

# How To Register on PSPOM™ Supplier Application Guide



**1**

## Register on PSPOM™

Create a new user account in less than 5 minutes.

**2**

## Apply to Become Service Provider

Share employment, experience and expected compensation.

**3**

## Wait for Approval

Review of your application will take up to 48 hours.

**4**

## Review Agreement Documents & Sign

Review contractual info and electronically sign documents.

# How To Register on PSPOM™

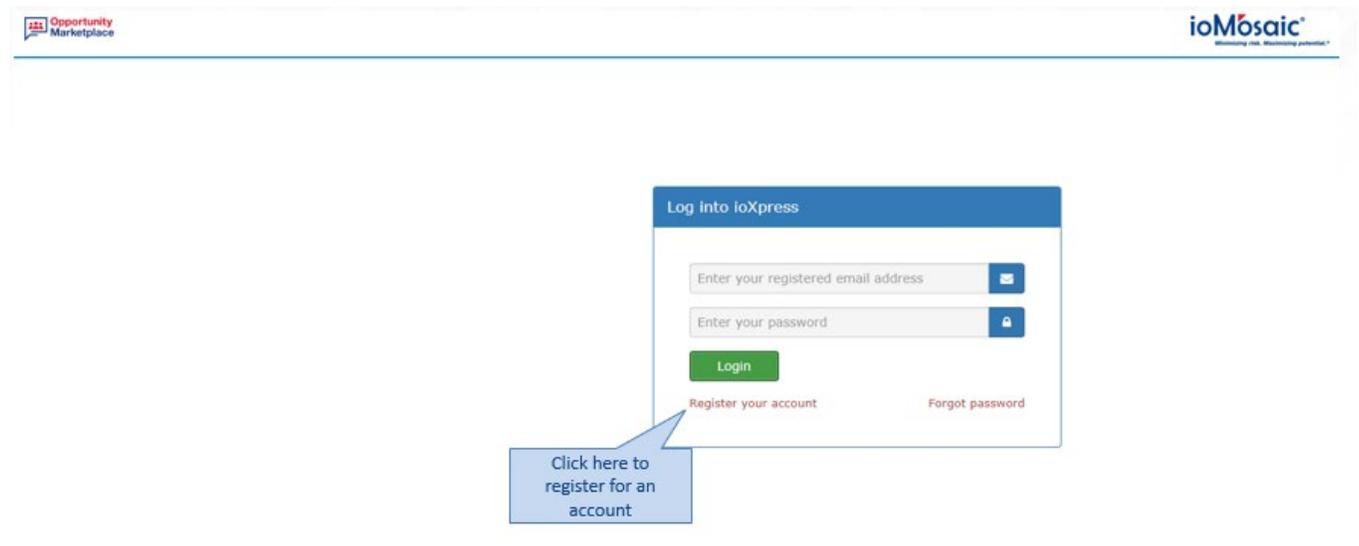
## Supplier Application Guide

This guide provides step-by-step instructions for registering to become a supplier on Process Safety Project Opportunity Marketplace (PSPOM™).

### 1 PSPOM™ Supplier Application Process

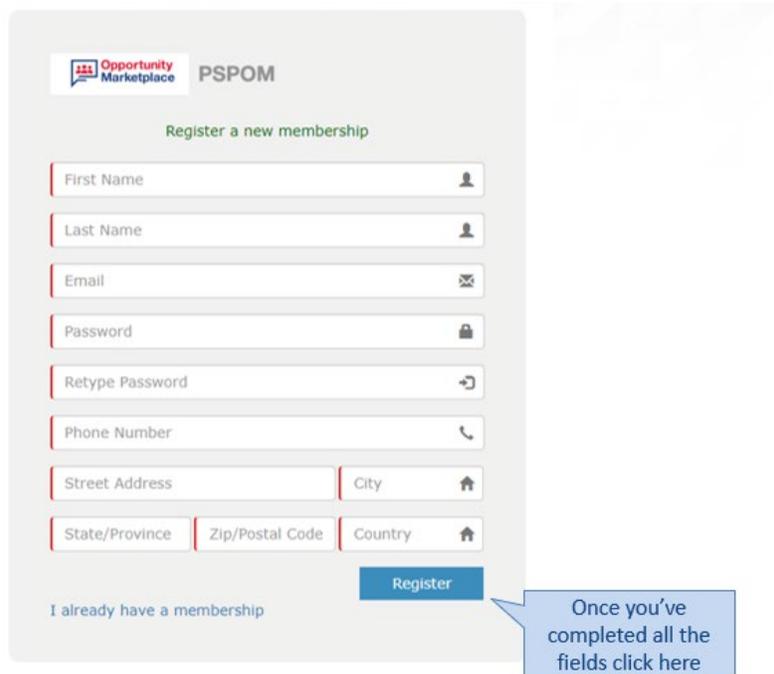
#### 1.1. Register on PSPOM™

A new user will need to register by visiting <https://www.pspom.com> and click on “Register your account” as shown below. This process takes less than 5 minutes to complete.



Click on “Register your account” as shown above.

Next complete the form. All fields need to be completed in order to register. Press “Register” once you’re ready to submit your information.



Your registration will be confirmed via email to the address you provided, as shown below.

**Subject: Thank you for registering to become a service provider for ioMosaic**

ioMosaic Corporation is certified in our New Hampshire, Texas, Minnesota, Bahrain and United Kingdom offices in accordance with the ISO 9001:2015 Quality Management System (QMS), internationally recognized as the world's leading quality management standard. This certification demonstrates our commitment to quality, our motivation for continuous improvement to meet the changing needs of our clients, and our achievement of attaining higher operating efficiency. ioMosaic considers quality management to be an integral part of all our business operations. ISO 9001:2015 certification also demonstrates our establishment of clearly defined operational processes, communication structures, and goals that help to inform tasks and responsibilities throughout the entire organization.

Thank you for registering to become a service provider for ioMosaic. Please save this [link](#) for future use.

---

This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that you can leverage for business advantage. Please visit us at [www.ioiq.com](http://www.ioiq.com) to find out how.

***Data is inexpensive  
Information is valuable  
Knowledge is precious!***

ioXpress is a trademark of iOIQ, LLC.

Now you are registered for an account. The screen will automatically populate to begin your application to become a Service Provider. Continue on by following Section 2. Apply to Become Service Provider.

## 2 Apply to Become Service Provider

The application is a 3-step process and is as follows:

1. Basic Service Provider Information
2. Additional Service Provider Information
3. Contractual Information and ioMosaic ISO Training

Each step must be approved by ioMosaic before you can view or bid on any projects.

### 2.1 Login

Once you have registered and received confirmation, you're all set to apply to become a Service Provider, providing the opportunity to bid on many projects, including sub-contracting and Content Creator for Process Safety Learning® (PSL). To get started, go to <https://www.pspom.com>. Enter your registered email address and password. Click "Login".



**Step 1 – Part 1 – Employment.** Step 1 is comprised of 3 parts: **Employment, Experience & Expected Compensation.** Once you login, Step 1 will populate on the screen as shown below. This section takes approximately 25 minutes to complete if all required documents are available to upload. More time may be needed to compile document requirements.

Welcome to PSPOM™ Service Provider Registration

**Contact Info**

**Kristin Robbins**  
abc@gmail.com  
123 Easy Street, Test, Test, 77056, USA  
171349052202170

Edit Contact Info

← Previous Step    STEP 1/3: Basic Service Provider Information    Next Step →

Part 1 - Employment    Part 2 - Experience    Part 3 - Expected Compensation

Are you currently employed?  
 Full Time    Part Time    Contractor    Open to Work

Employment History  
Click to Add More

Upload Resume (All Applicants)  
Drop Resume Here or Click to Upload (PDF only)

Upload Writing Sample (Content Creators Only)  
For Content Creators, please provide a recent sample of a course or paper you have written.  
Drop Writing Sample Here or Click to Upload (PDF only)

Next   Save

Go to part two   Save input

Complete the information needed and provide the requested documents. Input your status of employment.

Welcome to PSPOM™ Service Provider Registration

**Contact Info**

**Kristin Robbins**  
abc@gmail.com  
123 Easy Street, Test, Test, 77056, USA  
171349052202170

Edit Contact Info

← Previous Step    STEP 1/3: Basic Service Provider Information    Next Step →

Part 1 - Employment    Part 2 - Experience    Part 3 - Expected Compensation

Are you currently employed?  
 Full Time    Part Time    Contractor    Open to Work

Employment History  
Click to Add More

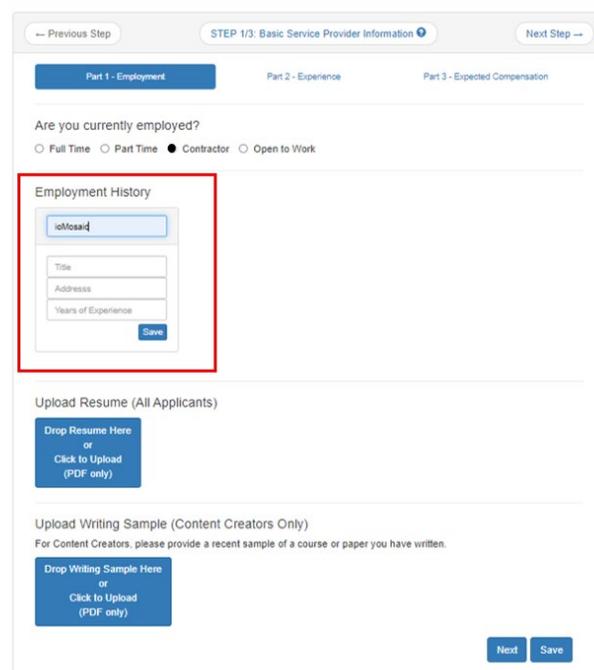
Upload Resume (All Applicants)  
Drop Resume Here or Click to Upload (PDF only)

Upload Writing Sample (Content Creators Only)  
For Content Creators, please provide a recent sample of a course or paper you have written.  
Drop Writing Sample Here or Click to Upload (PDF only)

Next   Save

Go to part two   Save input

Provide your employment history.



