable	1/18/2022	1/19/2022

Resources

Access the Resources section from the main navigation. Helpful information is organized based on the services we provide, including regulated medical waste disposal and secure information destruction.

Look for content such as white papers, articles, HIPAA and OSHA compliance documents, and printable materials for your business. If you have Administrative access, you'll also see resources just for you, including staff training materials, reporting forms and more. The General Resources section holds information to help you take full advantage of MyStericycle.com features as well as up-to-date knowledge content such as webinars on the latest compliance issues.

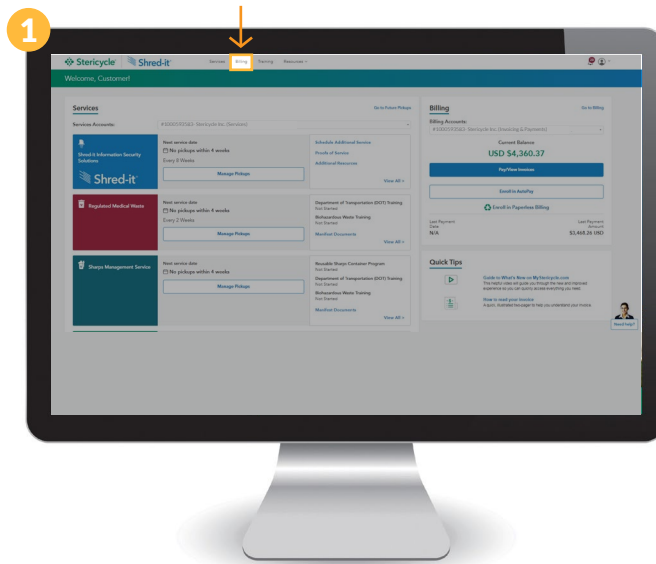
The screenshot shows the 'Stericycle Shred-It' portal. The 'Resources' menu item in the top navigation bar is highlighted with a yellow box and an arrow. Below, the 'All Resources' section is displayed, showing a list of document titles with checkboxes next to them. The list includes items like 'CA State EPA ID Requirements', 'CA State How to Obtain a Generator ID', and 'EPA Incinerator Air Quality Standards'. A 'Download Selected' button is visible at the top right of the list. A pagination bar at the bottom shows '1' selected out of 5 items.

Managing Payments

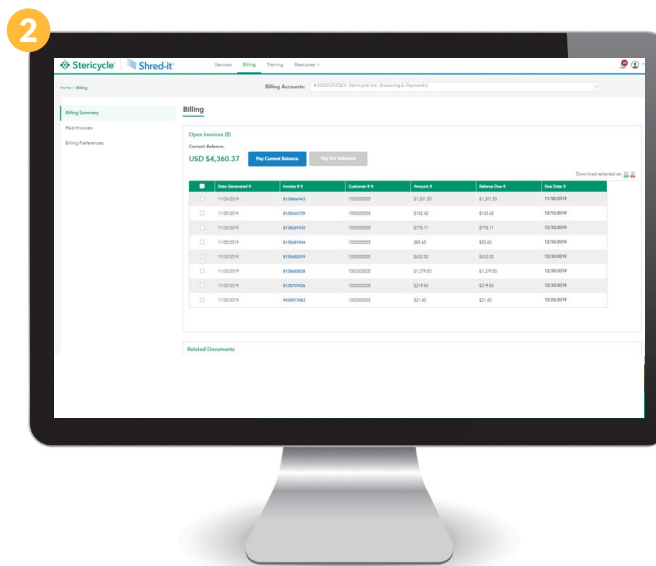
Make payments, save payment methods, register for AutoPay or set up paperless billing. To get started, select Pay/View Invoices from the dashboard or click the Billing menu option.

Making Payments

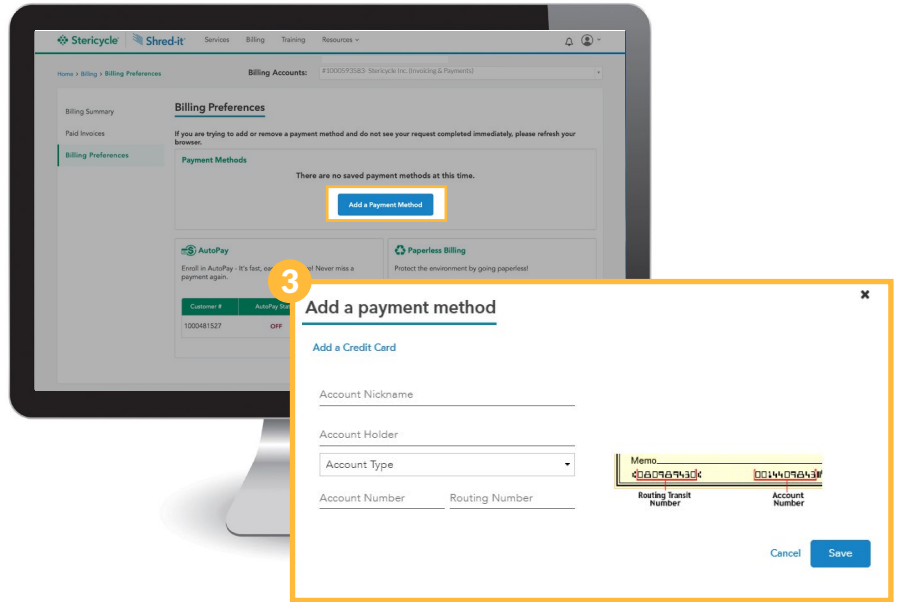
1. Select **Billing** from the menu.



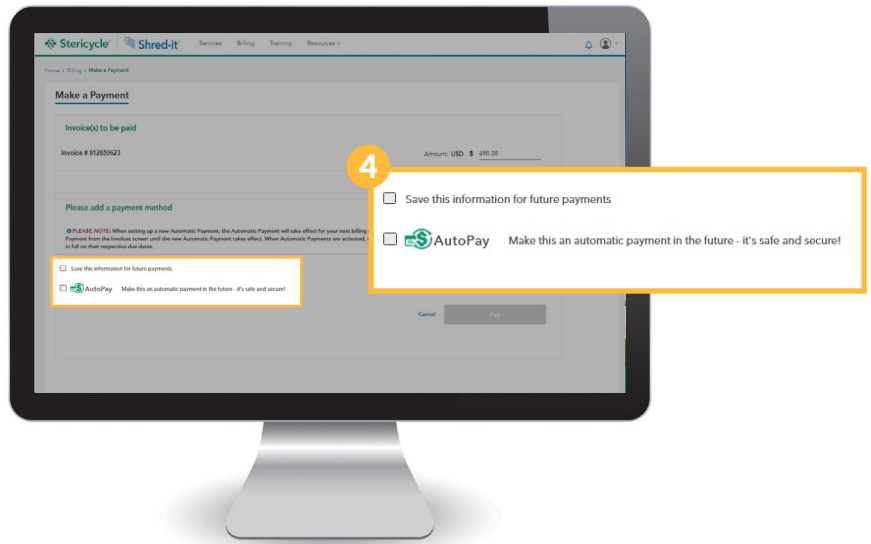
2. Choose the appropriate account from the drop-down. Then select one or more invoices and click **Pay for Selected** or choose **Pay Current Balance** to pay all outstanding invoices.



3. Select **Add a Payment Method**. U.S. customers can enter ACH information and click **Pay** or click **Add a Credit Card**.

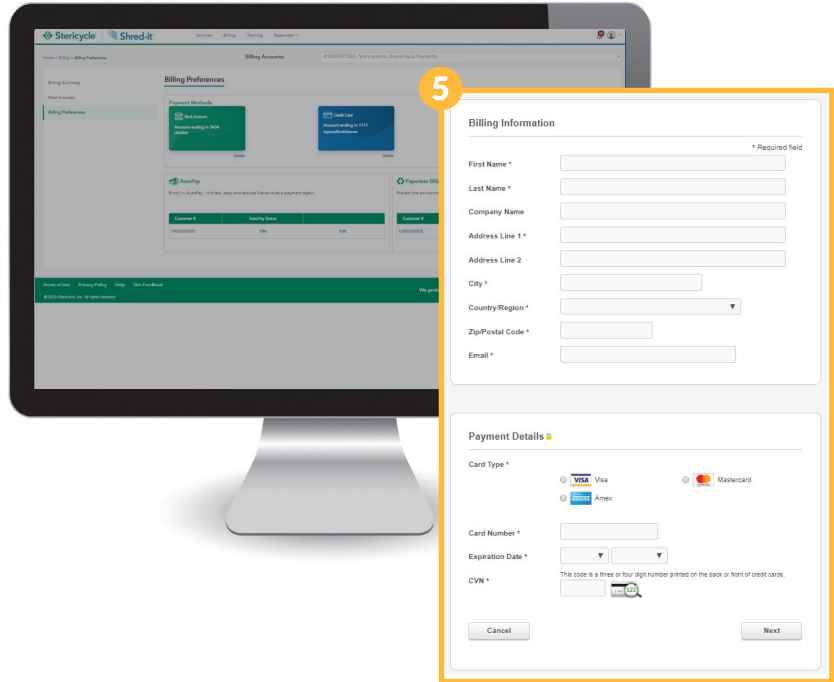


4. Select **Save this information for future payments**. You can also select **AutoPay** here, and we will debit your saved payment information when invoices are due.



5. If paying by credit card, complete the billing information and submit your payment.

You can view previously paid invoices by selecting the Paid Invoices option on the main billing page.

