



As an employee user within the SiteSoft solution you have the responsibility of keeping your account details and competency documents up to date.

Use this guide to help manage your account details. Go to <https://app.sitesoft.com/signin> to get started.

**1** Keep your account up to date by going to **My Account** in the top right corner of the web app. You will see a few tabs on the page that loads. Start with the **My Account** tab and complete the full form as well as entering a new, more familiar account password that you can remember.

**3** Complete any additional tasks listed on your dashboard by clicking on them. All uncompleted task will take you to a different section of the application which you need to complete.

**2** When your account is updated, go to the **My Documents** tab and upload all your competency documents e.g. your work visa, driver's license, passport, SiteSafe certificates etc. Make sure that these documents are visible to the companies employing your services.

Name	Type	Expiry Date	Actions
Work Visa	Work Visa	2022-09-26	👁️ ✎️ 🗑️
Drivers License	Drivers License	2027-11-25	👁️ ✎️ 🗑️
Public Liability	Public Liability	2018-08-13	👁️ ✎️ 🗑️
Professional Indemnity	Professional Indemnity	2019-01-31	👁️ ✎️ 🗑️

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Contact SiteSoft support if you need any assistance.

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