Previous Step    STEP 1/3: Basic Service Provider Information    Next Step

Part 1 - Employment    Part 2 - Experience    Part 3 - Expected Compensation

Are you currently employed?  
 Full Time    Part Time    Contractor    Open to Work

**Employment History**

ioMosaic

Title

Address

Years of Experience

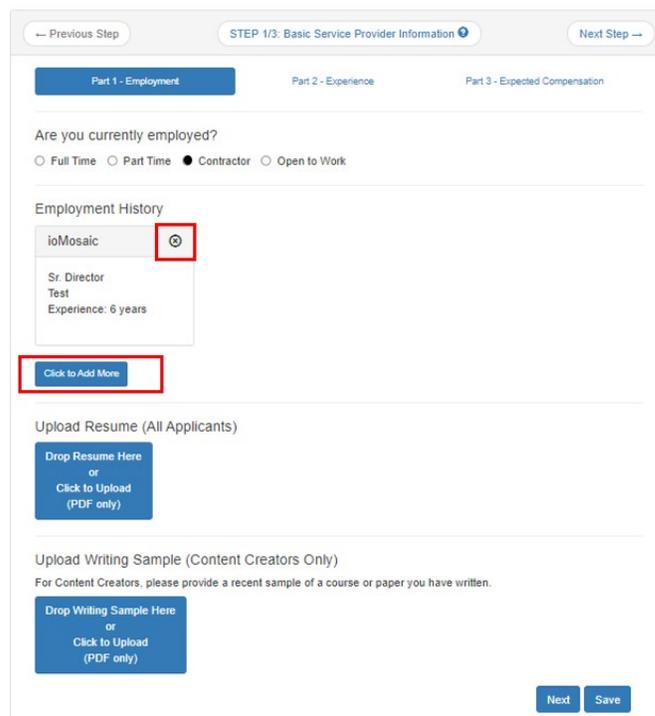
Save

Upload Resume (All Applicants)  
Drop Resume Here or Click to Upload (PDF only)

Upload Writing Sample (Content Creators Only)  
For Content Creators, please provide a recent sample of a course or paper you have written.  
Drop Writing Sample Here or Click to Upload (PDF only)

Next   Save

To add a new entry, click on “Click to Add More”. If you found a typo or mistake on any entry, press the “X” button. It will delete the entry and you can input your information again.



Previous Step    STEP 1/3: Basic Service Provider Information    Next Step

Part 1 - Employment    Part 2 - Experience    Part 3 - Expected Compensation

Are you currently employed?  
 Full Time    Part Time    Contractor    Open to Work

**Employment History**

ioMosaic

Sr. Director  
Test  
Experience: 6 years

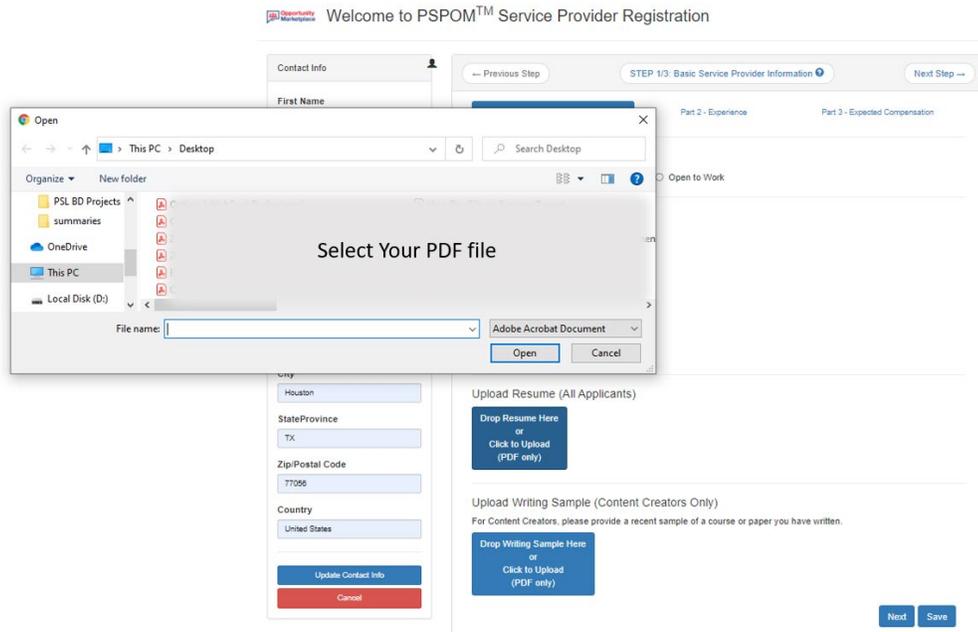
Click to Add More

Upload Resume (All Applicants)  
Drop Resume Here or Click to Upload (PDF only)

Upload Writing Sample (Content Creators Only)  
For Content Creators, please provide a recent sample of a course or paper you have written.  
Drop Writing Sample Here or Click to Upload (PDF only)

Next   Save

Upload your resume by either dropping and dragging the file or press “Click to Upload” Button and select your file from your folder. Only PDF format is accepted.



This next step only applies to those interested in becoming a PSL Content Creator; other applicants skip this step. All applicants interested in becoming a PSL Content Creator must upload a writing sample – either of a course or paper sample. Only PDF format is accepted. To upload, drop and drag the file or press “Click to Upload” Button and select your file from your folder.

← Previous Step    STEP 1/3: Basic Service Provider Information    Next Step →

Part 1 - Employment    Part 2 - Experience    Part 3 - Expected Compensation

Are you currently employed?

Full Time    Part Time    Contractor    Open to Work

Employment History

ioMosaic

Sr. Director  
Test  
Experience: 6 years

Click to Add More

Upload Resume (All Applicants)

Drop Resume Here  
or  
Click to Upload  
(PDF only)

Upload Writing Sample (Content Creators Only)  
For Content Creators, please provide a recent sample of a course or paper you have written.

Drop Writing Sample Here  
or  
Click to Upload  
(PDF only)

Next   Save

When satisfied with your entries, click “Next” to continue to **Part 2 – Experience**. If you need more time to gather documents or wish to proceed later, click “Save”. Once you log back in, you can pick-up when you left off.

Welcome to PSPOM™ Service Provider Registration

Contact Info

**Kristin Robbins**  
abc@gmail.com  
123 Easy Street, Test, Test, 77056, USA  
171349052202170

Edit Contact Info

← Previous Step    STEP 1/3: Basic Service Provider Information    Next Step →

Part 1 - Employment    Part 2 - Experience    Part 3 - Expected Compensation

Are you currently employed?  
 Full Time    Part Time    Contractor    Open to Work

Employment History  
[Click to Add More](#)

Upload Resume (All Applicants)  
[Drop Resume Here](#) or [Click to Upload \(PDF only\)](#)

Upload Writing Sample (Content Creators Only)  
For Content Creators, please provide a recent sample of a course or paper you have written.  
[Drop Writing Sample Here](#) or [Click to Upload \(PDF only\)](#)

[Next](#)   [Save](#)

Go to part two    Save input

Once you click “Next”, Part 1 – Employment is completed and you can proceed with Part 2.