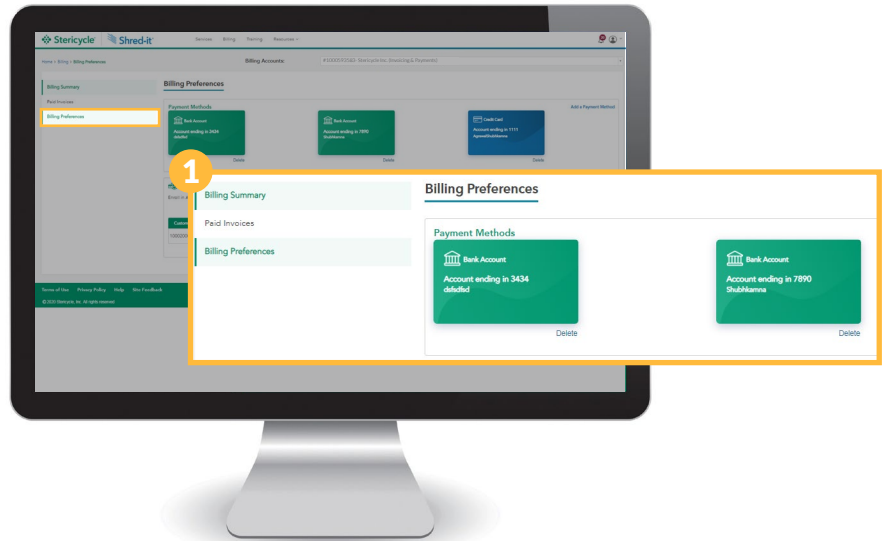


Go Paperless

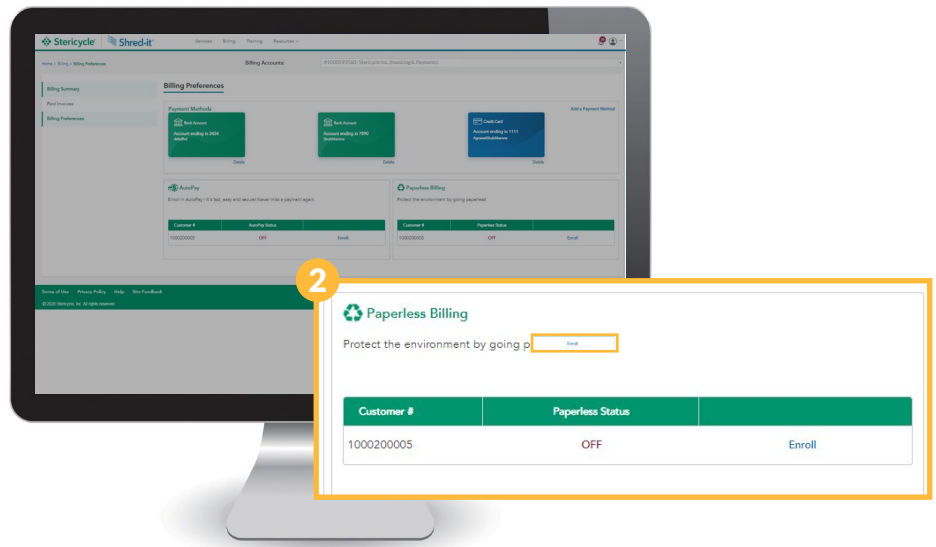
Paperless Billing

If you receive a paper bill you may switch to more environmentally friendly paperless billing.

1. Choose the **Billing Preferences** option from the main billing page.



- Click **Enroll** in the Paperless Billing section, in the lower right, then click **Confirm** in the pop-up window. You will have to enroll in Paperless Billing for each of your billing accounts individually.



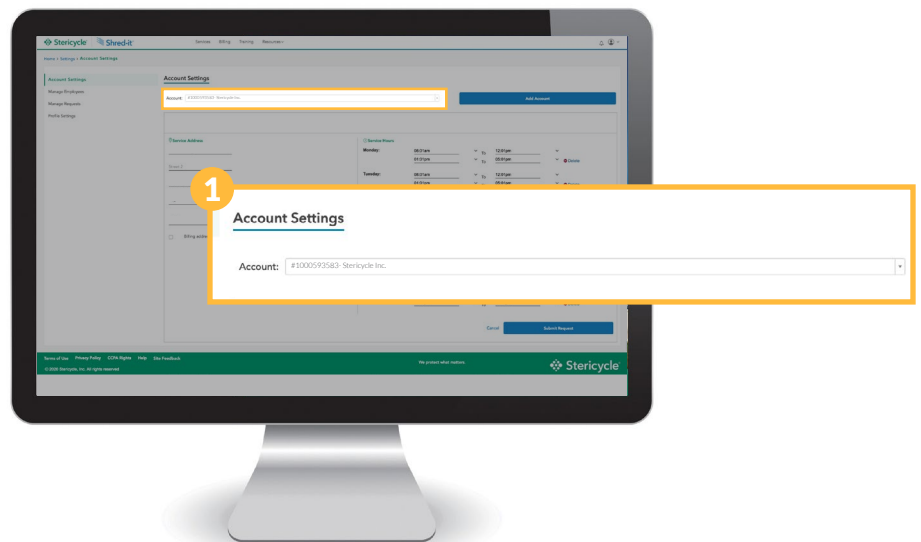
Account Settings

To update account details and add more accounts to your profile, click on the silhouette icon in the upper right, on the navigation menu.

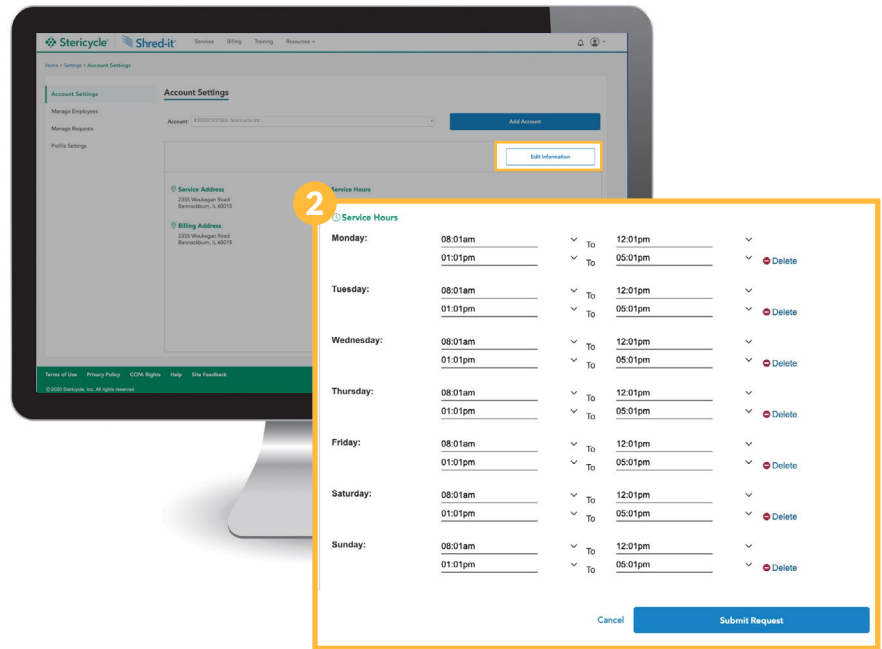
Using the Account drop-down menu, you'll see a list of all accounts linked to you, including their respective account IDs, service and/or billing addresses, and specified service hours.

Changing Account Details

- Select the account to be updated from the Account drop-down menu. Details for the selected account will be displayed.



2. Click **Edit Information** to make changes to the service or billing address, or to adjust the service hours during which pickups can be scheduled. When you're finished, click **Submit Request**.



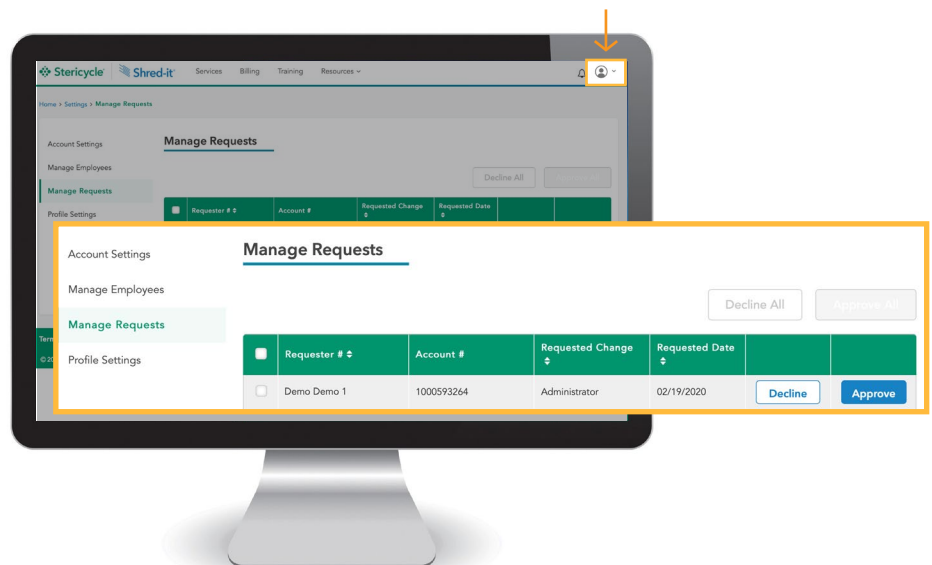
How to Manage Your Accounts as an Administrator

Responding to User Requests

Any account administrator can manage and approve requests from other users. You'll see new requests flagged on the notification bell icon at the top right of any page.

To review the full list of requests, click the silhouette icon in the upper right, on the navigation menu. Select **Manage Requests** from the options at left.

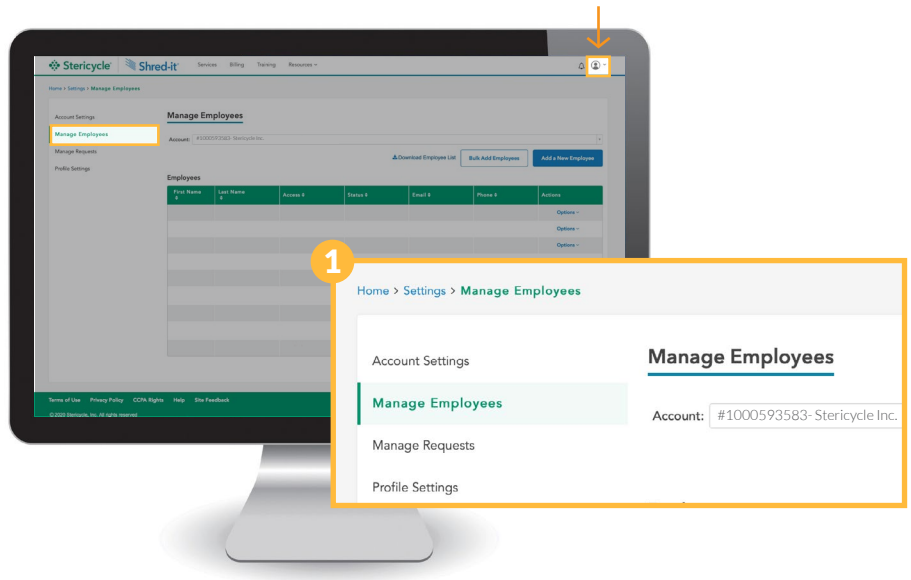
You can approve or decline requests for administrative access for each person individually, or check multiple requests in the left column, then click **Approve All** or **Decline All**. The action will only be applied to those records you have selected.



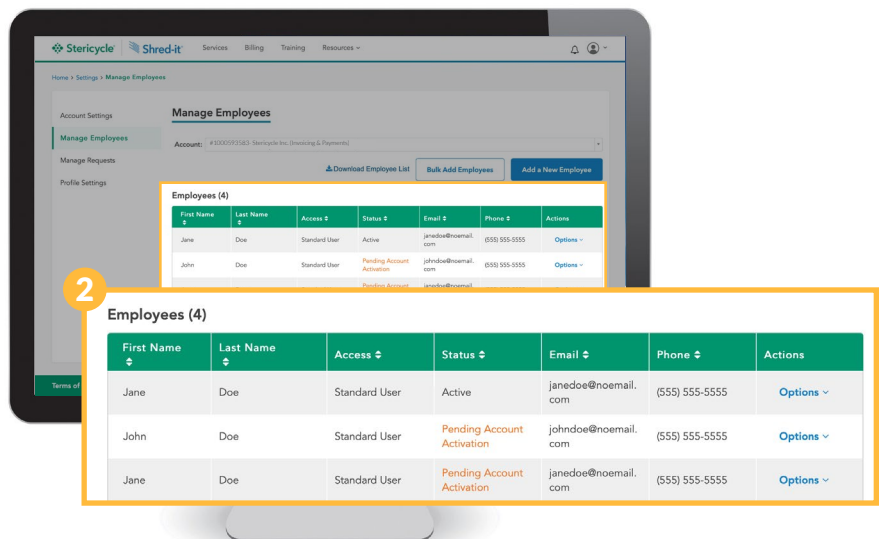
Managing Employee Roles and Access

Account administrators can add or remove employees from accounts, as well as manage permissions for other users.

1. Click the silhouette icon in the upper right on the navigation menu. Select **Manage Employees** from the options at left.



2. Select the account for which you would like to manage employees. All employees registered to that account will be displayed.

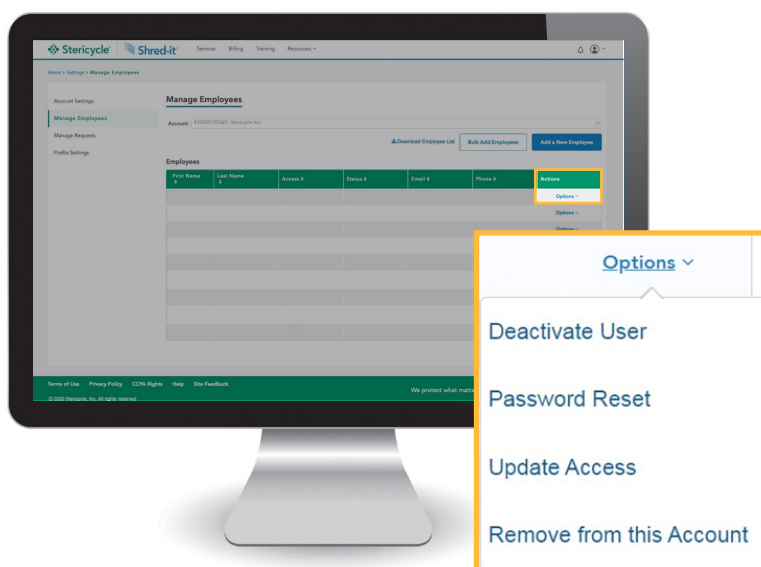


Individual Employee Updates

To the right of any employee's name, choose the Options drop-down from the Actions column.

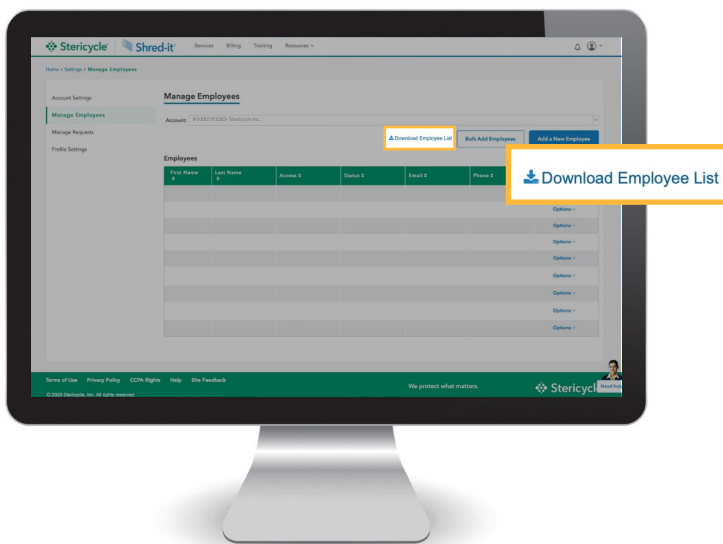
An administrator will be able to:

- **Deactivate/Reactivate User**
Disable or enable employees' access to MyStericycle. If a user has been deactivated, the Reactivate option will appear.
- **Password Reset**
A link will be emailed to the employee with instructions to reset their password.
- **Update Access**
Reassign an employee's role and access level as needed. See the *User Roles* section of this guide.
- **Remove from this Account**
Removes all access from the selected account. The employee will still have access to any other associated accounts.



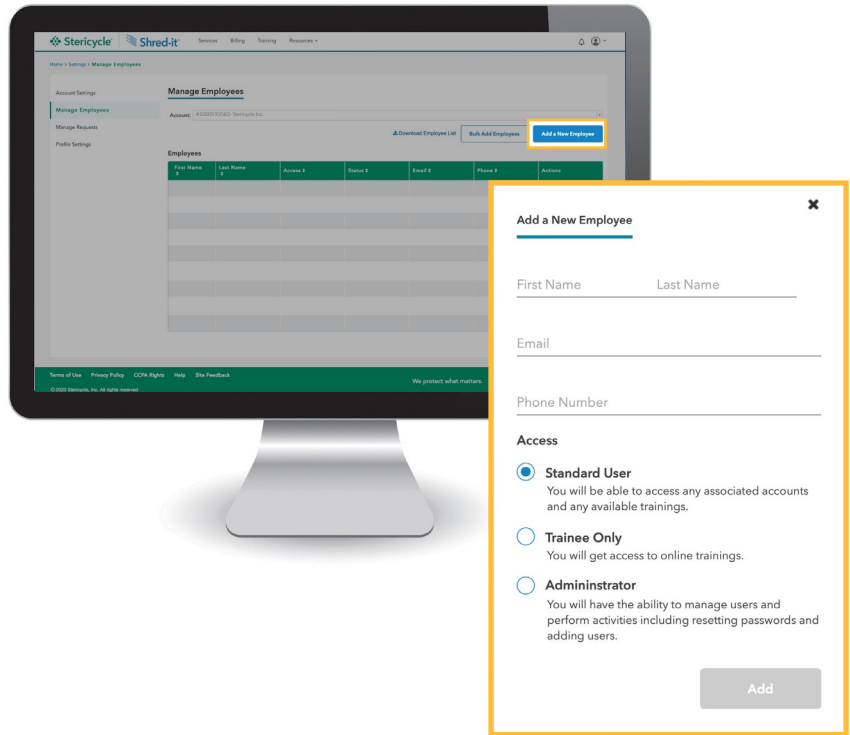
Downloading Employee Details

To view an Excel file of all employees and their account details, click **Download Employee List**.



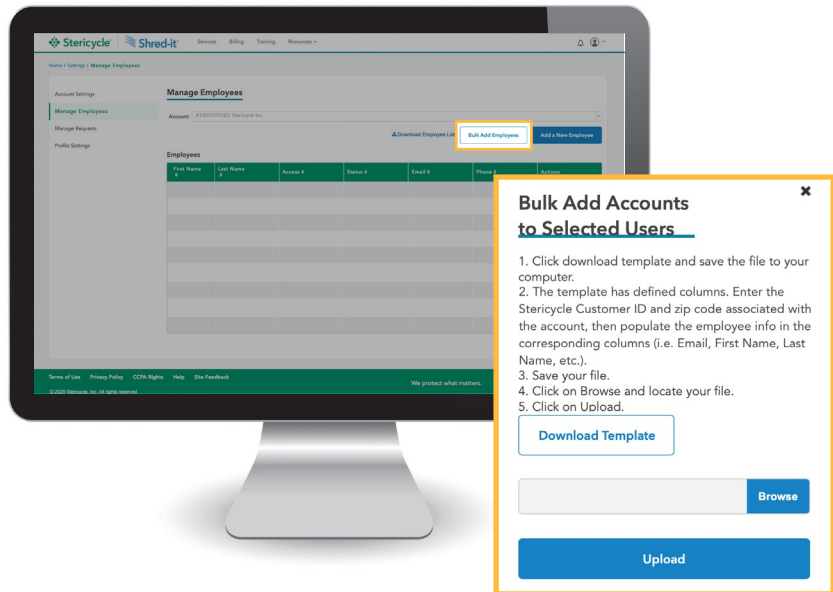
Adding Users

To add a user to the account, click **Add a New Employee**. You will be asked to provide basic details and assign their access level. When complete, click **Add**.



To add a large number of employees to your account, you can use the **Bulk Add Employees** button, then:

1. Click **Download Template** and save the file to your computer. The template is in Microsoft Excel format.
2. The template has defined columns. Enter the Stericycle Customer ID and zip code associated with the account, then populate the employee info in the corresponding columns (i.e. Email, First Name, Last Name, etc.).
3. Save your file. Click **Browse**, locate the file, then click **Upload**. MyStericycle does the rest.



