



BLOCKWORX

Helpsheet

**Signing up for a Blockworx User Account
for an existing 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.

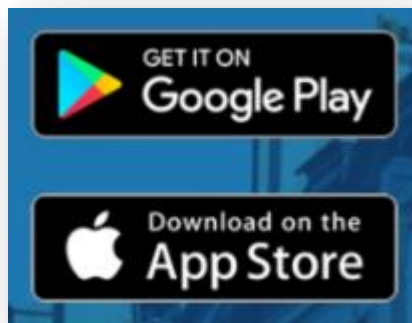
This Helpsheet will guide you through the process of signing up for a Blockworx User Account when your company has already registered for a Blockworx Company Account.

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

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.

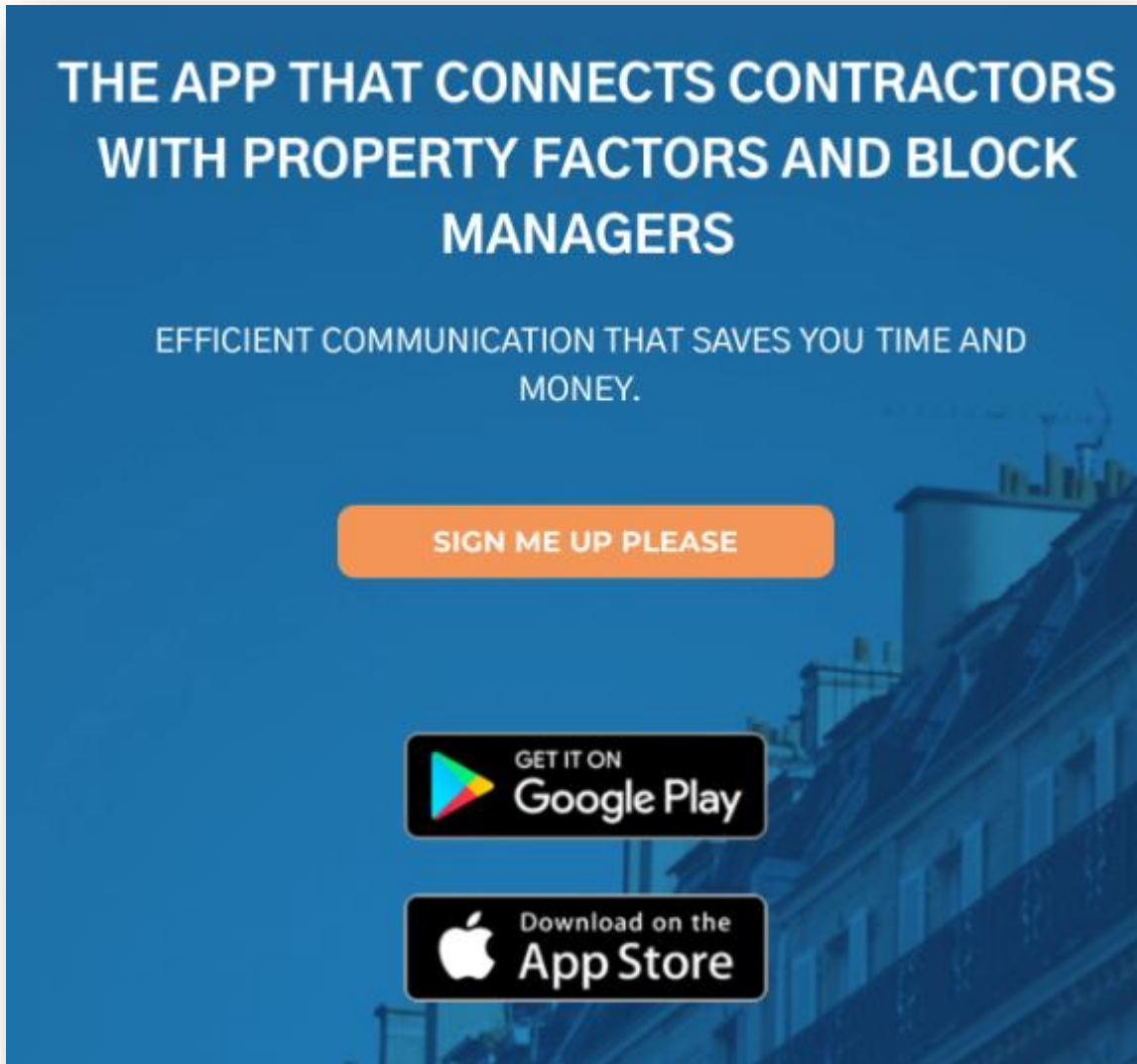


Step 2 – Opening your App and Creating a Blockworx Account

- 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.



- 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 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 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.



Were you given a Company Code?

Company Code if known

- Please note that once you have entered your company code, your Blockworx App will verify the name of your company which will appear in the **You are signing up as part of** field.

You are signing up as part of

KAM Tree Surgeons

- 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 3 - 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.

I agree to the Terms of Service & Privacy Policy

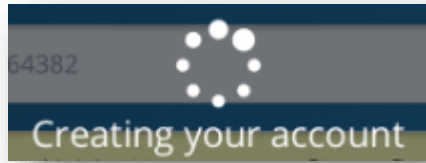
Step 4 - Submitting your details

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

SUBMIT

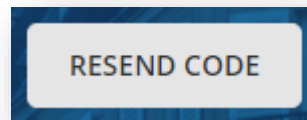


- You will see a message on the screen telling you that your account is being created.

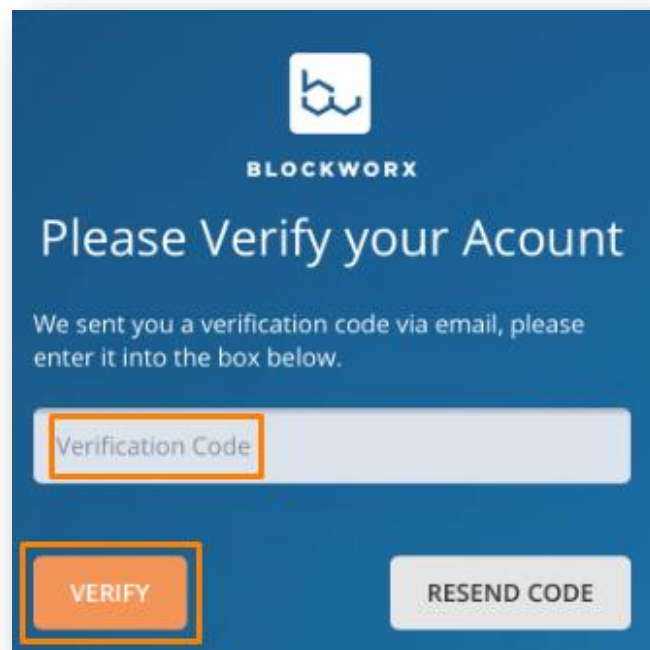


Step 6 – Verifying your Account

- 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.



- Otherwise, add the **Verification Code** to the field in this screen and click on 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](#).

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