Contact Info

**Kristin Robbins**  
abc@gmail.com  
123 Easy Street, Test, Test, 77056, USA  
171349052202170

← Previous Step    STEP 1/3: Basic Service Provider Information    Next Step →

Part 1 - Employment    Part 2 - Experience    Part 3 - Expected Compensation

Are you currently employed?  
 Full Time    Part Time    Contractor    Open to Work

Employment History

ioMosaic
Test 1900 St. James Place Experience: 8 years

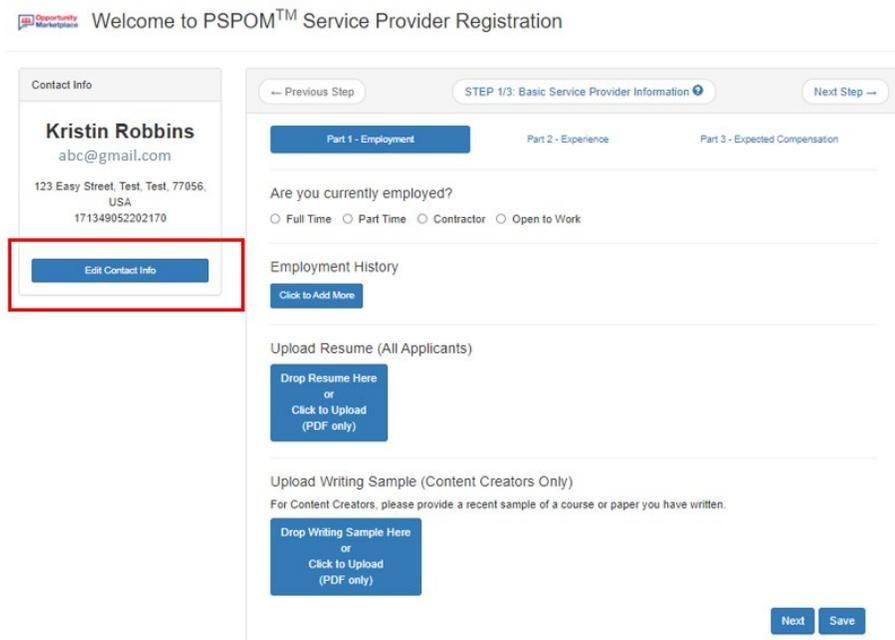
Upload Resume (All Applicants)  
[Kristin Robbins's Resume](#)

Upload Writing Sample (Content Creators Only)  
For Content Creators, please provide a recent sample of a course or paper you have written.  
[Kristin Robbins's Writing Sample](#)

[Next](#)   [Save](#)

Go to part two    Save input

Note: If you need to change your contact information, you can do so by clicking on “Edit Contact Info”.



Welcome to PSPOM™ Service Provider Registration

Contact Info

**Kristin Robbins**  
abc@gmail.com  
123 Easy Street, Test, Test, 77056, USA  
171349052202170

Edit Contact Info

Previous Step    **STEP 1/3: Basic Service Provider Information**    Next Step

Part 1 - Employment    Part 2 - Experience    Part 3 - Expected Compensation

Are you currently employed?  
 Full Time    Part Time    Contractor    Open to Work

Employment History  
Click to Add More

Upload Resume (All Applicants)  
Drop Resume Here or Click to Upload (PDF only)

Upload Writing Sample (Content Creators Only)  
For Content Creators, please provide a recent sample of a course or paper you have written.  
Drop Writing Sample Here or Click to Upload (PDF only)

Next   Save

Make your changes and to save them click “Update Contact Info”.

Opportunity Marketplace Welcome to PSPOM™ Service Provider Registration

**Contact Info**

**First Name**  
Kristin

**Last Name**  
Robbins

**Email**  
abc@gmail.com

**Password**  
\*\*\*\*\*

**Phone Number**  
171349052202170

**Street Address**  
123 Easy Street

**City**  
Test

**State/Province**  
Test

**Zip/Postal Code**  
77056

**Country**  
USA

Update Contact Info  
Cancel

Previous Step    **STEP 1/3: Basic Service Provider Information**    Next Step

Part 1 - Employment    Part 2 - Experience    Part 3 - Expected Compensation

Are you currently employed?  
 Full Time    Part Time    Contractor    Open to Work

Employment History  
[Click to Add More](#)

Upload Resume (All Applicants)  
[Drop Resume Here](#)  
 or  
[Click to Upload \(PDF only\)](#)

Upload Writing Sample (Content Creators Only)  
 For Content Creators, please provide a recent sample of a course or paper you have written.  
[Drop Writing Sample Here](#)  
 or  
[Click to Upload \(PDF only\)](#)

[Next](#)   [Save](#)

Now **Part 2 – Experience** will populate on the screen. This section takes approximately 5 minutes to complete and does not require any document uploads.

Input the required information.

Provide your years of experience to the areas of interest you would like to bid on projects. You can add the number of years by typing it into the field or clicking your mouse in the white space, and arrow icons will appear to increase or decrease in numbers.

Opportunity Marketplace Welcome to PSPOM™ Service Provider Registration

Contact Info

**Kristin Robbins**  
 abc@gmail.com  
 123 Easy Street, Test, Test, 77056,  
 USA  
 171349052202170

Edit Contact Info

← Previous Step
STEP 1/3: Basic Service Provider Information
Next Step →

Part 1 - Employment
Part 2 - Experience
Part 3 - Expected Compensation

Areas of Interest and Years of Process Safety Experience?

Training Content Developer	2	Years
Training Facilitator	4	Years
Pressure Relief & Flare System Design		Years
Pressure Relief & Flare System Design Auditing		Years
Relief Header and Flare Analysis System		Years
Emergency Relief Effluent Handling System Design		Years
Process Simulation		Years
Pipeline Safety Management		Years
LNG Risk Management		Years
Process Hazard Analysis		Years
Dust Hazard Analysis		Years
PSM Audits		Years
Quantitative Risk Assessment		Years
Incident Investigation		Years
Asse/Mechanical Integrity		Years
Risk Based Inspection Implementation		Years
Facility Siting		Years
Kinetic Modeling		Years
LOPA		Years
SIL/SIS		Years
Chemical Reactivity		Years

Next, provide any software programming skills as well as input any software knowledge or experience.

Process Simulation		Years
Pipeline Safety Management		Years
LNG Risk Management		Years
Process Hazard Analysis		Years
Dust Hazard Analysis		Years
PSM Audits		Years
Quantitative Risk Assessment		Years
Incident Investigation		Years
Asset/Mechanical Integrity		Years
Risk Based Inspection Implementation		Years
Facility Siting		Years
Kinetic Modeling		Years
LOPA		Years
SIL/SIS		Years
Chemical Reactivity		Years

Software Programming Skills

+

Test

3

Save

List your Software Knowledge and Experience

Test3 X

Test

Test

Experience: 3 years

Click to Add More

Previous Next Save

To add a new skill, click on “+” icon. If you can a typo or mistake on any entry, press the X button. It will delete the entry, and you can input it in again.

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abc@gmail.com  
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USA  
171349052202170

Edit Contact Info

STEP 1/3: Basic Service Provider Information

Part 1 - Employment    **Part 2 - Experience**    Part 3 - Expected Compensation

**Areas of Interest and Years of Process Safety Experience?**

Training Content Developer	2	Years
Training Facilitator	4	Years
Pressure Relief & Flare System Design		Years
Pressure Relief & Flare System Design Auditing		Years
Relief Header and Flare Analysis System		Years
Emergency Relief Effluent Handling System Design		Years
Process Simulation		Years
Pipeline Safety Management		Years
LNG Risk Management		Years
Process Hazard Analysis		Years
Dust Hazard Analysis		Years
PSM Audits		Years
Quantitative Risk Assessment		Years
Incident Investigation		Years
Asset/Mechanical Integrity		Years
Risk Based Inspection Implementation		Years
Facility Siting		Years
Kinetic Modeling		Years
LOPA		Years
SIL/SIS		Years
Chemical Reactivity		Years

**Software Programming Skills**

+

Software Name

Years of Experience

Save

**Software Programming Skills**

Test - 3 years

+

**List your Software Knowledge and Experience**

Test 2

Test1  
Test2  
Experience: 3 years

Click to Add More

Previous

Next

Save

To add a new entry for your software knowledge or experience, click “Click to Add More”. If you can a typo or mistake on any entry, press the X button. It will delete the entry and you can input it in again.

Once you are satisfied when your selections, click “Next” to move to **Part 3 – Expected Compensation**. If you need to go back to **Part 1 – Employment**, you can click on “Previous”. Also, if you need more time or wish to continue the application at a later time, click on “Save”, and then you can log out and resume later.

STEP 1/3: Basic Service Provider Information

Part 1 - Employment | **Part 2 - Experience** | Part 3 - Expected Compensation

Areas of Interest and Years of Process Safety Experience?

Training Content Developer	2	Years
Training Facilitator	4	Years
Pressure Relief & Flare System Design		Years
Pressure Relief & Flare System Design Auditing		Years
Relief Header and Flare Analysis System		Years
Emergency Relief Effluent Handling System Design		Years
Process Simulation		Years
Pipeline Safety Management		Years
LNG Risk Management		Years
Process Hazard Analysis		Years
Dust Hazard Analysis		Years
PSM Audits		Years
Quantitative Risk Assessment		Years
Incident Investigation		Years
Asset/Mechanical Integrity		Years
Risk Based Inspection Implementation		Years
Facility Siting		Years
Kinetic Modeling		Years
LOPA		Years
SIL/SIS		Years
Chemical Reactivity		Years

Software Programming Skills  
Test - 3 years

List your Software Knowledge and Experience  
Test 2  
Test  
Test3  
Experience: 3 years

Go back to part one | Previous | **Next** | Save | Save input

Now **Part 3 – Expected Compensation** will populate on the screen. This section takes approximately 5 minutes to complete unless more time is needed to gather document requirements.

Input the required information and upload relevant documentation.

