




Safesite
Card Manager
Instructional Guide

Step one: Register as a Card Manager on www.ccssafesite.org.



 REGISTER AS A **CARD MANAGER OR TRAINING MANAGER**

Safesite Access

Username

Password

LOG IN

[Forgot your password?](#)

Welcome to Safesite

The CCS (formerly MICCS) Safesite© substance abuse card validation system allows qualified, registered card managers to obtain the status of field or office personnel in an anonymous and efficient manner. The system combines substance abuse records from the CCS Substance Abuse Program and several other reciprocal CCS programs into one database for the construction industry to validate employee substance abuse records in one location. The report the system provides a card manager is in an anonymous, easy to evaluate format that ensures that all past drug testing records for each and every employee under the CCS program are transferred from jobsite to jobsite. This greatly reduces duplication of testing and the ability for employees to have records in multiple substance abuse programs.

If you have any questions about beginning the process of:

This is a snapshot of the application. This is a fairly simple application. You will start by selecting your application status. Most will register as a contractor. The owner is considered the company requesting the construction work be performed. You simply fill in the required information and submit the form. Once we receive your application, we will consider it for approval. Once you have been approved, you will receive an email with your password.



Apply

Sample Cards

How to Submit Card Results

Log In

Card Manager Application

All fields are required unless indicated.

Select One

Owner

If you are a construction end user or an owner's representative, you can apply to have access to Safesite©. Please note that an owner company must be a member of the CCS Association in order to gain access to CCS Card data. CCS will review your request and notify you when your account is activated.

Contractor

If you are a contractor and would like to be able to view CCS Card status, please register here. CCS will review your request and notify you when your account is activated.

If you have any questions, please call Heather Martin, Program Director, at (317) 805-1038 or email heather@ccs-safety.org.

