# EmployerProtection.net

How to set up access

We have made accessing and using the EmployerProtection.net site easier. You will still have access to the same great information, but now you will be able to find the information quicker with easier navigation and less website selection clicks. Start using the new site today, but remember, to utilize the site, **you must register yourself and your organization.** Listed below are the steps to get you started.

Registration

An insured organization must set up initial access to the site by following these steps:

1 Enter https://rbtguard. employerprotection.net in your browser.

2 On the home page, select "Register Here".
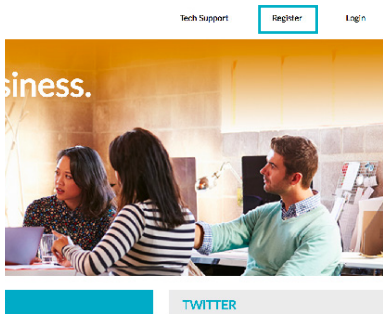
3 Select "Register a new Passcode / Organization code".

4 Enter your provided Passcode / Organization code.
- rbtguard

5 Complete the information on the "Registration - About You" screen and click "Next".

6 Enter YOUR user name and click "Next".

7 Agree to the Terms of Use on the next screen and click "Submit".

NOTE: The first person registering an insured organization will default as the site administrator. Once registered, the site administrator will receive a confirmation email. They can schedule a free telephone walk-through of the features of the site by clicking the "Schedule Walk-through" link in the email.

Site administrator

The site administrator will establish initial access to the site and have access to several website functions under the Control Panel link.

- **Training function** to approve training of registered users and to change the default settings for online training for the organization.

- **Users function** to approve pending users (users who self-registered), recruit new users (a request from the administrator to employees to self-register), add new users (where the administrator adds the user versus the user registering him or herself), edit user information, or delete users (pending or approved users).

Restaurant, Bar & Tavern guard

- **Profiles function** to configure certain features of the site to best meet the needs of your organization. The administrator can give or take away "Permissions" to the functions that a user can view or use. When a user does not have permission for a function, the user will not be able to view the function let alone use it. The site automatically selects a profile (also known as a "default profile") for each user after they register. The site administrator can view and change the permissions of the default profiles or create profiles of their own.
- **Reports function** to view usage of the site and training lessons taken.

Employee users

Once your organization is registered, employees can establish access for themselves by self-registering. New users follow steps 1 and 2 and then select "Register in an existing organization" for Step 3 using the organization code provided by the site administrator. NOTE: organization codes are case-sensitive. Anyone who self-registers will automatically be added to your organization on the site.

Questions on getting started or registering for the site?

Click the "Tech Support" link on the website home page, or call 888-712-7667. For questions regarding Employment Practices Liability Coverage, please contact your agent.

Trending news and current topics on the site

The EmployerProtection.net site is updated on a regular basis to include new legal requirements, best practices and current, trending information. Content provides a range of materials from articles, to podcasts to training that a business owner should not be without. Some of those materials include:

- A sample Employee Handbook including information on:
  - Sexual harassment policies
  - Employment-at-will statement
  - Progressive discipline procedures
  - Workplace rules and prohibitions
- Best employment practices checklist
- Sample forms and policies, including:
  - Employment application
  - Performance review
  - At-will notice
  - Many other topics and situations
- Library of employment related articles
- Web-based training modules to:
  - Prevent sexual harassment
  - Prevent discrimination
  - Prevent wrongful termination
  - Promote ethical behavior

Concierge program

The Concierge Program is a tailored, non-intrusive dissemination program that provides "white-glove" treatment for designated insured, agents and/or brokers, significantly increasing the value and help retain insureds.

More than customer service, the Program includes:

- Contacting select insureds, agents and/or brokers about this service
- One-on-one assistance and customer service
- Hassle-free registration onto programs and services, including learning management platforms
- Customized emails and phone messages
- Friendly follow-up, including walkthroughs of your offering as many times as needed
- Coordination with brokers, agents or other sponsors, if requested
- No limitations on the number of contacts
- Data tracking of acceptances and rejections and other important feedback