Opportunity Marketplace Welcome to PSPOM™ Service Provider Registration

STEP 1/3: Basic Service Provider Information

Part 1 - Employment | Part 2 - Experience | **Part 3 - Expected Compensation**

Expected Billing Rate: \$ 0 /hr

Business References Preferred (up to 3)  
Click to Add More

Previous | Save | **Submit**

Enter your expected billing rate per hour for project work.

 Welcome to PSPOM™ Service Provider Registration

Contact Info

**Kristin Robbins**  
abc@gmail.com  
123 Easy Street, Test, Test, 77056,  
USA  
171349052202170

Edit Contact Info

← Previous Step      STEP 1/3: Basic Service Provider Information      Next Step →

Part 1 - Employment      Part 2 - Experience      **Part 3 - Expected Compensation**

Expected Billing Rate: \$  /hr

Business References Preferred (up to 3)

Business Reference

Name

Company

Phone

Drop Reference Letter Here  
or  
Click to Upload  
(PDF only)

Save

Previous   Save   Submit

Upload up to three (3) business references as PDF documents only by pressing “Click to Add More”. This is not mandatory. Be sure to press “Save” once you’ve located your file to attach it successfully.

Welcome to PSPOM™ Service Provider Registration

Contact Info

**Kristin Robbins**  
abc@gmail.com

123 Easy Street, Test, Test, 77056,  
USA  
171349052202170

Edit Contact Info

← Previous Step      STEP 1/3: Basic Service Provider Information      Next Step →

Part 1 - Employment      Part 2 - Experience      **Part 3 - Expected Compensation**

Expected Billing Rate: \$  /hr

**Business References Preferred (up to 3)**

Business Reference

ABD

123

34454356546

Reference Letter

Save

Previous    Save    Submit

Remember to add a new entry, click on “Click to Add More”. If you found a typo or mistake on any entry, press the “X” button. It will delete the entry, and you can input your information again.

Welcome to PSPOM™ Service Provider Registration

Contact Info

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Edit Contact Info

← Previous Step      STEP 1/3: Basic Service Provider Information      Next Step →

Part 1 - Employment      Part 2 - Experience      **Part 3 - Expected Compensation**

Expected Billing Rate: \$  /hr

**Business References Preferred (up to 3)**

Business Reference 1 ✕

ABD

123

34454356546

View Reference Letter

Click to Add More

Previous    Save    Submit

Welcome to PSPOM™ Service Provider Registration

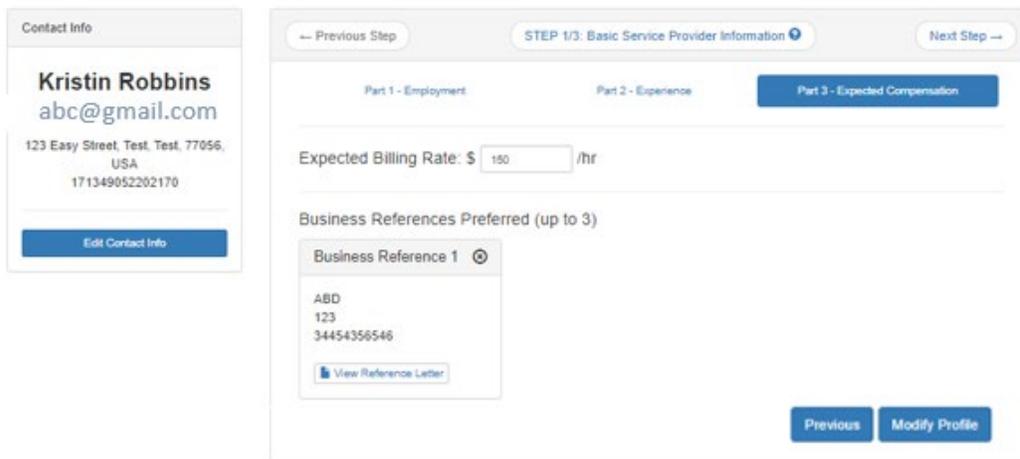
This is the last part of **Step 1**. If you need to make any final changes before submitting, click on “Previous” and it will take you back to revisit the previous parts. Once satisfied click “Submit.”

Welcome to PSPOM™ Service Provider Registration

After you click “Submit”, a green message as shown below should appear near the top of the screen to confirm that your submission was successful. You will need to wait for approval from ioMosaic to proceed to **Step 2**.

 Welcome to PSPOM™ Service Provider Registration

Thank you for completing step 1 (of 3) of our Service Provider Registration Application – Employment, Experience & Expected Compensation. If your profile meets our needs, you will be notified via email and provided access to continue with the registration process. Please understand that it may take up to 48 hours to be notified.



If you need to make a change, click on “Modify Profile” and you will have the opportunity to revise and re-submit. You will receive confirmation via email as shown below. Review of your application will take up to 48 hours.

PSPOM™ Notification Inbox x

noreply <noreply@ioxpress.com>  
to me

11:48 AM (0 minutes ago) ☆ ↶ ⋮

Thank you for completing step 1 (of 3) of our Service Provider Registration Application – Employment, Experience & Expected Compensation.

If your profile meets our needs, you will be notified via email and provided access to continue with the registration process. Please understand that it may take up to 48 hours to be notified.

You may check your status by logging into PSPOM™.

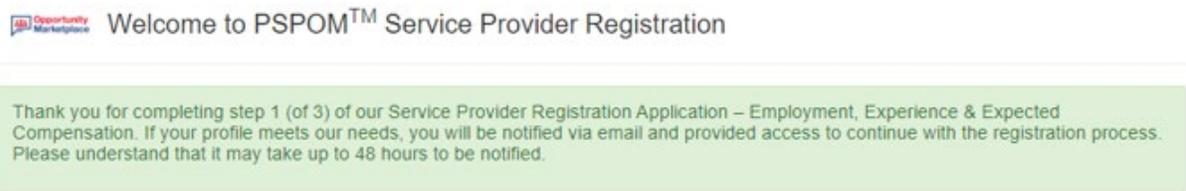
This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that you can leverage for business advantage. Please visit us at [www.ioiq.com](http://www.ioiq.com) to find out how.

*Data is inexpensive  
Information is valuable  
Knowledge is precious!*

ioXpress is a trademark of IOIQ, LLC.

## Checking Application Status:

You can check your status by logging into PSPOM™ and the green notification message at the top of the screen as shown below. This applies to all steps of the application process.



**Welcome to PSPOM™ Service Provider Registration**

Thank you for completing step 1 (of 3) of our Service Provider Registration Application – Employment, Experience & Expected Compensation. If your profile meets our needs, you will be notified via email and provided access to continue with the registration process. Please understand that it may take up to 48 hours to be notified.

Approval or Denial of Step 1: As mentioned, it may take up to 48 hours for your application to be reviewed. Notification will be sent to your registered email address. If not approved, you will receive this message. It is also encouraged to check back in at a later date and apply again as our will be evolving.

**Subject: PSPOM™ Notification**

Thank you for application. Unfortunately, your credentials do not currently meet our needs. We have removed your information from our system.

We appreciate your interest and invite you to check-in with us from time to time to apply again.

---

This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that you can leverage for business advantage. Please visit us at [www.ioiq.com](http://www.ioiq.com) to find out how.

***Data is inexpensive***  
***Information is valuable***  
***Knowledge is precious!***

ioXpress is a trademark of iOiQ, LLC.

If approved, you will receive this notification via email:

From: noreply <noreply@ioxpress.com>

Subject: PSPOM™ Notification

Congratulations! Step 1 - **Employment, Experience & Expected Compensation** of our Service Provider Application has been approved. Complete Part 2 – **Additional Information** by clicking this [Link](#).

This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that you can leverage for business advantage. Please visit us at [www.ioiq.com](http://www.ioiq.com) to find out how.

*Data is inexpensive  
Information is valuable  
Knowledge is precious!*

ioXpress is a trademark of iOiQ, LLC.

You are now able to proceed to **Step 2**.

**Step 2 – Additional Service Provider Information.** To complete **Step 2**, click the link found in your approval notification that was sent to your registered email. Once you login, **Step 2** will populate on the screen as shown below. This section takes approximately 5 minutes to complete.