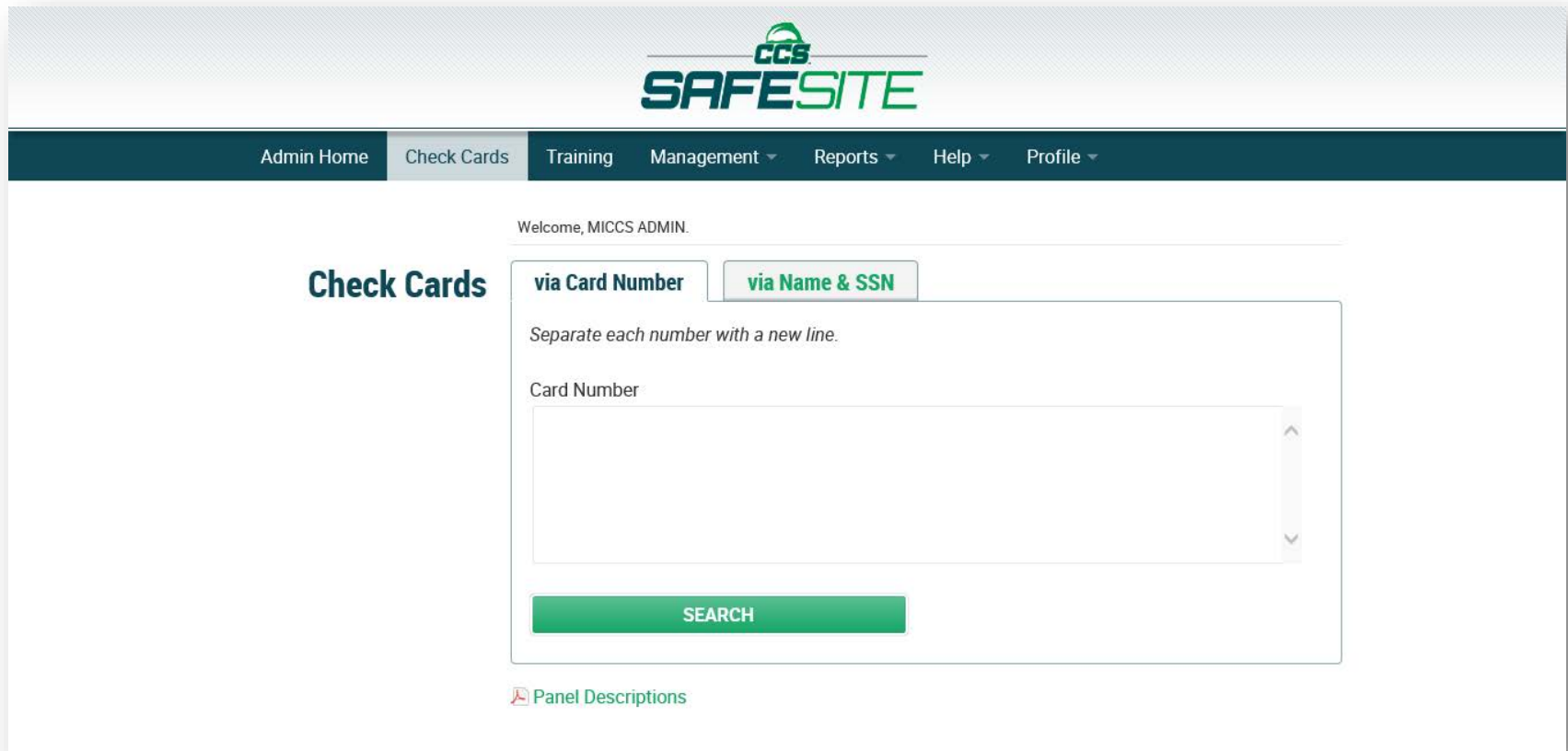
First Name

Last Name

Address

Step two: Retrieve an employee.

You will need either the employee's CCS card number or name and last five digits of the social security number. Remember the employee needs to have a CCS card to be in Construction Safesite. Also note, that the social security number option only works if the employee provided this information to MTS. If searching by card number, you can enter multiple numbers at once.



The screenshot displays the CCS SAFESITE web application interface. At the top, the CCS SAFESITE logo is centered. Below the logo is a dark teal navigation bar with the following menu items: Admin Home, Check Cards, Training, Management (with a dropdown arrow), Reports (with a dropdown arrow), Help (with a dropdown arrow), and Profile (with a dropdown arrow). The main content area is white and features a welcome message: "Welcome, MICCS ADMIN." Below this, the "Check Cards" section is highlighted. It contains two search options: "via Card Number" (selected) and "via Name & SSN". A text input field is provided for the Card Number, with a note: "Separate each number with a new line." Below the input field is a green "SEARCH" button. At the bottom of the page, there is a link for "Panel Descriptions" with a small icon.

CCS
SAFESITE

Admin Home Check Cards Training Management Reports Help Profile

Welcome, MICCS ADMIN.

Check Cards

via Card Number via Name & SSN

Separate each number with a new line.

