

Papa Johns Volunteer Group Leads

RCS Training/On-Line Alcohol Compliance Training

Below are instructions to take the "On-Line Alcohol Compliance Training" test.

- 1) Go to the Regulatory Compliance website at www.regcomplianceusa.com and click on the "On-Line Training" link on the left-hand column of the home page.
- 2) Enter your establishment's password (**password is: 02752**)
- 3) Follow all directions, read the training manual, complete the questionnaire, complete the examination, and upon completion of all required documentation, the information will be transmitted to the corporate office for tracking.
- 4) After entering your first and last name please put the word "Papa Johns and your group name" after your last name so that Levy will know what vendor you belong with

(EXAMPLE: Greg Arnold/Papa Johns-Wheeler High Band)
- 5) At the very end of the session, please put in the e-mail address' to NFPLevy@GaDome.com; JMCPapaJohns@aol.com; arnoldge@aetna.com; {your personal email address} (all separated by semi-colons) to forward your results. Prior to filling in the e-mail address, make sure you print the confirmation page for your records. Then put in the e-mail address' (shown above) to forward your results. You must enter these e-mail addresses before moving on to the next screen. Once you pass this screen, you may not hit the back button and re-enter any additional information. All confirmation pages received from at e-mail will be forwarded to the Ga Dome prior to working the next event. You should also receive an email to your own email account that you should print out and keep with you when you attend.
- 6) This must be completed one week prior to the event, so that your name will be added to the Dome RCS roster.If for some reason you arrive to the Dome on event day and your name is not on the roster you will have to go down to the HR office and retake the online test.
- 7) Please make sure you have emailed me your staff list no later than 4 days prior to each event that you attend.If your name is not on this staffing list it may cause delays in your staff entering the building.

Note: Do not use your real Social Security Number when filling out the information on-line, please enter (0000). Put "Volunteer" in the work history section. You do not have to fill in all the information.