Template Preview:

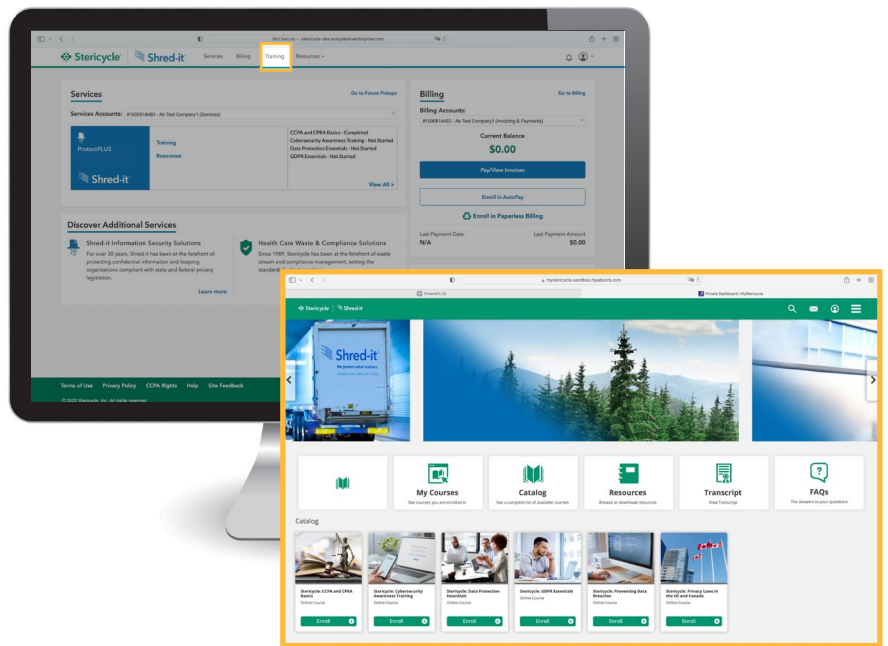
	A	B	C	D	E	F	G	H
	Customer Number	Zip Code	Email	First Name	Last Name	Account Access	Role Access	Phone
1								
2								
3								
4								
5								
6								
7								
8								

Shred-it ProtectPLUSSM and Online Training Center

Once you log in, you will be taken to your Dashboard. From here, click the **Training** link in the top navigation bar to access the Online Training Center.

The Online Training Center will open in a new page and you will be on the **Learner Dashboard**.

Note: The Learner Dashboard will display available courses based on level of service.



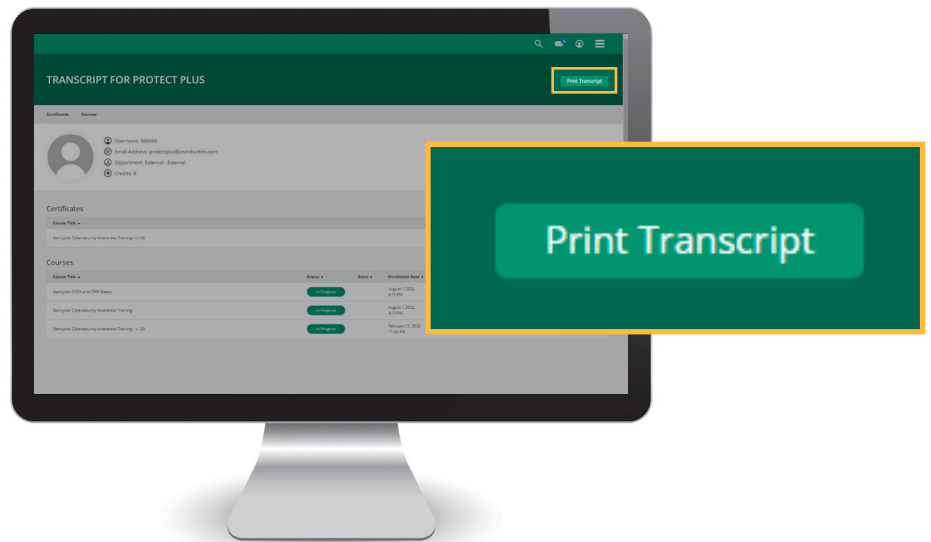
Click on **Transcript** to:

- Print Transcripts
- Print Certificates
- View in progress Courses

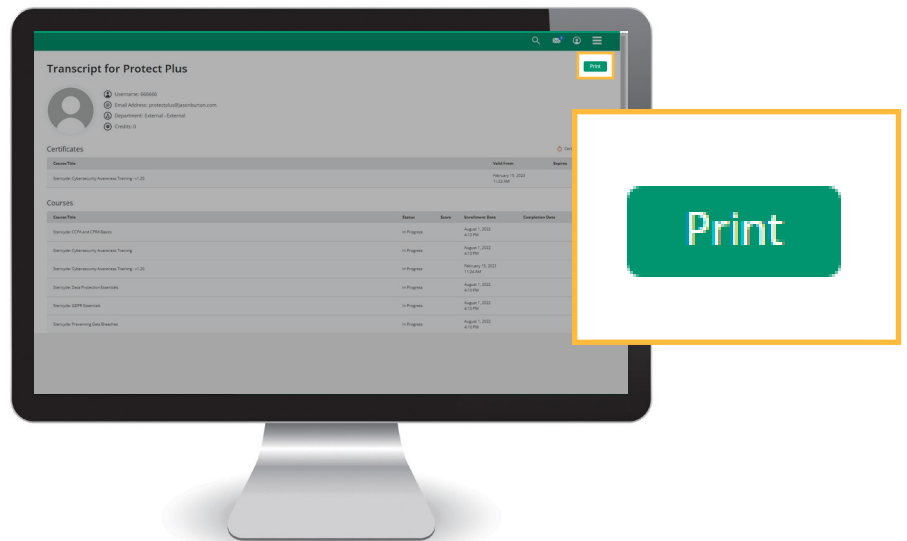


Click **View Certificate** to view individual course certificates. Click **Load More** if not all of your course history is displayed.

To print your transcript, click **Print Transcript** located in the upper right.

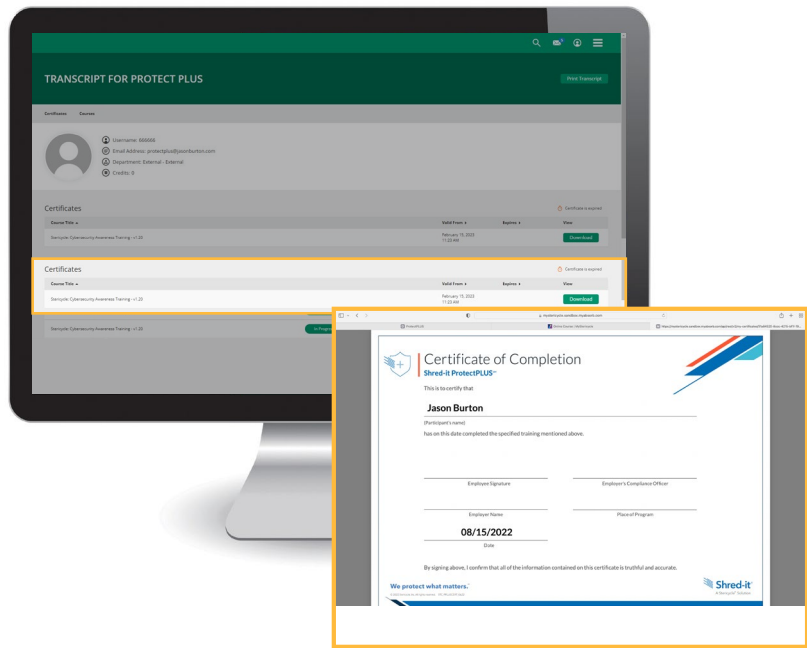


Click **Print**, a preview window will open. Click **Print** again to print your transcript.

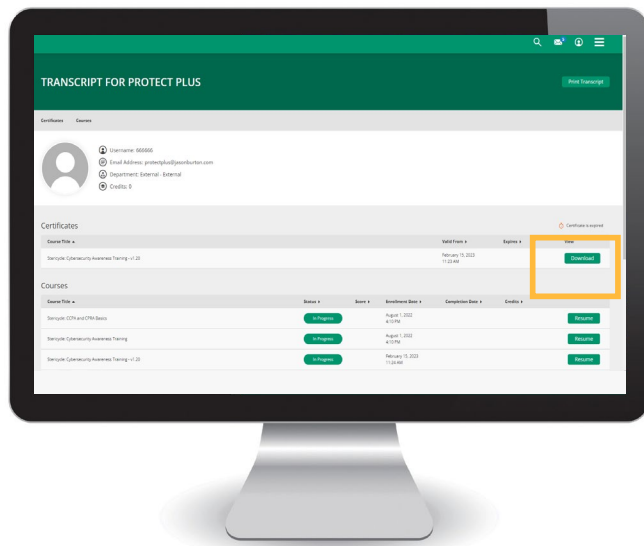


Individual certificates can be viewed and printed by clicking **View Certificate** next to their respective Course Title.

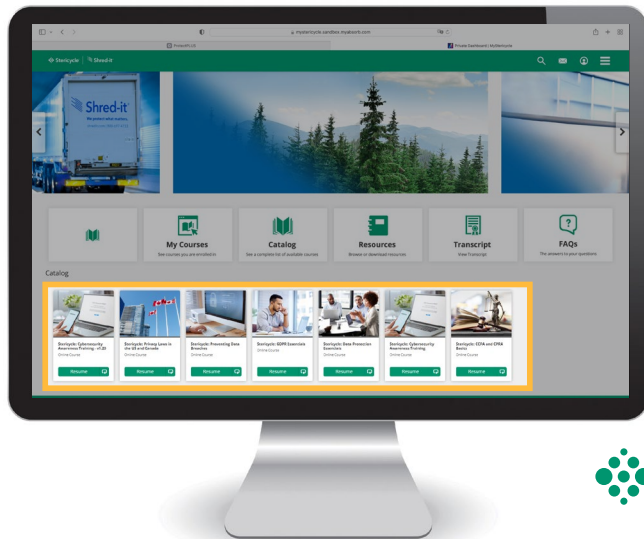
Clicking **Download** will open your certificate in a new window.



