To get started with Veriforce, your company must have a Compliance Pro account. To purchase the Verification Package visit [www.veriforce.com](http://www.veriforce.com) and click the blue Join Our Network button or contact Contractor Subscriptions by Phone: 844.570.7123 or Email: benefits@veriforce.com.
Contractor Dashboard

Using the username and password you established when signing up for Compliance Pro, login by visiting www.veriforce.com and click Login in the upper right corner. You will see the Contractor Dashboard as shown below. Your Dashboard is designed to alert you to critical information and save you time in completing your Owner Client requirements.

Important Elements of the Dashboard
1. Subscription & Verifications
2. Scoring Criteria
3. Questionnaire
4. FlexTrack
5. Program Reviews

Subscription & Verifications

Veriforce holds the highest rating for value and reputation amongst our competitors. Veriforce’s contractor subscriptions combine the time-intensive aspects of qualification – safety and training – into one easy-to-use solution, saving you time and helping you get ready to work. Relevant information, documents and training records can all be uploaded and shared with hiring clients using our simple online interface.
Scoring Criteria

Standardized Safety Questionnaire (SSQ) Score – A number of questions from the questionnaire have been weighted and are being used to determine the appropriate safety protocols are in place. At this time, this also includes your overall company TRIR as shown in the General Safety Incident Statistics section for a 3 year average as well as your Experience Modifier Rating listing in the EMR section of your questionnaire for the last calendar year.

Program Review Score – Reflects the percentage of compliance with your Safety Program Submittals. Because Program Reviews are shared amongst participating Owner Clients, the programs that are required are a direct consequence of the services you have selected in your general Services Section. Once the service is selected, the corresponding safety program is assigned.

Flex Track Status – Reflects the status of you posting work type specific monthly man hours for the BHE affiliate you worked for in the last month.

Insurance Verification – (not applicable to all BHE businesses) As per the Insurance requirements listed in your BHE service agreement (MSA, GSA, PSA, etc.), Veriforce provides verification that each contractor’s coverages listed on the Certificate of Insurance meet the coverages listed in your service agreement with the applicable BHE business you are working for.

EMR Verified – Veriforce performs a verification of the documentation uploaded within your company’s EMR statistics section

OSHA Verified - Veriforce performs a verification of the information reported in the General Safety Incident Statistics section against your company’s OSHA 300 Logs.

Contractor Safety Manual – (not applicable to all BHE businesses) Reflects that you have read and acknowledged the company specific contractor safety manual, located within your company’s safety questionnaire.
### Berkshire Hathaway Energy Insurance Statuses

**insurance verification is not applicable to all BHE businesses**

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Action</td>
<td>Contractor needs to complete the Insurance section of the Questionnaire and/or upload Certificate of Insurance</td>
</tr>
<tr>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Pending Verification</td>
<td>Contractor has completed all necessary information and verification results are pending review by Veriforce</td>
</tr>
<tr>
<td>Non Compliant</td>
<td>Contractor’s Certificate of Insurance does not meet BHE’s insurance coverage requirements</td>
</tr>
<tr>
<td>Compliant</td>
<td>Contractor’s Certificate of Insurance meets the BHE Businesses’ criteria.</td>
</tr>
<tr>
<td>Policy Expired</td>
<td>A previously compliant Certificate of Insurance has reached one or more policy expirations</td>
</tr>
</tbody>
</table>

**IMPORTANT:**

If you upload a Certificate of Insurance and DO NOT complete the insurance section, Veriforce cannot verify your insurance.

If you do not know the insurance requirements for the BHE affiliate you are doing business with, please email [insurance@veriforce.com](mailto:insurance@veriforce.com).

### Questionnaire

Reduce duplicate effort by sharing your information with other hiring clients in the Veriforce network and get hired faster. Veriforce’s SaaS-based technology provides owner clients with the data, analysis and reporting to prequalify contractors for work. The SSQ consists of over 100 questions regarding a contractor’s/vendor’s HSE, OSHA and other statistical information based on the services the contractor/vendor provides.