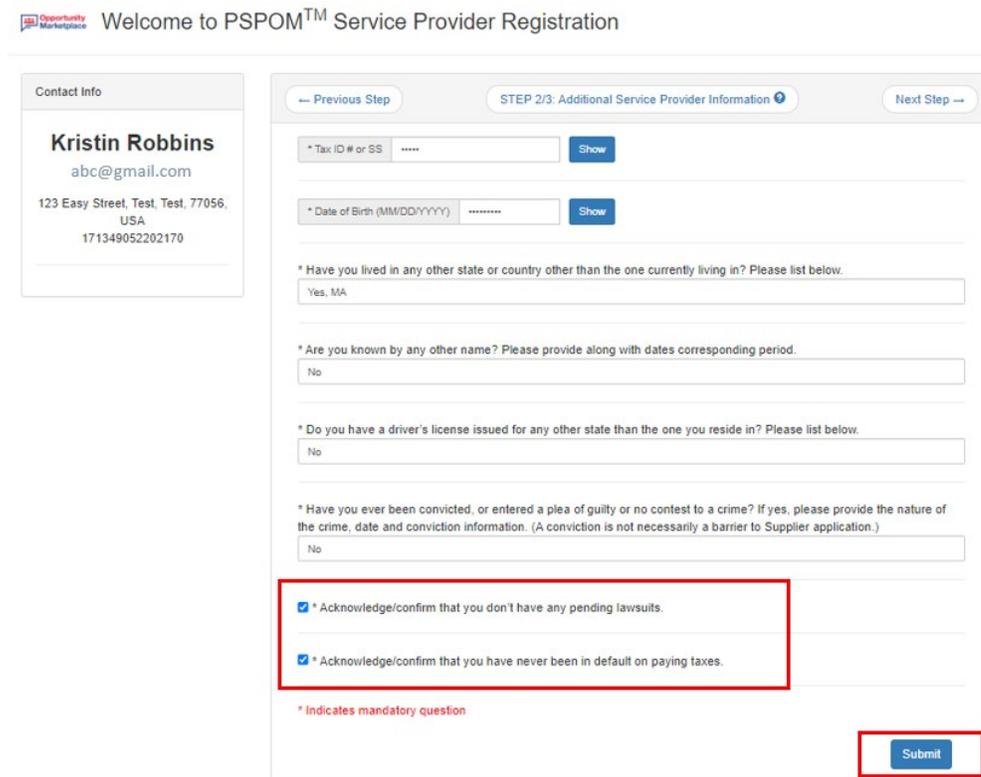
 Welcome to PSPOM™ Service Provider Registration

<p>Contact Info</p> <p><b>Kristin Robbins</b> abc@gmail.com</p> <p>123 Easy Street, Test, Test, 77056, USA 171349052202170</p>	<p>← Previous Step      STEP 2/3: Additional Service Provider Information      Next Step →</p> <p>* Tax ID # or SS <input type="text"/> <input type="button" value="Show"/></p> <p>* Date of Birth (MM/DD/YYYY) <input type="text"/> <input type="button" value="Show"/></p> <p>* Have you lived in any other state or country other than the one currently living in? Please list below. <input type="text"/></p> <p>* Are you known by any other name? Please provide along with dates corresponding period. <input type="text"/></p> <p>* Do you have a driver's license issued for any other state than the one you reside in? Please list below. <input type="text"/></p> <p>* Have you ever been convicted, or entered a plea of guilty or no contest to a crime? If yes, please provide the nature of the crime, date and conviction information. (A conviction is not necessarily a barrier to Supplier application.) <input type="text"/></p> <p><input type="checkbox"/> * Acknowledge/confirm that you don't have any pending lawsuits.</p> <p><input type="checkbox"/> * Acknowledge/confirm that you have never been in default on paying taxes.</p> <p>* Indicates mandatory question</p> <p><input type="button" value="Submit"/></p>
--	--

This section is straightforward; please complete with appropriate responses and provide the information needed. Each question is mandatory.

Once completed be sure to tick off the required acknowledgements.

Once satisfied click “Submit.”



Welcome to PSPOM™ Service Provider Registration

Contact Info

**Kristin Robbins**  
abc@gmail.com  
123 Easy Street, Test, Test, 77056,  
USA  
171349052202170

STEP 2/3: Additional Service Provider Information

\* Tax ID # or SS \*\*\*\*\* Show

\* Date of Birth (MM/DD/YYYY) \*\*\*\*\* Show

\* Have you lived in any other state or country other than the one currently living in? Please list below.  
Yes, MA

\* Are you known by any other name? Please provide along with dates corresponding period.  
No

\* Do you have a driver's license issued for any other state than the one you reside in? Please list below.  
No

\* Have you ever been convicted, or entered a plea of guilty or no contest to a crime? If yes, please provide the nature of the crime, date and conviction information. (A conviction is not necessarily a barrier to Supplier application.)  
No

\* Acknowledge/confirm that you don't have any pending lawsuits.

\* Acknowledge/confirm that you have never been in default on paying taxes.

\* Indicates mandatory question

Submit

After you click “Submit”, a green message as shown below should appear near the top of the screen to confirm that your submission was successful. You will need to wait for approval from ioMosaic to proceed to **Step 3**. Also, remember if you need to make any changes, click “Modify Profile” and then re-submit.

 Welcome to PSPOM™ Service Provider Registration

Thank you for completing step 2 (of 3) of our Service Provider Registration Application – Additional Information. If your profile meets our needs, you will be notified via email and provided access to continue with the registration process. Please understand that it may take up to 48 hours to be notified.

Contact Info

**Kristin Robbins**  
abc@gmail.com  
123 Easy Street, Test, Test, 77056,  
USA  
171349052202170

← Previous Step      STEP 2/3: Additional Service Provider Information      Next Step →

\* Tax ID # or SS            Show

\* Date of Birth (MM/DD/YYYY)            Show

\* Have you lived in any other state or country other than the one currently living in? Please list below.  
 Yes, MA

\* Are you known by any other name? Please provide along with dates corresponding period.  
 No

\* Do you have a driver's license issued for any other state than the one you reside in? Please list below.  
 No

\* Have you ever been convicted, or entered a plea of guilty or no contest to a crime? If yes, please provide the nature of the crime, date and conviction information. (A conviction is not necessarily a barrier to Supplier application.)  
 No

\* Acknowledge/confirm that you don't have any pending lawsuits.

\* Acknowledge/confirm that you have never been in default on paying taxes.

\* Indicates mandatory question

[Modify Profile](#)

You will also receive confirmation of the via email as shown below. Review of your application will take up to 48 hours.

From: noreply <[noreply@ioxpress.com](mailto:noreply@ioxpress.com)>

Subject: PSPOM™ Notification

Thank you for completing step 2 (of 3) of our Service Provider Registration Application – **Additional Information**.

If your profile meets our needs, you will be notified via email and provided access to continue with the registration process. Please understand that it may take up to 48 hours to be notified.

You may check your status by logging into PSPOM™.

---

This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that you can leverage for business advantage. Please visit us at [www.ioiq.com](http://www.ioiq.com) to find out how.

*Data is inexpensive  
Information is valuable*

Remember you can check the status of your application by following the instructions outline in 2.5 Checking Application Status.

Wait for your application to be reviewed. Notification will be sent to your registered email address.

If not approved, you will receive this message. It is also encouraged to check back later and apply again as our needs will evolve.

Subject: PSPOM™ Notification

Thank you for application. Unfortunately, your credentials do not currently meet our needs. We have removed your information from our system.

We appreciate your interest and invite you to check-in with us from time to time to apply again.

---

This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that you can leverage for business advantage. Please visit us at [www.ioiq.com](http://www.ioiq.com) to find out how.

*Data is inexpensive  
Information is valuable  
Knowledge is precious!*

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If approved, you will receive this notification via email:

From: noreply <noreply@ioxpress.com>

Subject: PSPOM™ Notification

Congratulations! Step 2 – **Additional Information** of our Service Provider Application has been approved. Complete step 3 – **Contractual Information** and **ioMosaic ISO Training** by clicking this [Link](#).

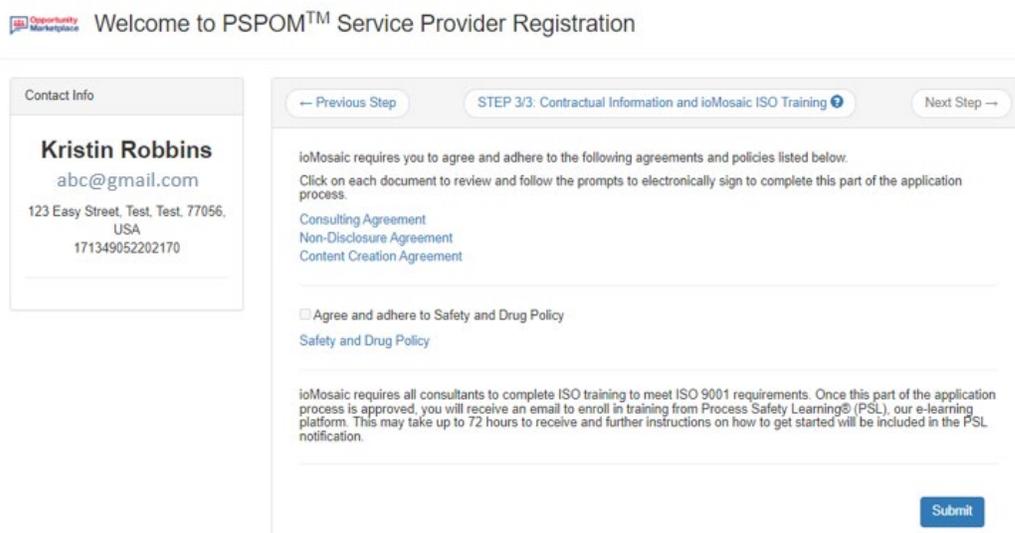
This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into access precious knowledge that you can leverage for business advantage. Please visit us at [www.ioiq.com](http://www.ioiq.com) to find out how.

