SiteSoft GEOTRACK

ON-BOARDING GUIDE
EMPLOYEE ACCOUNT DETAILS WEB VERSION

As a 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.

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.

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.

Contact SiteSoft support if you need any assistance.