



BLOCKWORX

Helpsheet

**Signing up for a Blockworx Company
Account - App**

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 Company Account.

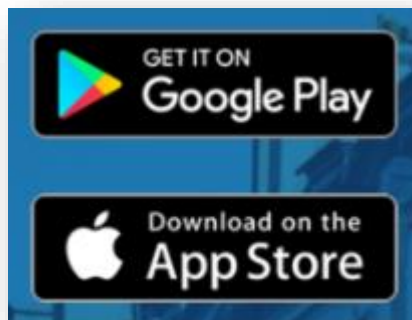
You can register a new company account on either the Blockworx App or the Blockworx Web Portal. This Helpsheet will help you get set up on the Blockworx App.

In registering the company account you will automatically be the administrator for that account.

If your company already has a Company Account and you would like to create another user account for your company then please consult the *Signing up for a Blockworx User Account to an existing Blockworx Company Account* Helpsheet.

Step 1 – Accessing the Blockworx App

- Download the Blockworx App from either the Apple App Store or the Google Play Store, depending on which device you are using.



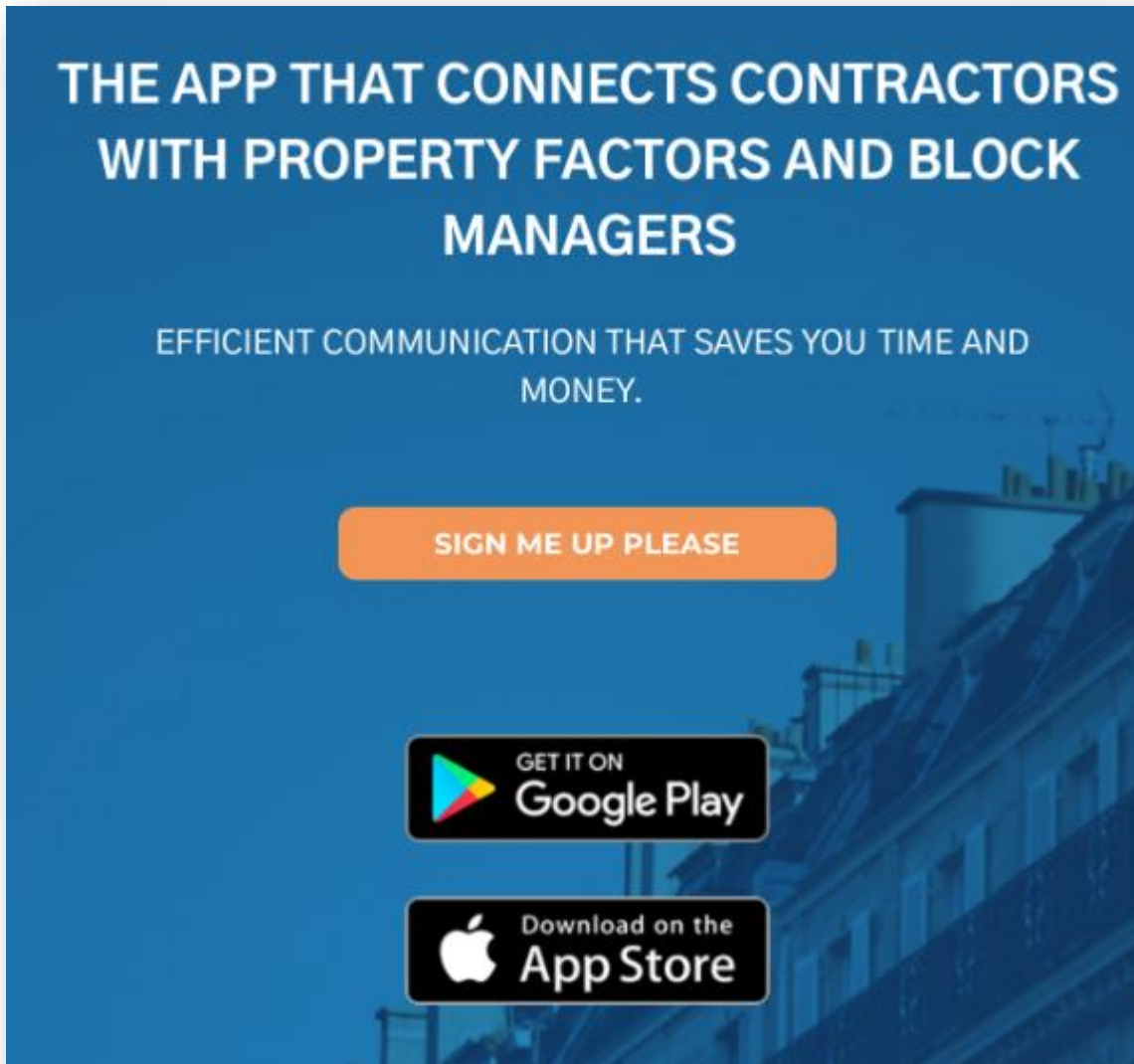
Step 2 – Opening your App and Creating a Blockworx Account