Certificates can also be printed from the Course View. The certificate link is available in the right column.



Catalog View also provides overview of course status (i.e. "in progress") and dates of completed courses.

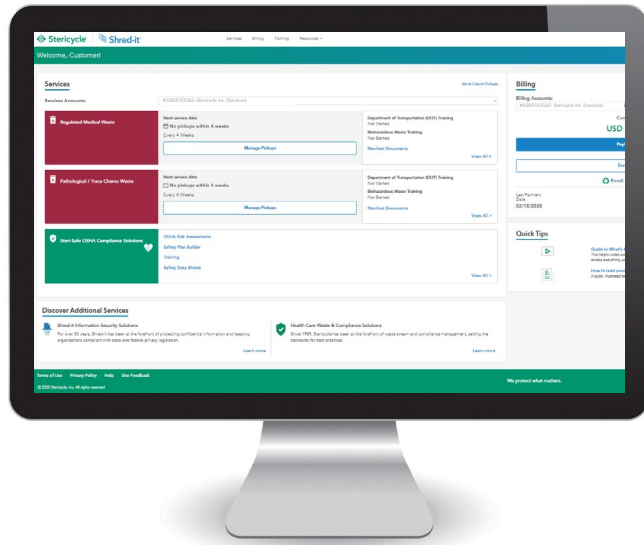


Steri-Safe Compliance Solutions and Online Training Center

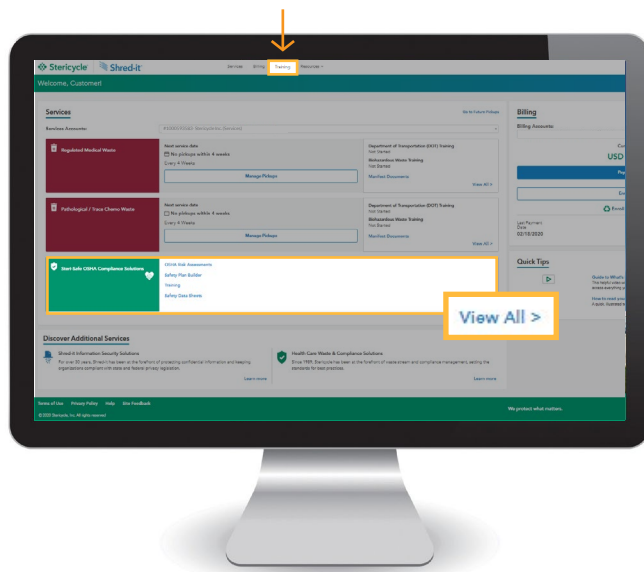
With a subscription to our Steri-Safe HIPAA or OSHA services, or a recurring regulated medical waste pickup plan, you can take advantage of specialized resources on MyStericycle.

Choose from a variety of solutions available 24/7 online—including OSHA-required safety plans, HIPAA privacy and bloodborne pathogens training, and digital Safety Data Sheets (SDS). Some subscriptions also provide access to on-site risk assessments and individualized advisory services for issues unique to your business. Stericycle makes these solutions available to healthcare customers so you can access our deep regulatory expertise and keep your focus on patient care.

To find out how Stericycle compliance services can save time and reduce risk, contact us for a package designed around your specific needs.



The most frequently used compliance tools can be accessed via the dashboard. The green Steri-Safe OSHA and HIPAA Compliance Solutions areas provide access to services including the OSHA Safety Plan Builder, risk assessment reports and the Safety Data Sheet eBinder as well as HIPAA Policy Navigator and Online Training Center. Note that the Online Training Center can also be reached by clicking Training on the top navigation menu. To see all components of your Steri-Safe OSHA or HIPAA Service click on the **View All** link in the respective area.



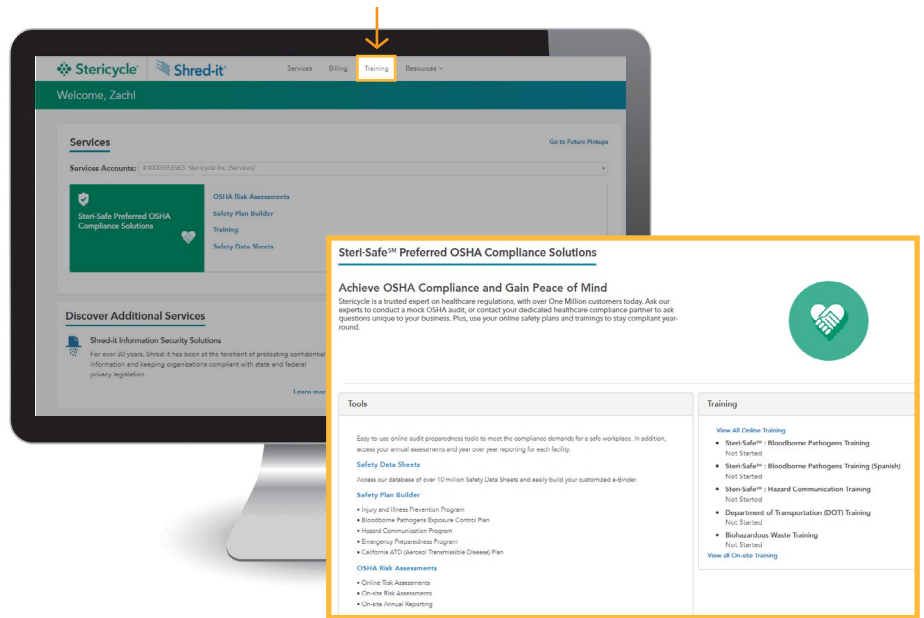
Online Training Center

The Online Training Center is available by clicking Training on the navigation menu at the top of your screen. All courses included with your Stericycle services are located here. They are organized by category and cross-referenced so you can easily browse them.

Employees who only need access to training can be given trainee-only accounts (See *Managing Roles and Access* section) by any user who has administrator status.

Once a course is chosen, simply click on the **Register** link below the course then click Launch to begin the course. All registered courses will be available on the **Registered Courses** page until they have been successfully completed.

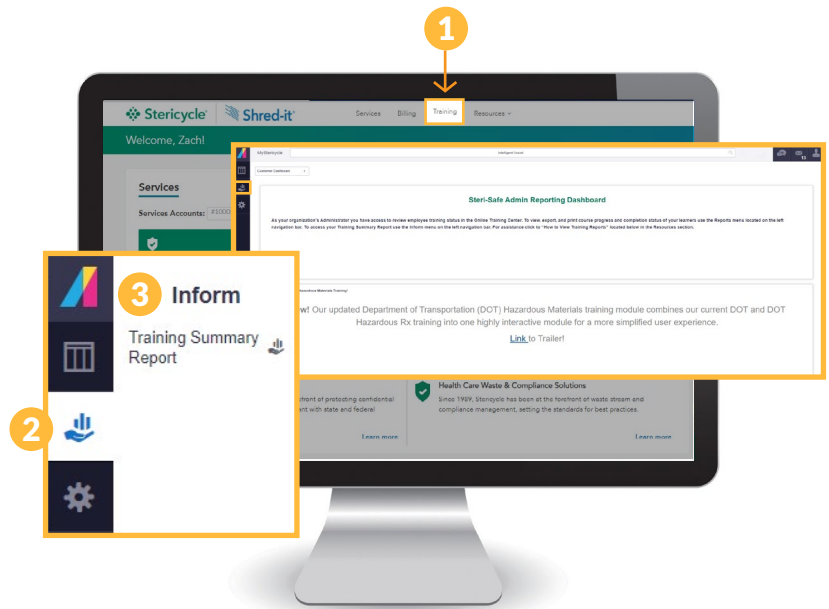
After successful completion of courses, a Certificate of Completion will be available. To print a certificate, simply click the three-line, top-right menu icon and select Scores & Certificates, then choose your course from the list shown.



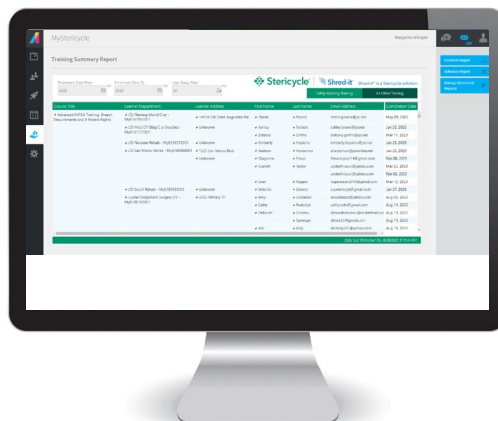
Online Training Center Reports (Administrators Only)

Users with administrator access can view completion reports for their entire teams. This feature is especially useful for verifying your organization's compliance with annual OSHA training requirements.

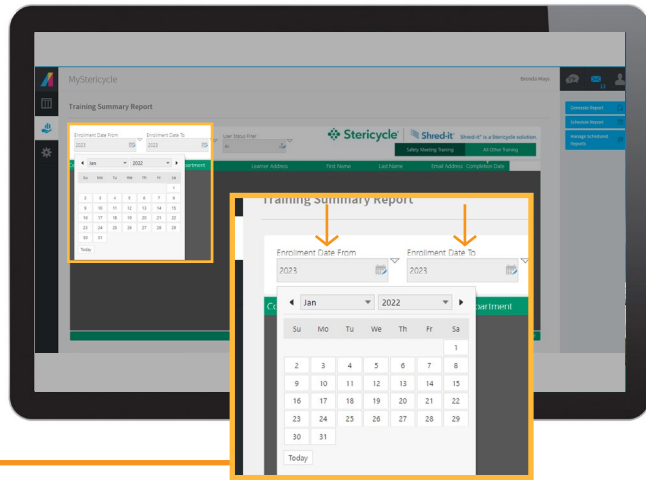
1. Click **Training** on the top Navigation menu.
2. Click the **hand icon** in the upper left.
3. Choose the **Inform** report option to manage your reports.



