



Instructions for taking online Safety Courses

1. Go to <http://hfhaffiliateinsurance.com> (Lockton Affinity Insurance)
2. Scroll down to "Safety News" section
3. Click on "Online Safety Training Courses Begin Now" button
4. Read "Training Course Instructions" page information
5. Enter access code: W8NAEBTG, then click submit
6. Look at Recommended Courses (right column) and watch both videos:
 - a. ReStore Safety and Loss Control
 - b. Volunteering on a Habitat for Humanity Job Site

Note: You must complete the quiz at the end of each course. After completing each quiz, you will be prompted to fill out information to validate it. Follow the instructions below:

1. Enter your first and last name
2. Location: Virginia
3. HFH: Greater Fredericksburg HFH
4. Association: Volunteer
5. Email address: Enter your personal email address, then click submit. You will receive an e-mail message stating that you completed the course.
6. Save the message for your records. We will receive the same message along with your certificate which will be placed in our files.

If you have any questions please feel free to contact the Volunteer Coordinator.