*Data is inexpensive  
Information is valuable  
Knowledge is precious!*

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You are now able to proceed to **Step 3**.

**Step 3 – Additional Service Provider Information.** To complete **Step 3**, click the link found in your approval notification that was sent to your registered email. Once you login, **Step 3** will populate on the screen as shown below. This section takes approximately 25 minutes to complete and involves reviewing and e-signing documents.



Welcome to PSPOM™ Service Provider Registration

Contact Info

**Kristin Robbins**  
abc@gmail.com  
123 Easy Street, Test, Test, 77056,  
USA  
171349052202170

← Previous Step    STEP 3/3: Contractual Information and ioMosaic ISO Training    Next Step →

ioMosaic requires you to agree and adhere to the following agreements and policies listed below.  
Click on each document to review and follow the prompts to electronically sign to complete this part of the application process.

- Consulting Agreement
- Non-Disclosure Agreement
- Content Creation Agreement

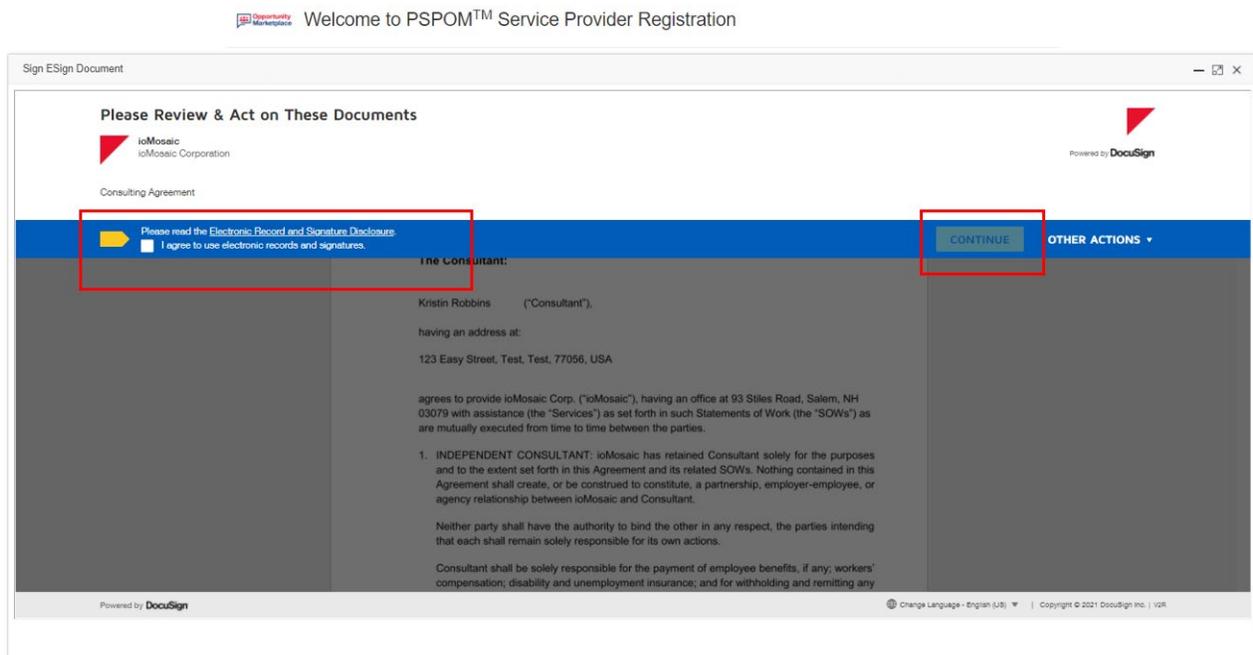
Agree and adhere to Safety and Drug Policy  
Safety and Drug Policy

ioMosaic requires all consultants to complete ISO training to meet ISO 9001 requirements. Once this part of the application process is approved, you will receive an email to enroll in training from Process Safety Learning® (PSL), our e-learning platform. This may take up to 72 hours to receive and further instructions on how to get started will be included in the PSL notification.

Submit

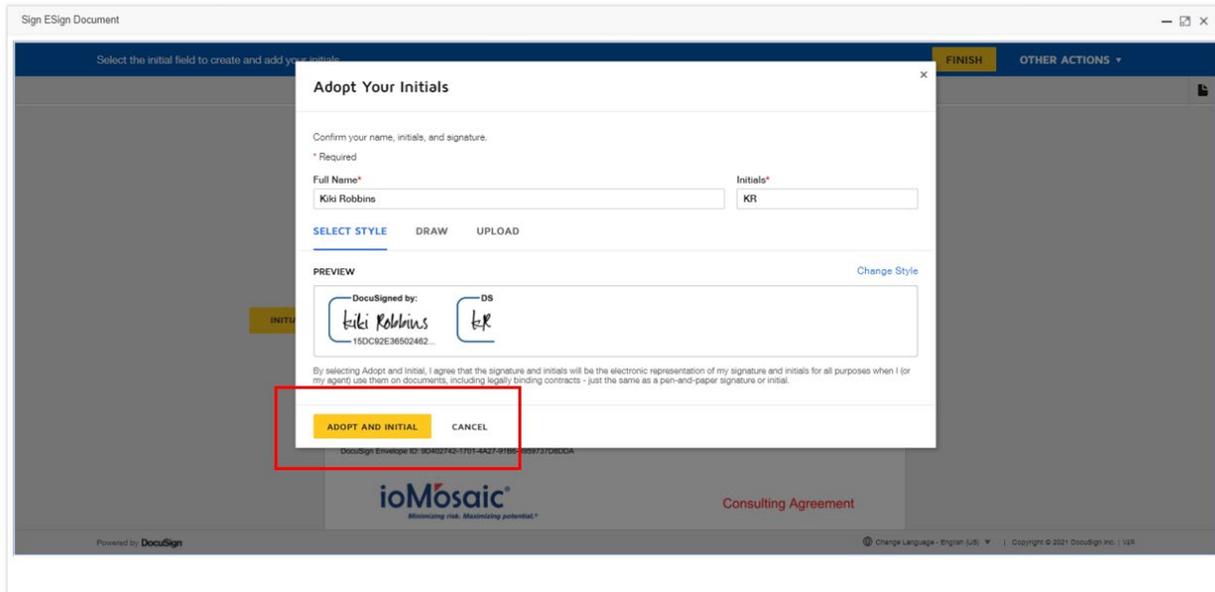
Every applicant will need to review and sign the Consulting Agreement and Non-Disclosure Agreement (NDA). The Content Creation Agreement only needs to be submitted by applicants applying to be a PSL Content Creator.

To sign a document, click on the link. Now Docu-Sign application will open. You will need to accept the terms and then press “Continue.” Read through the documents and as you do, the application will indicate what you need to fill-in or electronically sign.

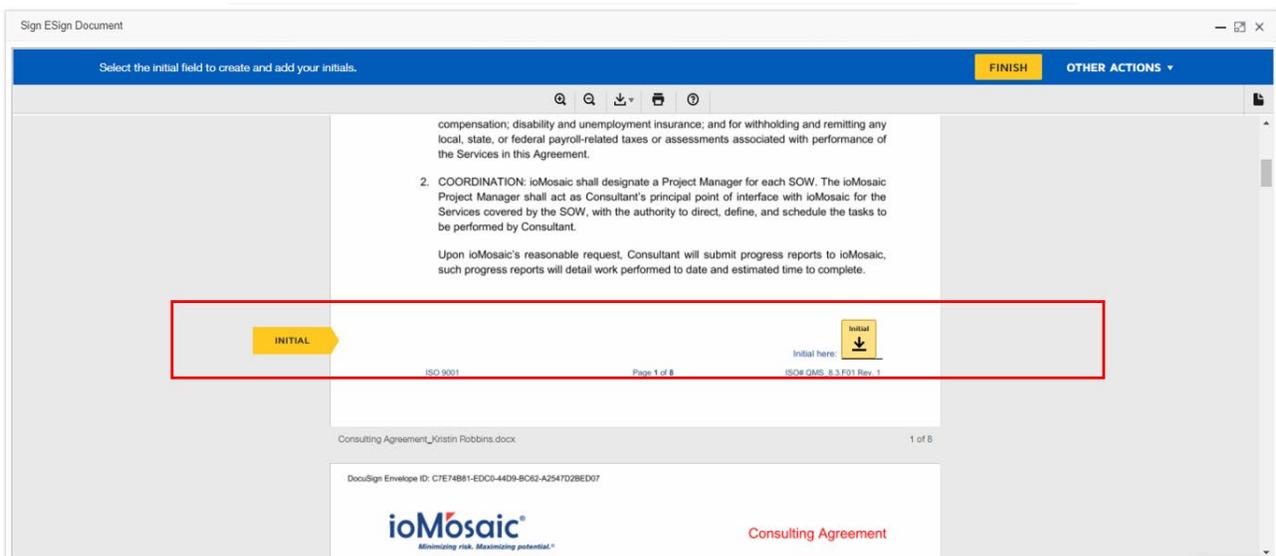


As you progress through the documents, you will be prompted to take action like below:

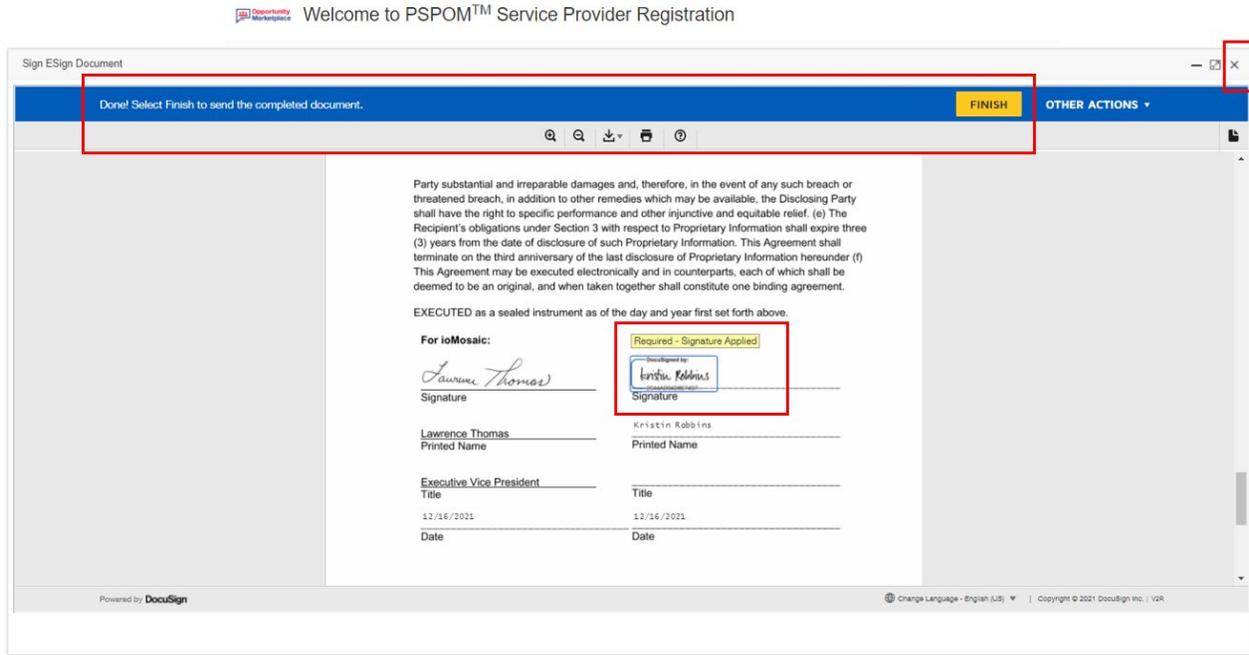
Welcome to PSPOM™ Service Provider Registration



Welcome to PSPOM™ Service Provider Registration



Once you have completed this and made it to the end, Click “Finish” and then close the document by clicking the “X”.



Now you are back to the Step 3 screen and a green checkmark will appear, indicating that the document was properly completed.

Opportunity Marketplace Welcome to PSPOM™ Service Provider Registration

**Contact Info**

**Kristin Robbins**  
abc@gmail.com

123 Easy Street, Test, Test, 77056,  
USA  
171349052202170

← Previous Step    **STEP 3/3: Contractual Information and ioMosaic ISO Training**    Next Step →

ioMosaic requires you to agree and adhere to the following agreements and policies listed below.  
Click on each document to review and follow the prompts to electronically sign to complete this part of the application process.

- Consulting Agreement Signed ✓**
- Non-Disclosure Agreement
- Content Creation Agreement

Agree and adhere to Safety and Drug Policy

Safety and Drug Policy

ioMosaic requires all consultants to complete ISO training to meet ISO 9001 requirements. Once this part of the application process is approved, you will receive an email to enroll in training from Process Safety Learning® (PSL), our e-learning platform. This may take up to 72 hours to receive and further instructions on how to get started will be included in the PSL notification.

**Submit**

Repeat this for the remaining document(s). A copy of each document will be emailed to your registered address.

EXTERNAL: Fwd: PSPOM™ Notification

 Kristin Robbins abc@gmail.com  
To: Kristin Robbins

 Kristin Robbins\_Consulting Agreement.pdf  
293 KB

[Reply](#) [Reply All](#) [Forward](#) [More](#)  
Fri 12/17/2021 3:28 PM

From: noreply <noreply@ioxpress.com>

Subject: PSPOM™ Notification

Thanks for signing with ioMosaic. Please find your signed document in attachment.

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Information is valuable  
Knowledge is precious!*

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—  
y b

Next click the Safety and Drug Policy to review it. Close it and be sure to check/tick off the Agreement box once you read through it.

 Welcome to PSPOM™ Service Provider Registration

Contact Info

**Kristin Robbins**  
abc@gmail.com  
123 Easy Street, Test, Test, 77056,  
USA  
171349052202170

← Previous Step    STEP 3/3: Contractual Information and ioMosaic ISO Training    Next Step →

ioMosaic requires you to agree and adhere to the following agreements and policies listed below.  
Click on each document to review and follow the prompts to electronically sign to complete this part of the application process.

Consulting Agreement Signed ✓  
Non-Disclosure Agreement Signed ✓  
Content Creation Agreement Signed ✓

Agree and adhere to Safety and Drug Policy  
Safety and Drug Policy Viewed ✓

ioMosaic requires all consultants to complete ISO training to meet ISO 9001 requirements. Once this part of the application process is approved, you will receive an email to enroll in training from Process Safety Learnings® (PSL), our e-learning platform. This may take up to 72 hours to receive and further instructions on how to get started will be included in the PSL notification.

[Submit](#)

After you sign the documents and agree to the policy, then press “Submit” to complete this final step of the application process.

Opportunity Marketplace Welcome to PSPOM™ Service Provider Registration

Contact Info

**Kristin Robbins**  
abc@gmail.com  
123 Easy Street, Test, Test, 77056, USA  
171349052202170

← Previous Step    **STEP 3/3: Contractual Information and ioMosaic ISO Training**    Next Step →

ioMosaic requires you to agree and adhere to the following agreements and policies listed below.  
Click on each document to review and follow the prompts to electronically sign to complete this part of the application process.

Consulting Agreement Signed ✓  
Non-Disclosure Agreement Signed ✓  
Content Creation Agreement Signed ✓

Agree and adhere to Safety and Drug Policy  
Safety and Drug Policy Viewed ✓ Agreed ✓

ioMosaic requires all consultants to complete ISO training to meet ISO 9001 requirements. Once this part of the application process is approved, you will receive an email to enroll in training from Process Safety Learning® (PSL), our e-learning platform. This may take up to 72 hours to receive and further instructions on how to get started will be included in the PSL notification.

**Submit**

After you click “Submit”, a green message as shown below should appear near the top of the screen to confirm that your submission was successful. You will need to wait for approval from ioMosaic to proceed to **Step 3**.

Opportunity Marketplace Welcome to PSPOM™ Service Provider Registration

Thank for you completing step 3 – Contractual Information and ioMosaic ISO Training. This concludes the Service Provider Registration Application process. You should receive an email confirmation shortly. If your profile meets our needs, you will also be notified via email and provided access to complete the required ISO training. This training is vital to ensure the quality, safety, and efficiency of our products, services, and systems. Please understand that it may take up to 48 hours to be notified.

Contact Info

**Kristin Robbins**  
robbins.k@gmail.com  
123 Easy Street, Houston, TX, 77056, US  
171349052202170

← Previous Step    **STEP 3/3: Contractual Information and ioMosaic ISO Training**    Next Step →

ioMosaic requires you to agree and adhere to the following agreements and policies listed below.  
Click on each document to review and follow the prompts to electronically sign to complete this part of the application process.

Consulting Agreement Signed ✓  
Non-Disclosure Agreement Signed ✓  
Content Creation Agreement Signed ✓

Agree and adhere to Safety and Drug Policy  
Safety and Drug Policy Viewed ✓ Agreed ✓

ioMosaic requires all consultants to complete ISO training to meet ISO 9001 requirements. Once this part of the application process is approved, you will receive an email to enroll in training from Process Safety Learning® (PSL), our e-learning platform. This may take up to 72 hours to receive and further instructions on how to get started will be included in the PSL notification.

You will also receive confirmation via email as shown below. Review of your application will take up to 48 hours.