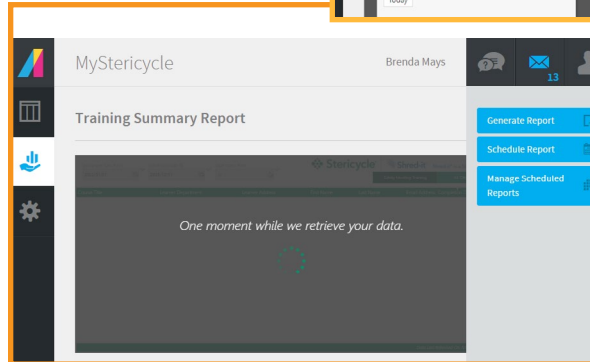
Within the Report Management dashboard, you'll have the ability to view, print and export existing reports.



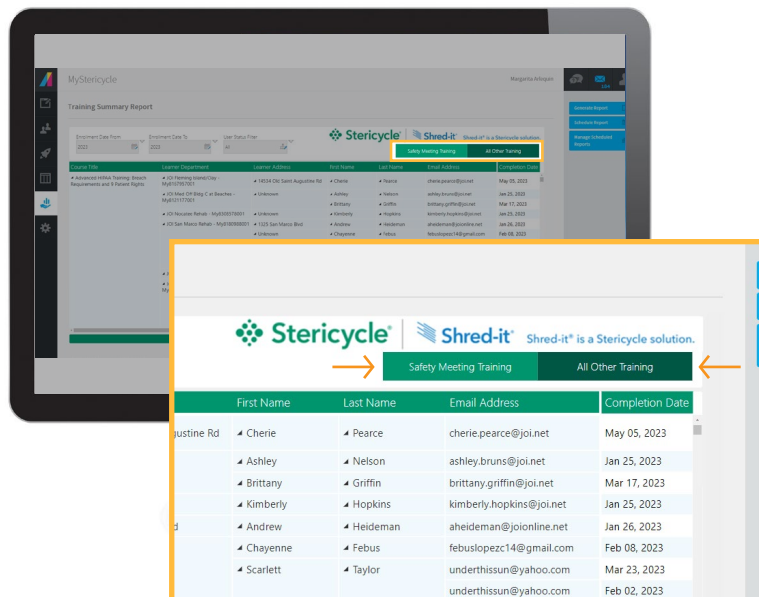
Report can be filtered by adjusting the Enrollment Date From and Enrollment Date To. A calendar pop-up will appear to allow you to pick the time frame of the report.



Once the dates are selected you will see the message *One moment while we retrieve your data.*

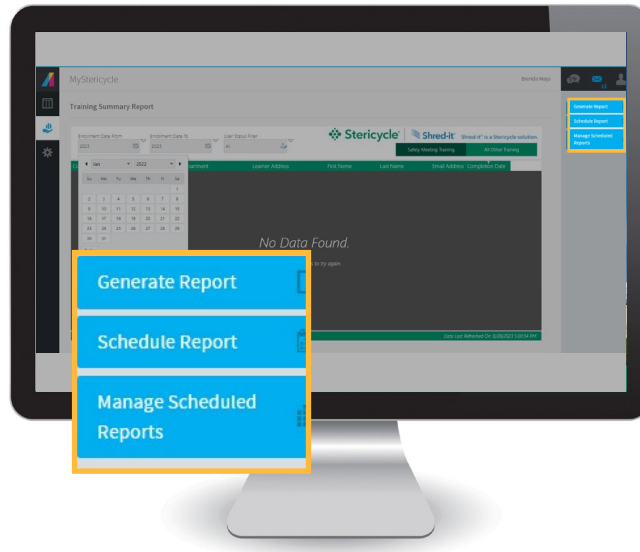


To view your training summary report please click on the corresponding tab that is applicable. For all trainings click on **All Other Training** if enrolled in one of the Safety Meeting Trainings, please select **Safety Meeting Training** tab for those specific trainings.



On the right you will have the flexibility on how you would like to generate and receive your report. Report options:

- Generate Report
- Schedule Report
- Manage Scheduled Reports



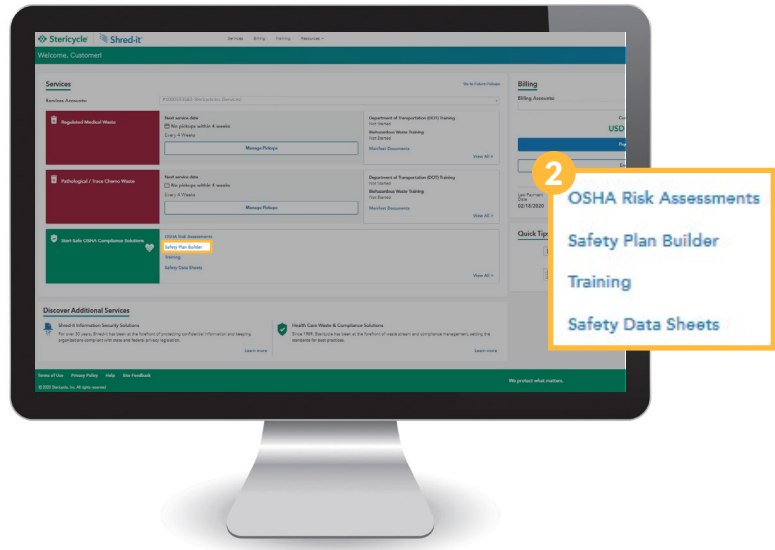
Generate Report View

Training	Learner Address	First Name	Last Name	Email Address	Completion Date
enter - My604960004	Unknown	Joy	Benefiel	ibenefiel@veroshealth.com	Aug 03, 2023
Prof Corp -	Unknown	Janey	Wolff	hiphopjaney345@gmail.co	Feb 22, 2023
ething Special -	Unknown	Annamaria	Hager	hager438@stcglobal.net	Jul 22, 2023
stics - My8307304001	6 Industrial Way West	Francesca	Rattino	frattino@a2zdc.com	Apr 18, 2023
	Unknown	David	Garcia	davidmgarcia7503@yahoo	Apr 25, 2023
PARTNERS PA -	1411 N Flagler Dr	CAROL	ADDY	carol@aaddomedpartners.	Aug 24, 2023
Practice - My8014350001	Unknown	JESSICA	HOCKENBURY	jhockenbury3@gmail.com	Jan 13, 2023
		Kelsey	Murray	kelsey622@icloud.com	Jan 09, 2023
		MELISSA	MCKEWON	melck15@yahoo.com	Jan 08, 2023
		MICHELLE	FERRIER	mferrier@comcast.net	Jan 11, 2023
		TERRI	SWADEY	terriswadey@gmail.com	Feb 02, 2023
ematology Assoc -	201 S Lloyd St	Sheryl	Santjer	sheryladc@midco.net	Jul 10, 2023
		Sheryl	Santjer	sheryladc@midco.net	Jan 02, 2023
stology & Skin	3190 Antilley Rd	Ashley	Licht	ashley.licht@shilensderm.	Mar 13, 2023

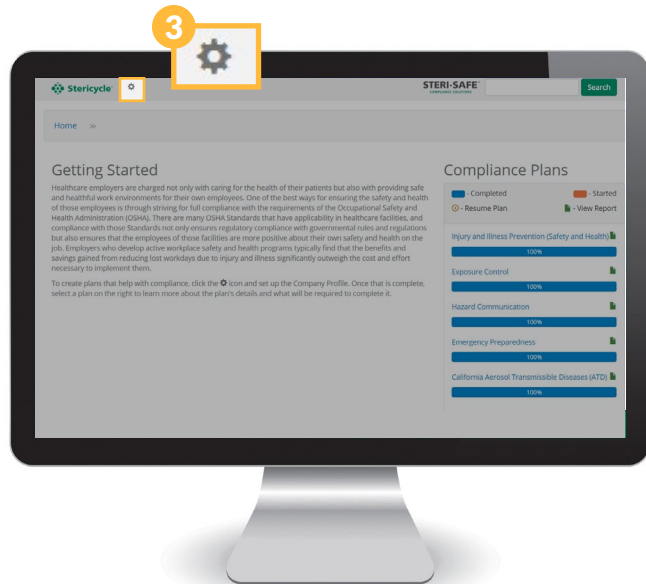
Schedule Report View

Training	Learner Address	First Name	Last Name	Email Address	Completion Date
enter - My604960004	Unknown	Joy	Benefiel	ibenefiel@veroshealth.com	Aug 03, 2023
Prof Corp -	Unknown	Janey	Wolff	hiphopjaney345@gmail.co	Feb 22, 2023
ething Special -	Unknown	Annamaria	Hager	hager438@stcglobal.net	Jul 22, 2023
stics - My8307304001	6 Industrial Way West	Francesca	Rattino	frattino@a2zdc.com	Apr 18, 2023
	Unknown	David	Garcia	davidmgarcia7503@yahoo	Apr 25, 2023
PARTNERS PA -	1411 N Flagler Dr	CAROL	ADDY	carol@aaddomedpartners.	Aug 24, 2023
Practice - My8014350001	Unknown	JESSICA	HOCKENBURY	jhockenbury3@gmail.com	Jan 13, 2023
		Kelsey	Murray	kelsey622@icloud.com	Jan 09, 2023
		MELISSA	MCKEWON	melck15@yahoo.com	Jan 08, 2023
		MICHELLE	FERRIER	mferrier@comcast.net	Jan 11, 2023
		TERRI	SWADEY	terriswadey@gmail.com	Feb 02, 2023
ematology Assoc -	201 S Lloyd St	Sheryl	Santjer	sheryladc@midco.net	Jul 10, 2023
		Sheryl	Santjer	sheryladc@midco.net	Jan 02, 2023
stology & Skin	3190 Antilley Rd	Ashley	Licht	ashley.licht@shilensderm.	Mar 13, 2023

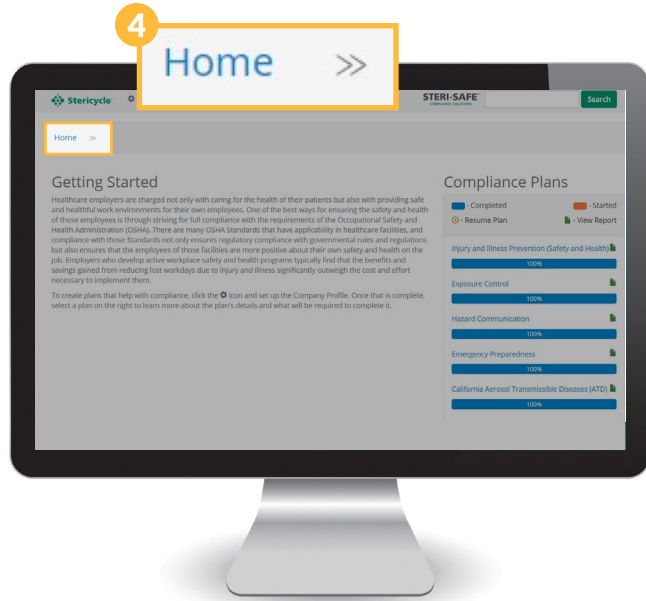
2. Click Safety Plan Builder.



3. To create compliance-related plans, click the gear icon and select your Company Profile to complete the required information.



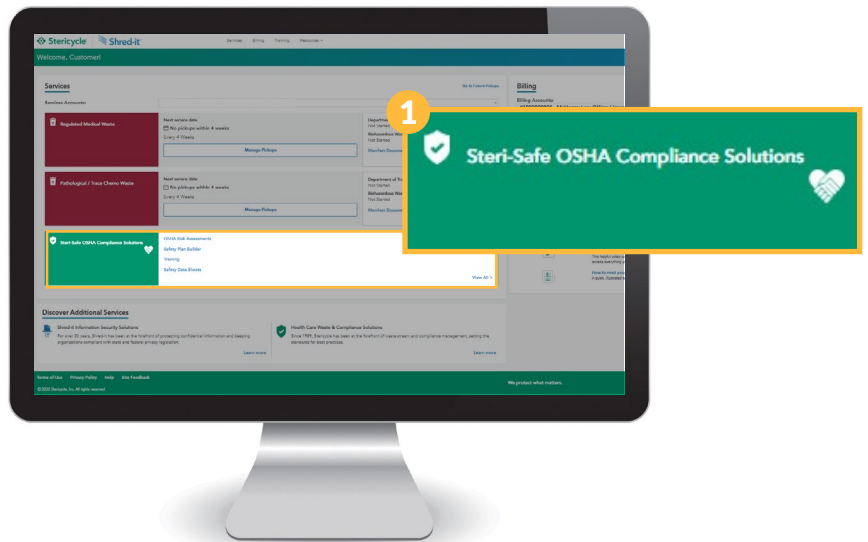
- Once your company profile is complete, click **Home** and select a plan on the right to learn more about the plan and what will be required to complete it.



Safety Data Sheet (SDS) Library (Steri-Safe OSHA Customers)

The Safety Data Sheet eBinder contains a library of more than 10 million Safety Data Sheets (SDS). This can help you easily meet the OSHA requirement to keep a binder containing the SDS for each chemical present at your workplace. eBinders can be created for one or multiple sites and can be completely managed inside the tool with the ability to export summaries and SDSs by location.

- From the Dashboard scroll down to Steri-Safe OSHA Compliance Solutions.



2. Click **Safety Data Sheets**.
3. Once in SDS, click **Help Center** in the upper right for documentation on how to create your eBinder and navigate the tool.



Note: For more information about Safety Data Sheets and OSHA requirements, please refer to the Steri-Safe OSHA Hazard Communication training course available within the Online Training Center.

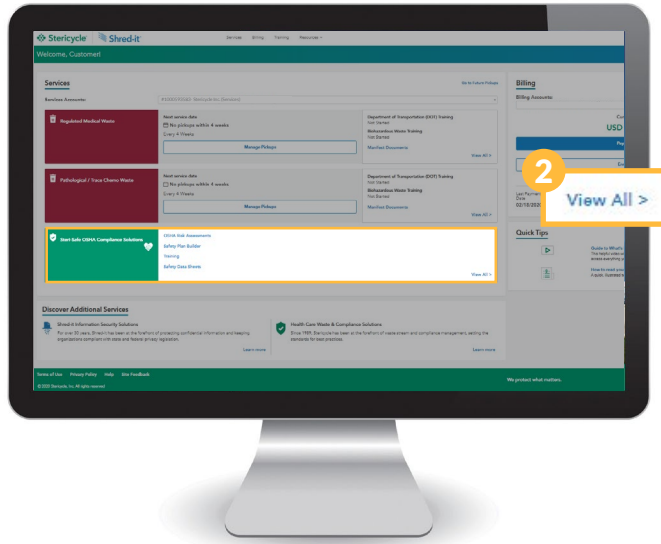
Compliance Documents (Steri-Safe OSHA and HIPAA Customers)

The MyStericycle compliance document library contains a variety of valuable forms and guides. Depending on whether you are a Steri-Safe OSHA or HIPAA Customer, or both, you will have access to accident reporting logs, OSHA 300 forms, exposure checklists, safety plan templates, and other forms and posters required by OSHA or HIPAA in many states.

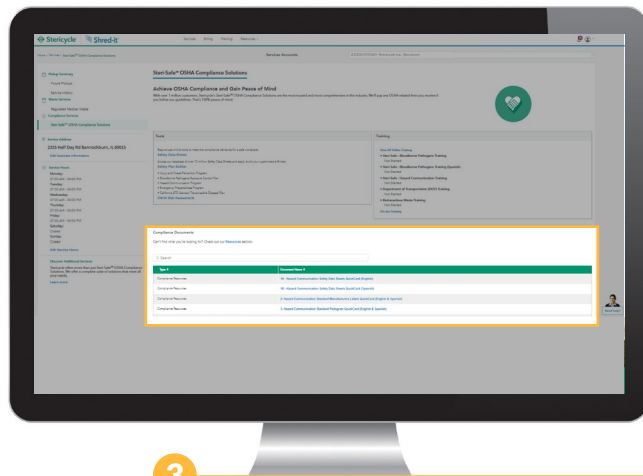
1. From the dashboard, scroll down to Steri-Safe OSHA or Steri-Safe HIPAA Compliance Solutions.



2. Click on **View All**.



3. Scroll down and you will see all available Compliance Documents available. Using the search tool above the documents list will allow you to filter your results.



3 Compliance Documents

Can't find what you're looking for? Check out our [Resources](#) section.

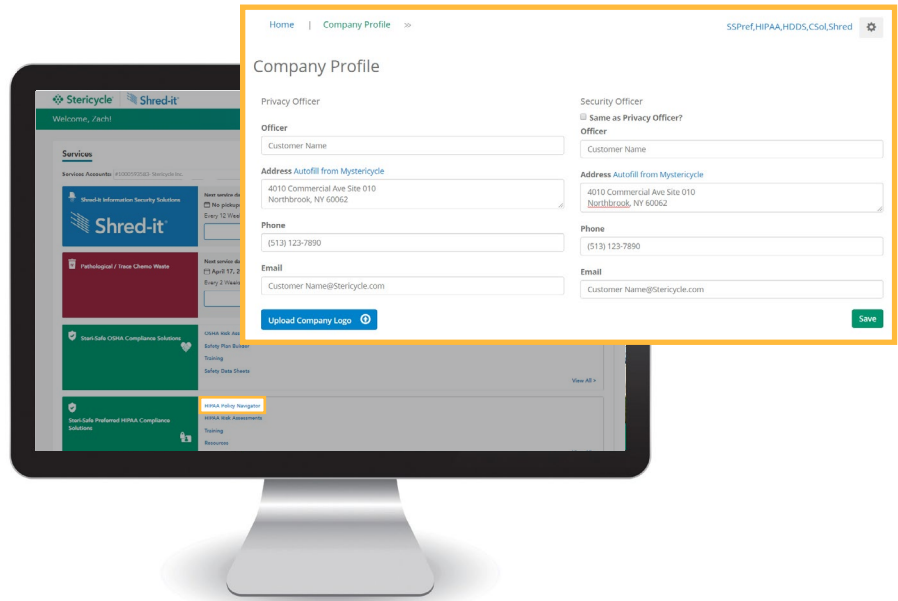
Q Search

Type	Document Name
Compliance Resources	1A - Hazard Communication Safety Data Sheets QuickCard (English)
Compliance Resources	1B - Hazard Communication Safety Data Sheets QuickCard (Spanish)
Compliance Resources	2 - Hazard Communication Standard Manufacturers Labels QuickCard (English)
Compliance Resources	3 - Hazard Communication Standard Pictogram QuickCard (English & Spanish)

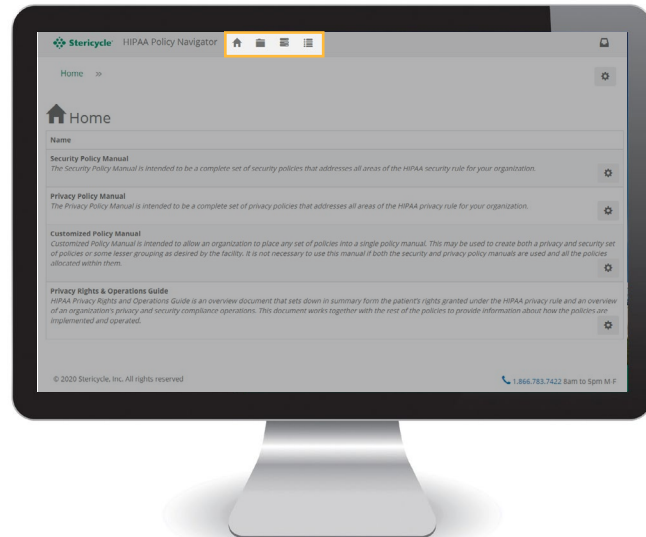
HIPAA Policy Navigator (Steri-Safe HIPAA Customers—Administrator Users)

Prepare, update and compile the many components of your overall HIPAA policies into a single document using this intuitive, step-by-step tool. The HIPAA Policy Navigator streamlines the complex task of preparing lengthy privacy and security policies to help you meet regulatory requirements.

1. From the Dashboard, scroll down to Steri-Safe HIPAA Compliance Solutions. Click **HIPAA Policy Navigator**.
2. Once in the Policy Navigator, use the gear icon in the upper right to create your company profile.
3. Once you have created your company profile, click **Save**.

