



**BLOCKWORX**

## **Helpsheet**

**Signing up for a Blockworx User Account  
for an existing Blockworx Company  
Account - Web**

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 signing up for a Blockworx User Account when your company has already registered for a 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*.

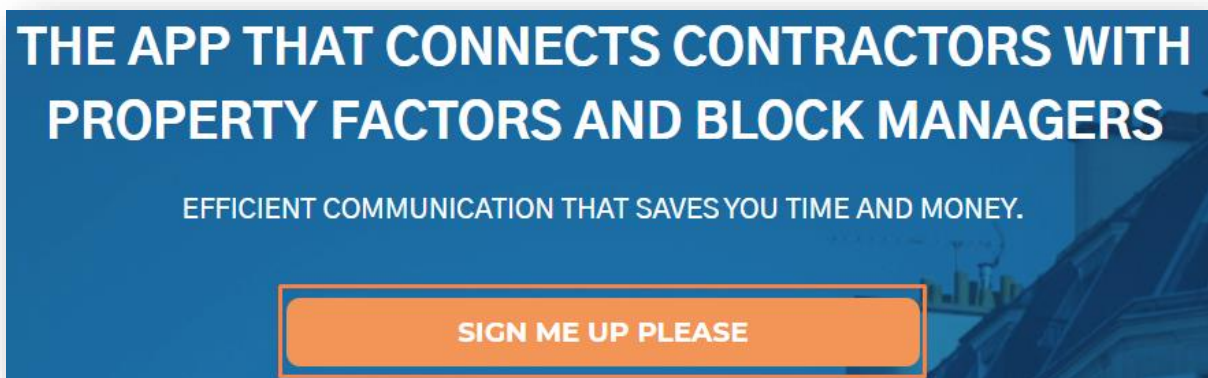
You can register as a new user on either the Blockworx App or the web portal. This Helpsheet will help you get set up on the web portal.

### Step 1 – Accessing the Blockworx Portal

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

### Step 2 – Adding your Personal Details

- Click on the Sign Me Up Please button on the main screen.

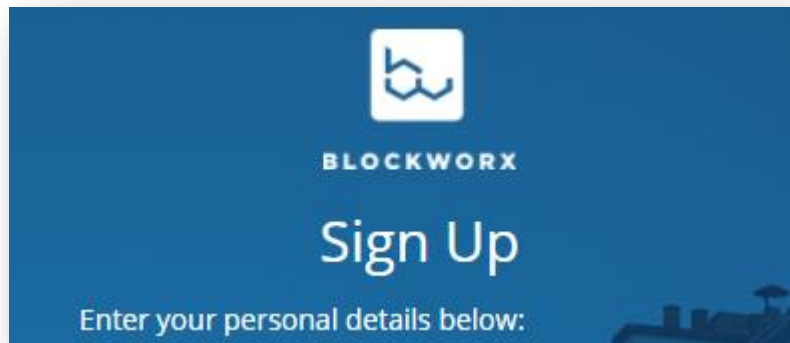


- This will take you to the **Sign-In** page which will provide you with an option to sign up. Click on the **Click here to create your Blockworx account** link.





- This will open the **Sign Up** page containing a number of fields for you to provide your personal details.



- Enter your first and last name into the first two fields provided at the top of the form.

A screenshot of the first two input fields of the sign-up form. The text 'Enter your personal details below:' is at the top left. Below it are two light blue rectangular input fields. The first field is labeled 'First Name' and the second is labeled 'Last Name'. Both labels are in a light grey font.

- In the next field enter your **Email** address and add this again in the **Confirm Email** field below.

A screenshot of the next two input fields of the sign-up form. The text 'Email' is in the first light blue input field, and 'Confirm Email' is in the second light blue input field. Both labels are in a light grey font.

- Enter your company **Telephone No** in to the next field.

A screenshot of the final input field of the sign-up form. It is a single light blue rectangular input field with the label 'Telephone No' in a light grey font.



Enter a **Password** and then **Re-type Your Password** into the field below. Please note that your password must be a minimum of eight characters and contain at least one uppercase letter and at least one number.

A screenshot of a registration form with two input fields. The top field is labeled 'Password' and the bottom field is labeled 'Re-type Your Password'. Both fields are currently empty.

### Step 3 - Entering your Company Code

- If your company is already using Blockworx and you do not have a company code, please speak to your company administrator and get the company code which needs to be entered here.

A screenshot of a registration form with a question 'Were you given a Company Code?' above a single input field labeled 'Company Code if known'. The field is currently empty.

- Please note that once you have entered your company code and you click anywhere else on the page, Blockworx will check your code and if correct, will replace this with the name of your company which will appear in the **You are signing up as part of** field.

A screenshot of a registration form showing the text 'You are signing up as part of' above an input field. The field now contains the text 'KAM Tree Surgeons'. An orange arrow points from the text above to the input field.

- This will allow you to confirm that you have entered the correct code. Do not proceed if you don't have a company code.

### Step 4 - Agreeing to the Terms of Service and Privacy Policy

- If you would like to read this policy, click on the link and this will open in a new tab in your browser.



I agree to the [Terms of Service](#) & Privacy Policy

- You can then tick to confirm that you agree to the terms of service and privacy policy if you are satisfied with this.

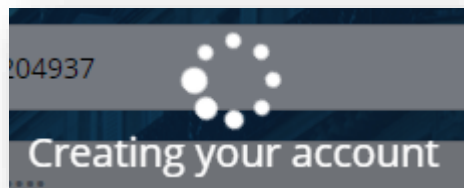
I agree to the Terms of Service & Privacy Policy

## Step 5 - Submitting your personal details

- Finally, click on the **Submit** button.

**SUBMIT**

- You will see a message on the screen telling you that your account is being created.



## Step 6 - Verifying your account

- Blockworx will load a **Please Verify your Account** screen and will also send an email to the address you provided containing a verification code.
- Check your junk email folder if you think you haven't received this email.
- Click on the **Resend Code** button if you'd like it to be sent again.

**RESEND CODE**



- Otherwise, add the **Verification Code** to the field in this screen and click on the **Verify** button.

The image shows a mobile application screen for account verification. At the top, there is the Blockworx logo and the text 'BLOCKWORX'. Below this, the main heading reads 'Please Verify your Account'. A sub-heading states, 'We sent you a verification code via email, please enter it into the box below.' There is a text input field with the placeholder text 'Verification Code'. Below the input field, there are two buttons: an orange 'VERIFY' button and a white 'RESEND CODE' button. The background of the screen is a blue-tinted image of a building.

The next time you sign into the Blockworx Web Portal you will only need the email address and password you registered with.

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