

Did You Know?

Did you know that POCs have the ability to enter company information into the database? This will allow a contractor to select their company from a drop-down list when registering in the system.

To enter a company into the database, log into your administrator account and click on the tab for “Contractors” and “Contracts” located at the bottom of the page. From there, click “Add Prime Contractor” or “Add Sub Contractor” (whichever applies). Fill in the informational fields on the page and select the base(s) at which the contractor will be working. Click “Save” at the bottom of the page.

This isn’t the only way to get company information to appear in the drop-down list during registration. Any individual who does not see their company listed can choose the first selection, “My Company Is Not Listed.” This will open a window allowing that individual to enter some basic company information. The company will then be added to the list.

Having contractors choose their companies when registering enables administrators to pull reports on a particular company, making it easy to ensure that contractors have completed the training needed to work on base.

Fall Support Tip

Having trouble printing your certificate? There’s a simple solution! Turn off your pop-up blocker and you should be able to retrieve your certificate without further delay.

And remember, if you have any questions or issues with your site, just email our Customer Support at support@esohtn.com.

We are always happy to help!

Welcome Back Air Force!

AFCEC is pleased to announce that ESOHTN returned online September 1 and has now expanded to serve the Air Force world-wide. Installations that had ESOHTN prior to the new contract saw their sites reactivated September 1 with normal maintenance and support.

A plan is being developed to establish ESOHTN for all remaining Air Force installations and joint bases around the world. Full details of the implementation plan and schedule will be made available through AFCEC over the next several months.

Remember, the ESOHTN Customer Support is always available to you, so please contact us at support@esohtn.com if there is anything we can do to assist as you begin using ESOHTN once again.

Don’t Forget!

Find us online through Facebook, Twitter and our Blog!

Keep up to date on our current news and updates as they happen.