**From:** noreply <noreply@ioxpress.com>  
**Date:** December 17, 2021 at 3:24:27 PM CST  
**Subject:** PSPOM™ Notification

Thank you for completing step 3 (of 3) of our Service Provider Registration Application – **Areas of Expertise and Interest Section – Contractual Information and Required Training.**

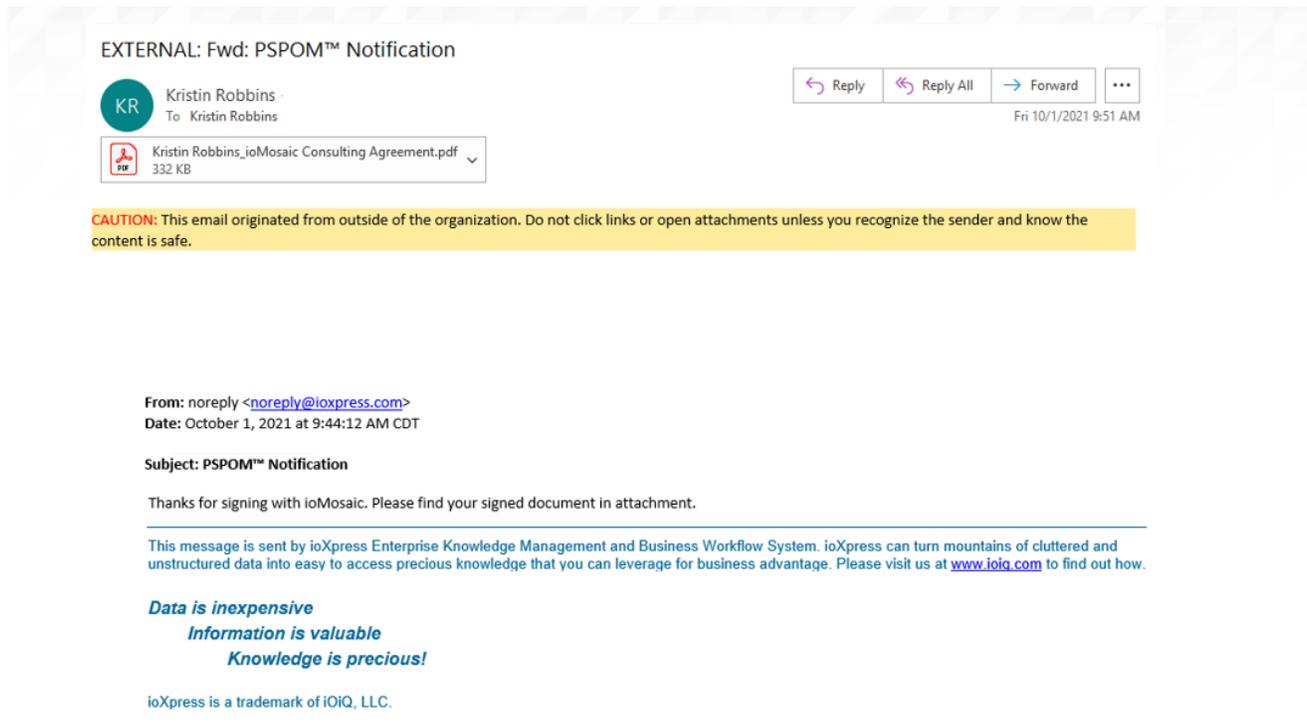
ioMosaic requires all consultants to complete ISO training to meet ISO requirements. This helps ioMosaic ensure the quality, safety, and efficiency of our products, services, and systems.

Look for a message in your inbox from our online learning platform **Process Safety Learning®** to begin your training.

---

This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy access precious knowledge that you can leverage for business advantage. Please visit us at [www.ioiq.com](http://www.ioiq.com) to find out how.

Your signed documents will also be sent to you via email, like displayed below:



**EXTERNAL: Fwd: PSPOM™ Notification**

 Kristin Robbins ·  
To: Kristin Robbins

[Reply](#) [Reply All](#) [Forward](#) [More](#)

Fri 10/1/2021 9:51 AM

 Kristin Robbins\_ioMosaic Consulting Agreement.pdf  
332 KB

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**From:** noreply <noreply@ioxpress.com>  
**Date:** October 1, 2021 at 9:44:12 AM CDT  
**Subject:** PSPOM™ Notification

Thanks for signing with ioMosaic. Please find your signed document in attachment.

---

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Information is valuable  
Knowledge is precious!***

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Complete ISO Training. Every applicant must complete ISO 9001 QMS Training in our Process Safety Learning® (PSL) platform. Depending on your learning speed, this may take 1-2 hours to complete once your account is activated.

You will receive an activation email within 48 hours from one of our PSL Admins to your registered email address that will contain your login information.

Hi Kristin,

Welcome to Process Safety Learning®. You have been enrolled, and should see an email in your inbox from PSL.

<https://psl.iomosaic.com/>

Username: Use your email address

Password: TEST

Have a great day,

**Debbie Rivero**

*Graphic Designer | Webmaster*

Then you will receive a notification that you have been registered for the ISO training from PSL.

Process Safety Learning: You are added as learner in course ISO 9001 Compliance Training



PS-Learning Support

To Kristin Robbins

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)

Thu 10/7/2021 5:11 PM



Dear User,

You are added as a learner in the course **ISO 9001 Compliance Training**. You can start learning by logging into your account from below link.

<https://psl.iomosaic.com/PSL/Dashboard/?direct=lr>

Regards,  
PSL Support Team

**ioMosaic Corporation**

93 Stiles Road, Salem, NH 03079

1.844.ioMosaic

[Privacy Policy](#) | [Terms of Use](#)

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To start training, click the link, log in, and your dashboard will appear. Both modules need to be completed: “PSL Tutorials for Learners” and “ISO 9001 QMS Overview Training”. Some users find it helpful to watch the PSL Tutorial first then proceed to the ISO Training. To join either module, click “Join”.

Dashboard Control panel

My Learning Module(s) Learning Modules in Progress

Show 5 entries Search:

Learning Module	Course	Status	Progress
ISO 9001 QMS Overview Training	ISO 9001 Compliance Training	Not yet started	0%
PSL Tutorial for Learners		Not yet started	0%

Showing 1 to 2 of 2 entries Previous 1 Next

My Course(s) Course(s) in Progress

Show 5 entries Search:

Course	Status	Progress	Enrolled On	Completed On
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

My Completed Learning Module(s)

Show 5 entries Search:

Learning Module	Course	Status	Progress
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

Message Board

Select Recipient Type your message...

Next press “Start”.

Dashboard Control panel

My Learning Module(s) Learning Modules in Progress

Show 5 entries Search:

Learning Module	Course	Status	Progress
ISO 9001 QMS Overview Training	ISO 9001 Compliance Training	Not yet started	0%
PSL Tutorial for Learners		Not yet started	0%

Showing 1 to 2 of 2 entries Previous 1 Next

My Course(s) Course(s) in Progress

Show 5 entries Search:

Course	Status	Progress	Enrolled On	Completed On
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

My Completed Learning Module(s)

Show 5 entries Search:

Learning Module	Course	Status	Progress
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

Message Board

Select Recipient Type your message...

After that, the module screen will appear, and you will see an overview of the requirements (ISO training requires video and assessment). Now click “Proceed”.

**Learning Module Overview**

Below is the overview of the Learning Module that you are going to learn in this session. Click on 'Proceed' to start learning.

**ISO 9001** ISO 9001 QMS Overview Training  
An overview of ISO @ ioMosaic.

Learning Module Code: ISO-101      PDH: 0.5      CEU: 0.05      Learning Time: 0:30 (HH:mm)

Webcam Required: No      Assessment: Yes      Assessment Duration: (None)

Topic(s) in this Learning Module

Topic	Description
1 QMS Overview Training Rev 11	-

Showing 1 to 1 of 1 entries

Previous 1 Next

**Proceed** Cancel

ioMosaic®  
Minimizing risk. Maximizing potential.®

Training  
**ISO 9001 Quality Management System (QMS) Overview**  
Shauna Grams, QMS Coordinator  
Gemma Dunjo, QMS Champion

QMS\_7.3\_7.4.F12 Rev.3

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ANAB ACCREDITED      TÜV NORD

Follow the cues, and to complete this step, you must complete the assessment(s) where required. Successful completion will have a message similar to this:

← Back to Home

Process Safety Learning®

Thanks for taking the Exam. The Exam result is under verification.  
You will be notified once the verification is completed.

Once you have successfully completed your training, please wait for your application to be reviewed. Notification will be sent to your registered email address.

If not approved, you will receive this message. It is also encouraged to check back later and apply again as our needs will evolve.

**Subject: PSPOM™ Notification**

Thank you for application. Unfortunately, your credentials do not currently meet our needs. We have removed your information from our system.

We appreciate your interest and invite you to check-in with us from time to time to apply again.

---

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*Data is inexpensive  
Information is valuable  
Knowledge is precious!*

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If approved, you will receive this notification via email:

**From:** noreply <[noreply@ioexpress.com](mailto:noreply@ioexpress.com)>

**Subject:** PSPOM™ Notification

CONGRATULATIONS! You have been approved as a **ioMosaic SUPPLIER**.

Log into [PSPOM](#) when you are ready to 'bid' on projects available.

Next click on the 'PROJECTS' tab at the top of the screen.

Click on Opportunity tab, then View all Opportunities.

Select projects of interest and submit interest.

Thank you!

---

This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that

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Knowledge is precious!*

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This notification contains an overview of accessing open projects and bidding them. Please read our How to Bid on PSPOM™ Projects guide if you want additional information on project bidding.