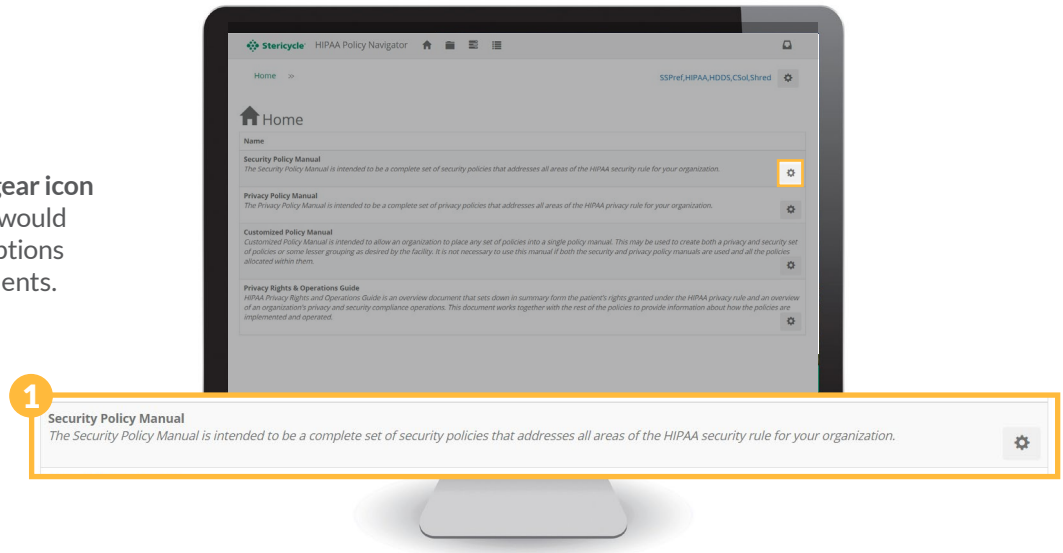


The top navigation menu allows you to perform global actions including accessing, editing and publishing policies as well as creating custom policies.

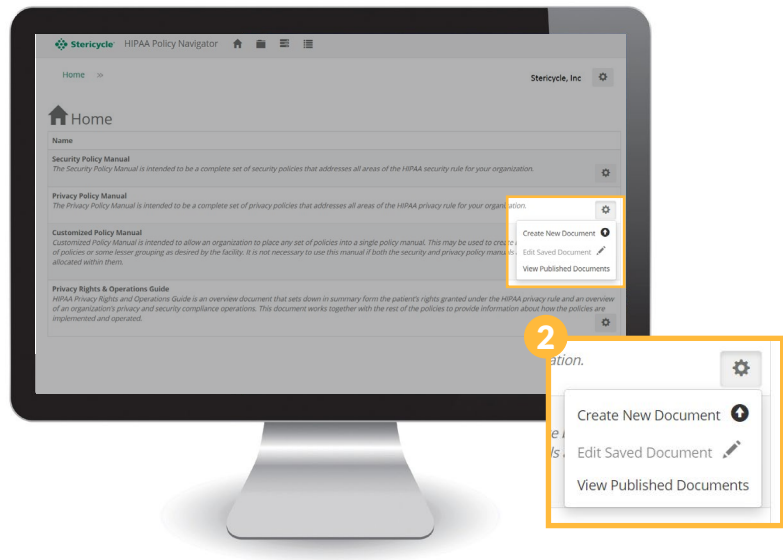


To create a policy:

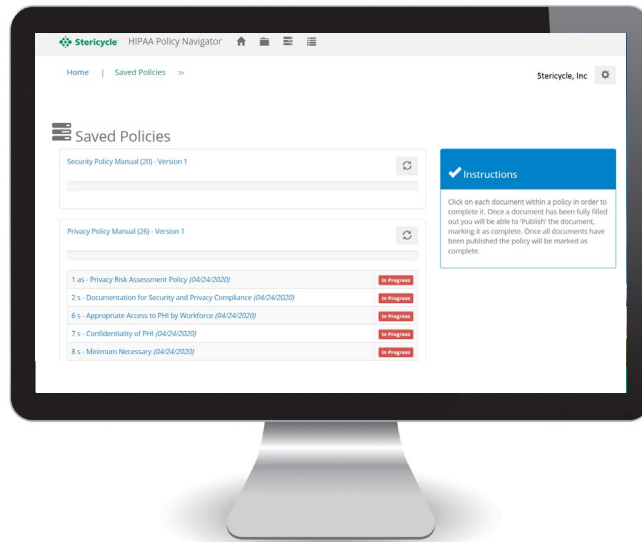
1. On the dashboard, click the gear icon to the right of the policy you would like to create. You'll see the options to create, edit or view documents.



2. Select Create New Document.



- When you have completed the policy, click **Save**. You will see a message confirming that it has been saved.
- Click the link in the confirmation message to return to the Saved Policies page where you can create or manage another policy.



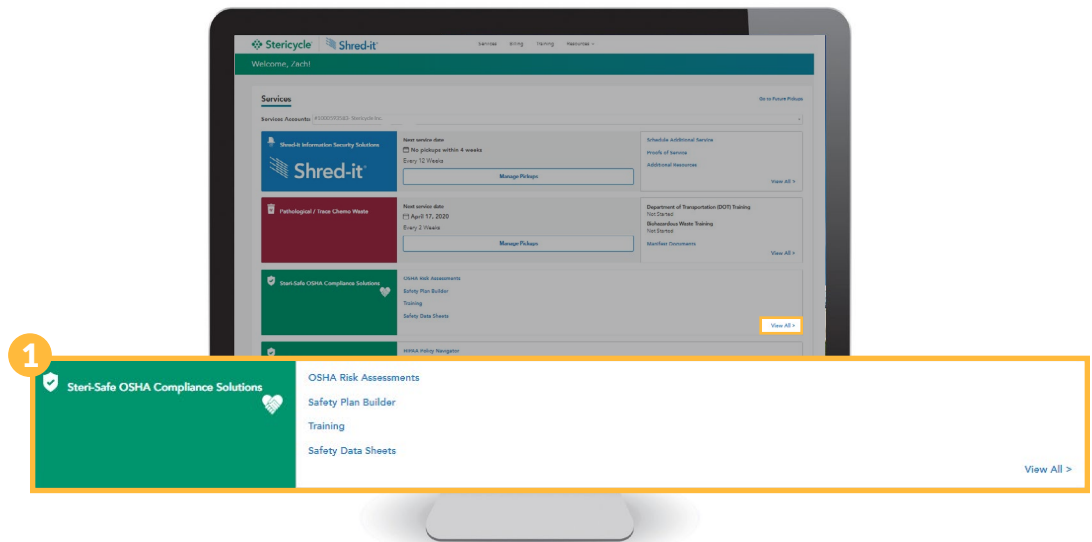
Steri-Safe OSHA Preferred Solutions (Administrators only)

Steri-Safe OSHA Preferred customers have access to a dedicated healthcare compliance partner who can answer your unique regulatory questions, conduct on-site training, and perform risk assessments and audits to identify compliance risks at your site.

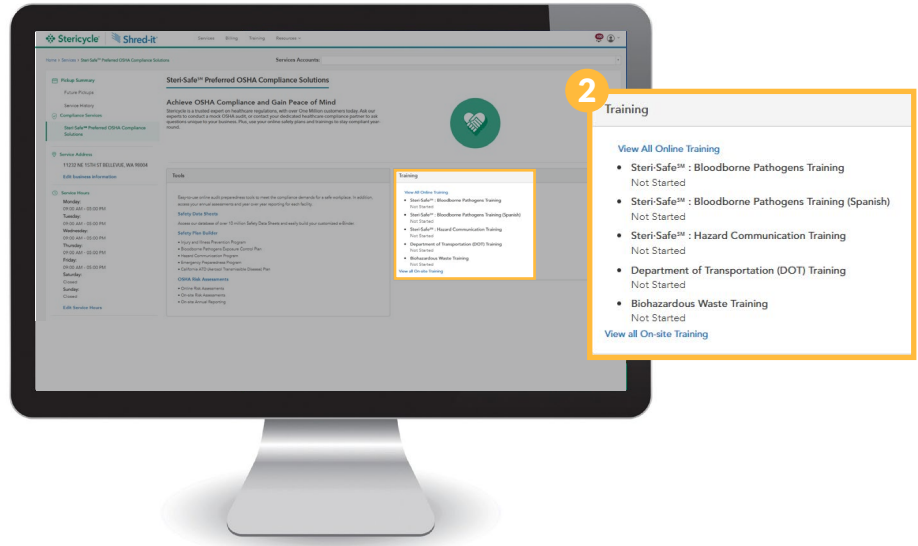
As part of these services, you will have the ability to review your onsite risk assessment report as well as access materials to conduct a self-audit.

To access your Steri-Safe OSHA Preferred resources:

- From the dashboard, scroll down to Steri-Safe OSHA Compliance Solutions. Click **View All**.



2. Click **View All On-Site Training** to see materials available to you.



3. Your On-site Training page provides reporting data and completion statistics for the training provided at your facility by your assigned field educator. For additional information about your training results, please contact your educator directly.



System Requirements

The platform has been designed to operate efficiently in a variety of current technology environments. However, for an optimal experience, we recommend the following.

	Windows®/PC	Apple Mac®	Apple® Devices	Android™ Devices
Operating System	Windows 10 or later	MacOS® 10.15 or later	iOS/iPadOS 10.13 or later	Android 10.0 or later
Browser	Google Chrome™	Google Chrome	Google Chrome	Google Chrome
Screen Resolution	1920 x 1080 or larger	1920 x 1080 or larger	All other trademarks are property of their respective owners.	

- An internet connection is required.
- Google Chrome – Enable redirects and disable pop-up blockers.
- Browser plugins – Most of these are standard and come preinstalled on computers. Ensure they are enabled.
 - Adobe Flash® player
 - Adobe Acrobat® reader
 - Windows Media player
 - JavaScript
- Microsoft Office® is recommended to view and modify Word® and Excel® files.

Quick Fixes

Many issues may be resolved by clearing your browser's cache and cookies. Refer to your browser's help section for instructions.

If you encounter an issue with any of the browsers listed above, please let the Stericycle development team know.



Thank you for choosing Stericycle. We value your loyalty and work hard to earn it every day. If you ever have questions about MyStericycle, try the virtual assistant, Ask Sofia. You can find her in the lower right any time you're signed in.