### Program Reviews

Program Reviews are shared amongst all participating Owner Clients. Required programs are a result of the services you have selected in your General Services Section, not the Owner Client specific services. Once the service is selected, the corresponding safety program is assigned. To select the appropriate services, click as shown below:

1. Questionnaire
2. Services
3. Power Generation Industries will be automatically applied when connected to the appropriate BHE Business
4. Select relevant services from the Power Generation Service list
5. Access Safety Programs by clicking in the left navigation bar

Veriforce recently implemented a new more efficient Safety Program Evaluation tool called the “Lasso tool”. With the new tool, contractors will “Lasso” the corresponding section of the HSE manual that adequately meets the safety program requirements.

If you are connected to another Owner Client that utilizes the Safety Program Evaluations, you will need to complete the new sections for any Safety Program as well as any additional programs that were identified with the new tool.
Completing the Safety Programs Section

**This process is not applicable to Pacificorp T&D**

1. Click on a program name

2. Click on the first unanswered question
3. Answer Yes or No

Safety Programs  >  Benzene / OPE <2  >  Question 1

1. Does the company have a written program to address the hazards of benzene?
   - Yes
   - No

Subquestions:
1.1. Does the company program address where benzene can be found in an occupational setting?
1.2. Does the company program state the physical characteristics of benzene such as smell?
1.3. Does the company program describe the potential health effects to persons exposed to benzene?
1.4. Does the company program state what personal protective equipment is required to protect employees?
1.5. Does the company program require that all ignition sources be kept a safe distance from benzene?
1.6. Does the company program ensure that protective eyewear be utilized when necessary?
1.7. Does the company program require the company to develop a schedule for implementing the program?
1.8. Does the company program require the most recent monitoring data be utilized when necessary?
1.9. Does the company program require that all affected employees and employee representatives be consulted?
1.10. Does the company program require that appropriate respiratory protection be selected and used?
4. If answered ‘Yes’ you will be prompted to add Documentation

5. Select the text from your document that is relevant to this requirement. Once you’ve made your selection click Save Selection
6. If you have answered No to any question you will be required to add a comment explaining why your policies do not meet this requirement.

7. You will use the Previous and Next Questions buttons to continue answering all the questions required in a section.
8. Once you have answered all the questions in a section your click “Submit Program” to submit your program from review. After submitting your program, you will no longer be able to make changes.

Program Review Status Definitions

**Accepted**: The contractor indicated they do have this program in place and it has been reviewed by Veriforce verification specialists and meets all program requirements.

**Accepted N/A**: The contractor indicated they do not have this program in place and Veriforce Verification Specialists have confirmed this program may not apply to this contractor.

**Ready to Submit**: Contractor has answered all required questions but has yet to submit the program for review.

**Incomplete**: The contractor has not answered all required questions.

**Rejected**: Veriforce verification specialists have reviewed the submitted program and found it does not meet necessary requirements.

**Pending Review**: The contractor has indicated they have a program in place, has answered all necessary questions and submitted the program for review by Veriforce verification specialists.

Completing the FlexTrack Reporting Section

1. Once logged into your Compliance Pro account, select the “FlexTrack” option under the Reporting drop down menu.
2. Select the applicable BHE company as the operator you would like to report monthly man hours for.

3. Input your monthly man hours and recordable cases in the appropriate work type category, listed under the location column, and then select “submit”. Please enter data for the type of work that you performed for the BHE business, for the applicable month. Also, ensure you are not duplicating data across multiple work categories. *Please note that your monthly man hours must be submitted by the 10th of the month.*
Assigned Tasks

Any task assigned by the BHE company you are associated with, will be viewable from the Alerts tab on the left side menu. A red notification bubble will indicate if there is a task assigned to your company.

Additional Resources

Resources are available within the Compliance Pro platform to help you navigate the system. Click the help menu to access various on-screen tutorials.
If you have any questions about new accounts, please call Veriforce Compliance Pro Support at 866.647.2338. If you need technical support with your existing account, please call Veriforce Technical Support at 985.629.5935.