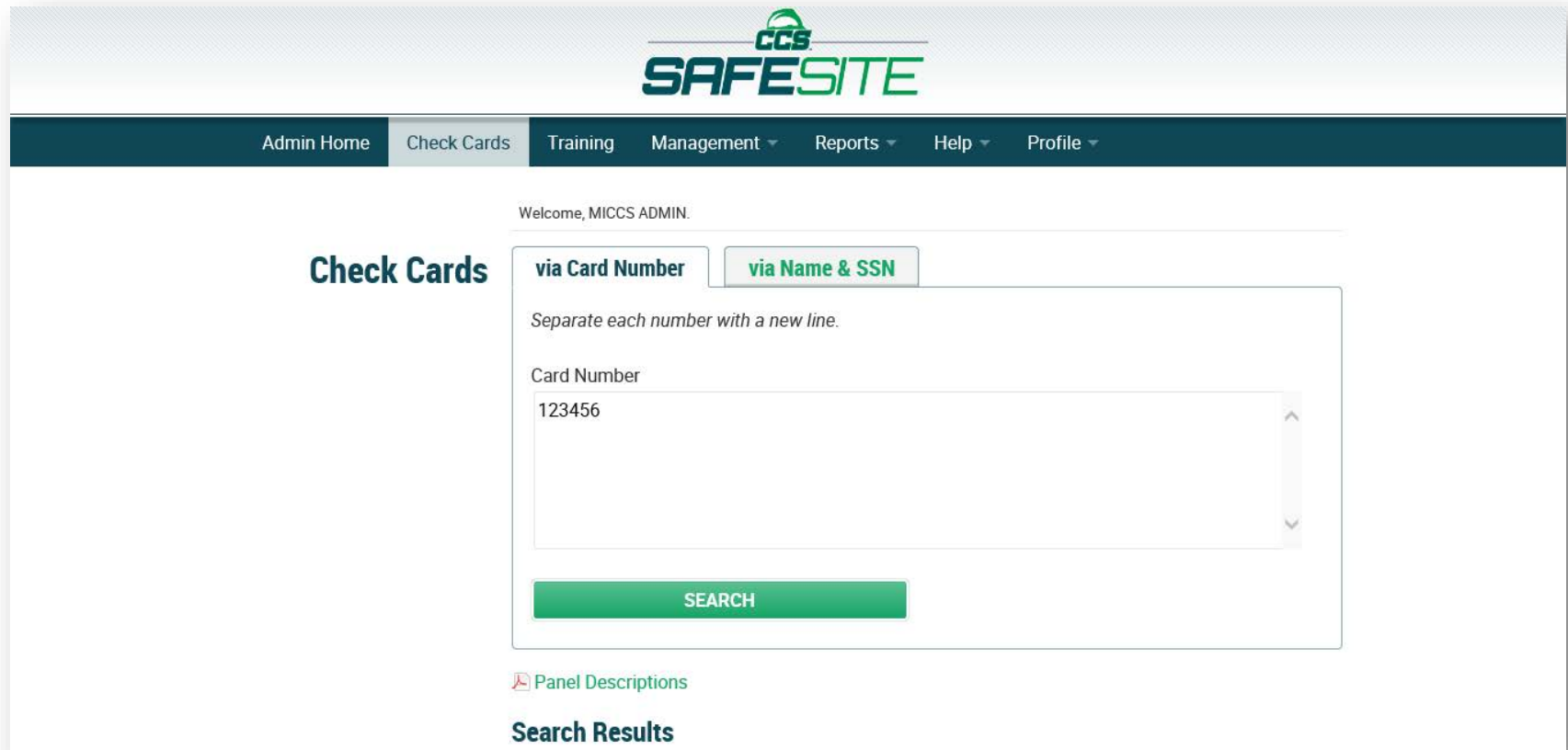
Card Number

SEARCH

[Panel Descriptions](#)

