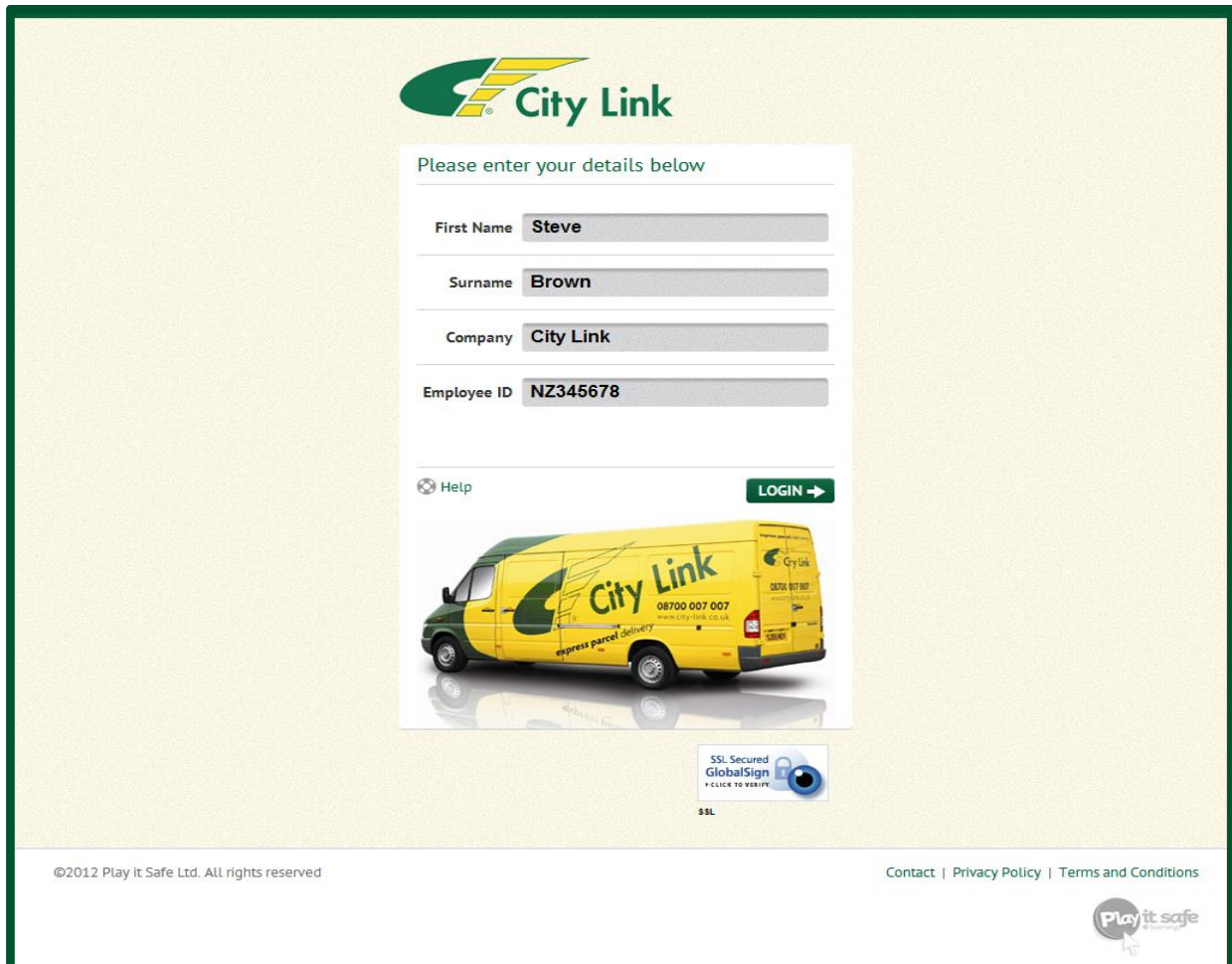


Guidance for Agency Trainees

- Trainee Log in Portal Web Address Link: <https://citylink.play-it-safe.co.uk/>
- Enter your details as shown in the boxes below, ensure you leave any spaces as supplied with your log in
- Your password will be set by your agency and supplied to you, this will be your national insurance number



The screenshot shows the City Link login portal. At the top is the City Link logo. Below it, a form titled "Please enter your details below" contains four input fields: "First Name" with the value "Steve", "Surname" with "Brown", "Company" with "City Link", and "Employee ID" with "NZ345678". To the left of the form is a "Help" link, and to the right is a green "LOGIN" button with a right-pointing arrow. Below the form is a yellow City Link van with the text "City Link", "08700 007 007", "www.city-link.co.uk", and "express parcel delivery". At the bottom of the form area is a "SSL Secured GlobalSign" badge with a lock icon and the text "CLICK TO VERIFY". The footer of the page includes the copyright notice "©2012 Play it Safe Ltd. All rights reserved", a navigation menu with "Contact | Privacy Policy | Terms and Conditions", and the "Play it safe" logo.

- You will be taken to a welcome screen when you have entered your correct details
- Choose from the course menu and select to begin
- Ensure the volume is turned up on the computer or wear headphones
- Follow the step by step instructions in the program
- Report technical errors via the help menu in the program