



HSI QUICK REFERENCE GUIDE

Step-by-Step Guide to Accessing and Navigating the New HSI System

How to Access Online Platform

For access on web browser scan QR code to the right or click the following link: asmghsi.na.hsiplatform.com

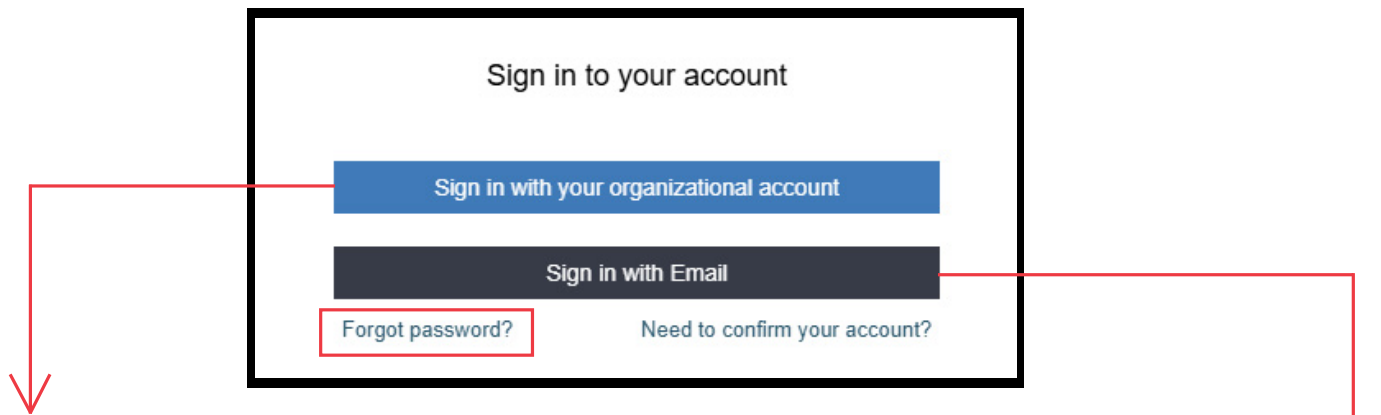


Signing in for the First Time?

To sign into HSI on a Tablet/Phone for the first time, follow the First Time Sign-in Guide, available at the following clickable link: <https://asmg.com/wp-content/uploads/2026/03/HSI-First-Time-Sign-In-2026-03-10.pdf>



Logging Into Your Account



- If you have an ASMG email, click "Sign in with your organization account". You may be prompted to sign into your Microsoft account.
- If you do not have an ASMG email, click "Sign in with Email" and enter the email you provided to ASMG (the one in which you receive your pay stub).
 - Please note, if this is your first time signing in, click "**Forgot Password?**" then enter your email. If this is the email ASMG has on record, you will receive a link to set your password



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How To Use The Platform

INCIDENT REPORT

To create an incident report, click the "Incident Report" button, complete the following form and hit "Complete" at the bottom to submit the report

SAFETY TRAINING

Click the "Safety Training" button to visit your "My Training Dashboard", where you can view all of your assigned training

CREATE CHECKLIST

To submit a checklist, click the "Create Checklist" button and select the name of the checklist from the dropdown list under "Checklist Name"

SAFETY @ ASMG WEBSITE

To visit the ASMG Safety Website, click the "Safety @ ASMG Website" button. Here you can find more detailed HSI guides and many other ASMG Safety Resources

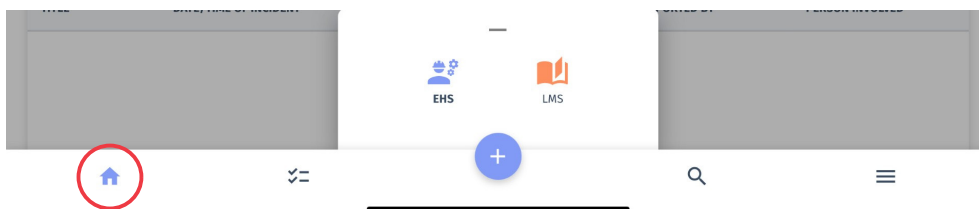
How To Switch From EHS to LMS

On both the website and app, you can toggle between EHS (reporting) and LMS (training):

- On the website, you can toggle between EHS (reporting) and LMS (training), by clicking the 'waffle' icon (as shown below) within the side panel, then click where you which one you would like to visit.



- On the tablet app, click the home button at the bottom of your screen to bring up the EHS and LMS buttons (as shown below)



Need More Help?

- Consult the ASMG Safety Website for more detailed guides
- Contact your Safety Manager
- Email any questions to Jack De Bruyn Kops at jack.dbk@asmg.com