- Tap on your Blockworx App to open this once it has finished downloading to your device and tap on the highlighted option, **CREATE AN ACCOUNT**.






- Tap on the SIGN ME UP PLEASE button on the next screen.



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




BLOCKWORX
Sign In

Email Address


Password

LOGIN

[Cookie Policy](#) [Forgot Password?](#)

New to Blockworx?
[Click here to create your Blockworx account](#)

- This will open the **Sign Up** page containing a number of fields.


BLOCKWORX
Sign Up

Enter your personal details below:

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



Enter your personal details below:

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

- Enter your company **Telephone No** into the next field.

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.

Step 3 - Entering your Company Details

- As your company is not already signed up for Blockworx, tap on the link in the orange box which says **I Wasn't Given A Company Code**

I Wasn't Given A Company Code

- This will expand the page to include another set of fields where you will be able to add your company information.

Use the form below to sign up as a new company to Blockworx. If your company is already using Blockworx do not sign up again. Instead contact your administrator for your company code.

Company Name

Company VAT Number (Optional)

Address

City/Town

PostCode

United Kingdom

Telephone No

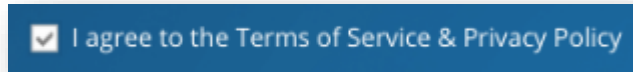
Step 4 - Agreeing to the Terms of Service and Privacy Policy

- If you would like to read this policy, tap 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.

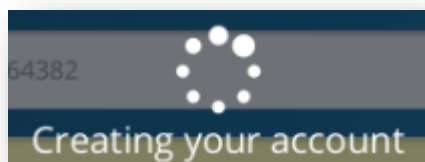


Step 5 - Submitting your details

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

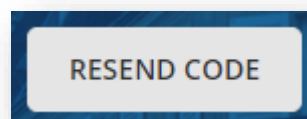


- You will see a message on the screen telling you that your account is being created.



Step 6 - Verifying your Company 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.



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



The image shows a mobile app verification screen with a blue background. At the top center is the Blockworx logo (a white 'b' and 'w' in a square) above the text 'BLOCKWORX'. Below this is the heading 'Please Verify your Account' in white. Underneath is the instruction: 'We sent you a verification code via email, please enter it into the box below.' A light gray text input field with the placeholder text 'Verification Code' is centered. At the bottom, there are two buttons: an orange 'VERIFY' button on the left and a white 'RESEND CODE' button on the right. Orange rectangular boxes highlight the 'Verification Code' input field and the 'VERIFY' button.

You will then be able to sign into the Blockworx App you will only need the email address and password you registered with.



You can also use your email address and password to sign into the Blockworx Web Portal which you will find [here](#).

You can invite other users within your company to be able to use Blockworx on the Web Portal or on the Blockworx App.

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