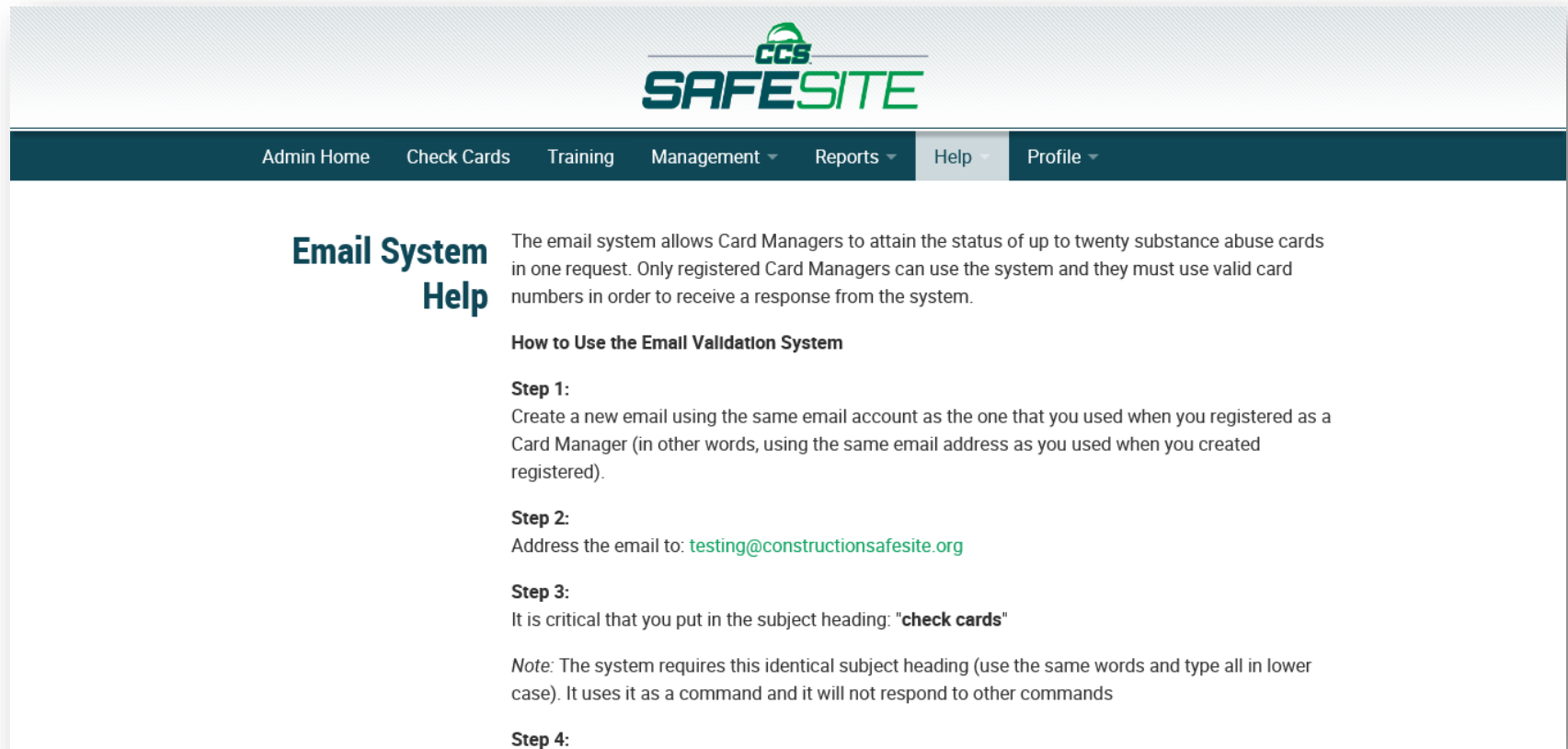
Step three: Click Search

Once you have entered your search information you will click the search button. The search results will appear below your search button.



The screenshot displays the SAFESITE web application interface. At the top center is the logo for CCS SAFESITE. Below the logo is a dark teal navigation bar with the following menu items: Admin Home, Check Cards, Training, Management (with a dropdown arrow), Reports (with a dropdown arrow), Help (with a dropdown arrow), and Profile (with a dropdown arrow). The main content area features a welcome message: "Welcome, MICCS ADMIN." To the left of the search form is the heading "Check Cards". The search form has two tabs: "via Card Number" (which is selected) and "via Name & SSN". Below the tabs, there is a text instruction: "Separate each number with a new line." The "Card Number" label is positioned above a text input field containing the number "123456". A green "SEARCH" button is located at the bottom of the search form. Below the search form, there is a link labeled "Panel Descriptions" with a small icon to its left. At the very bottom of the page, the text "Search Results" is visible.

Safesite also offers a email system and phone system. Instructions for both can be located under the Help button.



The screenshot shows the Safesite website interface. At the top center is the logo for CCS SAFESITE, with 'CCS' in a green circle above 'SAFESITE' in a bold, green, sans-serif font. Below the logo is a dark teal navigation bar with white text for 'Admin Home', 'Check Cards', 'Training', 'Management', 'Reports', 'Help', and 'Profile'. The 'Help' menu item is highlighted with a lighter teal background. The main content area has a white background. On the left, the heading 'Email System Help' is displayed in a large, bold, dark teal font. To the right of this heading is a paragraph of text explaining the email system's purpose and user requirements. Below this is a section titled 'How to Use the Email Validation System' in bold. This section contains four numbered steps: Step 1 (creating a new email), Step 2 (addressing the email to testing@constructionsafesite.org), Step 3 (using 'check cards' in the subject line), and Step 4 (which is partially cut off). A note follows Step 3, stating that the system requires the exact subject heading in lowercase and will not respond to other commands.

CCS SAFESITE

Admin Home Check Cards Training Management Reports Help Profile

Email System Help

The email system allows Card Managers to attain the status of up to twenty substance abuse cards in one request. Only registered Card Managers can use the system and they must use valid card numbers in order to receive a response from the system.

How to Use the Email Validation System

Step 1:
Create a new email using the same email account as the one that you used when you registered as a Card Manager (in other words, using the same email address as you used when you created registered).

Step 2:
Address the email to: testing@constructionsafesite.org

Step 3:
It is critical that you put in the subject heading: "**check cards**"

Note: The system requires this identical subject heading (use the same words and type all in lower case). It uses it as a command and it will not respond to other commands

Step 4: