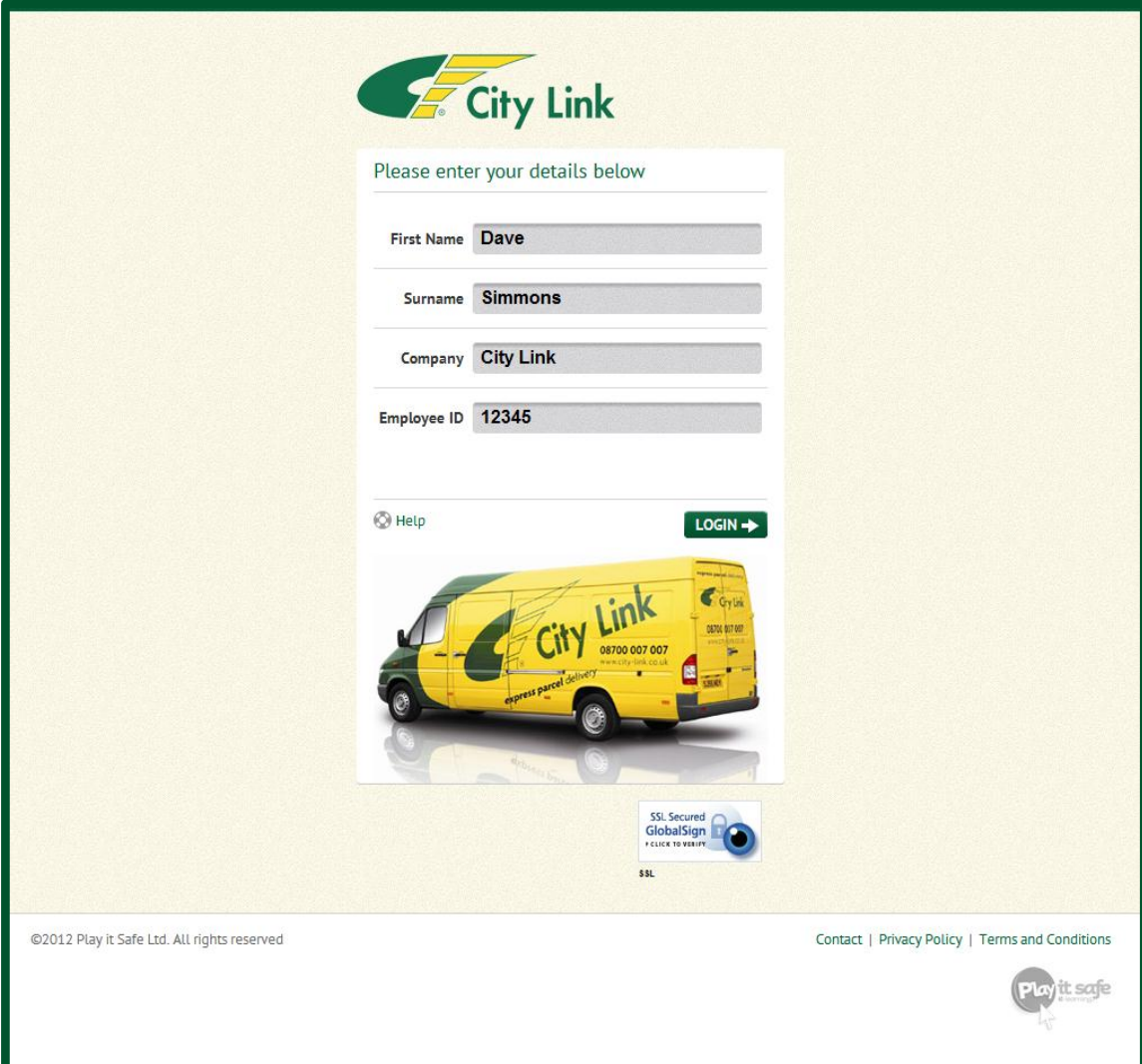


Guidance for City Link Trainees

- 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 your unique employee id number



The screenshot shows the City Link login portal. At the top is the City Link logo. Below it, a text prompt says "Please enter your details below". There are four input fields: "First Name" with the value "Dave", "Surname" with "Simmons", "Company" with "City Link", and "Employee ID" with "12345". To the left of the fields is a "Help" link with a question mark icon. To the right is a green "LOGIN" button with a right-pointing arrow. Below the form is a yellow City Link delivery van with the company logo and contact information. At the bottom of the form area is a "SSL Secured GlobalSign" badge. The footer contains the copyright notice "©2012 Play it Safe Ltd. All rights reserved", a "Contact | Privacy Policy | Terms and Conditions" link, 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