



**BLOCKWORX**

## **Helpsheet**

**Signing up for a Blockworx Company  
Account - Web Portal**

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 Web Portal.

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 Web 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.

### Step 2 – Adding your Personal Details

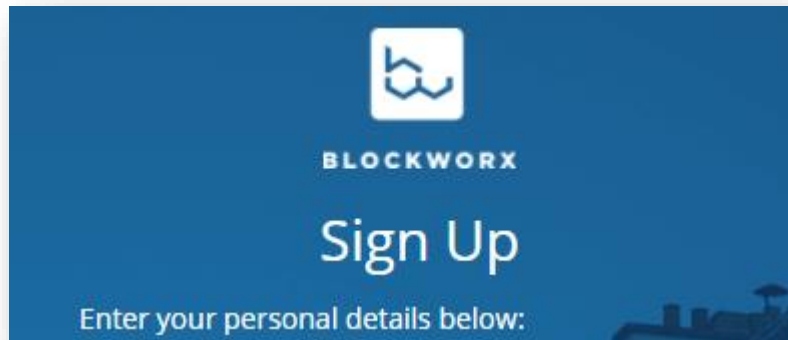
- Click on the Sign Me Up Please button on the main screen.



- 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.



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

A screenshot of the sign-up form showing two input fields. The first field is labeled "First Name" and the second field is labeled "Last Name". Both fields are empty and have a light blue background.

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

A screenshot of the sign-up form showing two input fields. The first field is labeled "Email" and the second field is labeled "Confirm Email". Both fields are empty and have a light blue background.

- 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, click on the link in the orange box which says **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.



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, 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

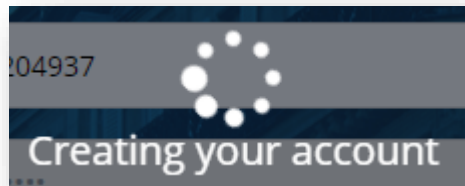
#### Step 5 – Submitting your details



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

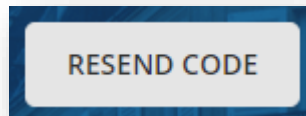


- You will see a message on the screen telling you that your account is being created.

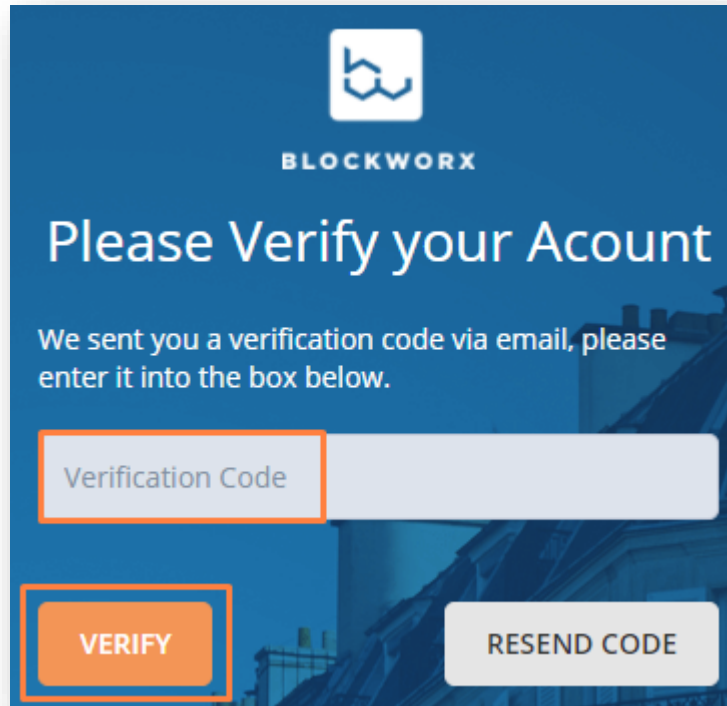


## Step 6 – Verifying your Company Account

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

You can also go ahead and download the Blockworx App from either the Apple App Store or the Google Play Store.

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

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