



BLOCKWORX

Helpsheet

Adding Users to your Blockworx Account

JAN 2021



Introduction

Blockworx is a digital platform which provides a direct link with the Property Management companies you carry out work for.

This Helpsheet will guide you through the process of adding users to your Blockworx Company Account.

If you do not yet have a Blockworx Company Account then please direct the appropriate person to consult the *Signing Up for a Blockworx Company Account Helpsheet*.

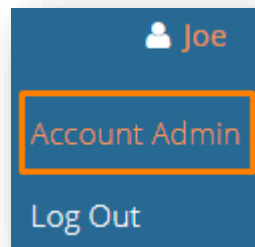
You can only add users through your Blockworx Web Portal. You will need to be an administrator of your Blockworx Account to do this.

Step 1 - Accessing the Blockworx Portal

- Click [here](#) to access the Blockworx Web Portal or type Blockworx.co.uk into the address bar of your web browser.
- This will take you to the main Blockworx screen where you can sign in.

Step 2 - Accessing the Accounts List area

- Hover your mouse over your name in the top right-hand corner of the Blockworx screen and you will see a menu of options appear.



- Click on the **Account Admin** option.
- This will open the **ACCOUNT ADMIN** screen.
- On the right of the screen, underneath the **PROPERTY MANAGER LINK** area you will see there is an **ACCOUNTS LIST** section.

A white rectangular button with the text 'ACCOUNTS LIST' in blue, bold, uppercase letters.

Step 3 - Inviting a New User by giving them your company code

- In order to have your user sign up themselves for a Blockworx account, you can supply them with your company code which you will see listed in this section.



To invite a new user from your company, either:-

Give them the code below for them to enter on the Create An Account page

CODE: 420A4B

- Copy this code and send this to your colleague.
- They can then visit the Blockworx Web Portal or App and use this code to register for an account.
- Please note that the code highlighted above is NOT your company code, it is a sample one. Your own company code - which is unique - will be available on your company's Blockworx Web Portal.
- For more information on how they would do this, consult one of the *Signing Up for a Blockworx User Account* Helpsheets.

Step 4 - Inviting a New User by sending an email from Blockworx

- Alternatively, you can have Blockworx send an email invitation to your colleague.
- Type their email address in the box provided and click on the **Invite New User** button.

Or enter their email address and click Invite New User to send them an email with details and a link to click

Email Address

Invite New User

- You will see a confirmation banner appear on the screen to confirm when your email has been successfully sent.

Your invitation has been sent

- Your colleague will receive an email containing your company code and a link to follow to set up their own Blockworx account with the code already applied.



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