

Slip-Resistant Amend Functionality

To modify a Slip-Resistant Footwear Program enrollment form after it has been approved by UCOP EHS, use the Amend Form functionality. Forms should be amended to add or delete primary contacts, authorized purchasers, and supervisors/managers, update the employee roster, correct the shipping address, or grant/restrict ordering access for individual employees.

The procedure is as follows:

- 1. Sign into Slip-Resistant
- 2. Select **Status** from the landing page
- 3. Select the **View Form** icon under the **Actions** column
- 4. Scroll to the bottom of the form
- 5. Select the **Amend Form** button to make the application editable
- 6. Make any necessary changes
- 7. Select Submit

Most changes will be implemented immediately. However, changes to the **Location** will require review and approval by your local EHS Liaison(s), as well as UCOP EHS.

If you have questions about the UC SRF Program, please contact your <u>local EHS Liaison(s)</u> or <u>UCOP EHS</u>.

If you have issues accessing the Slip-Resistant software application or using these features, please contact <u>Risk and Safety Solutions Service Desk</u>.