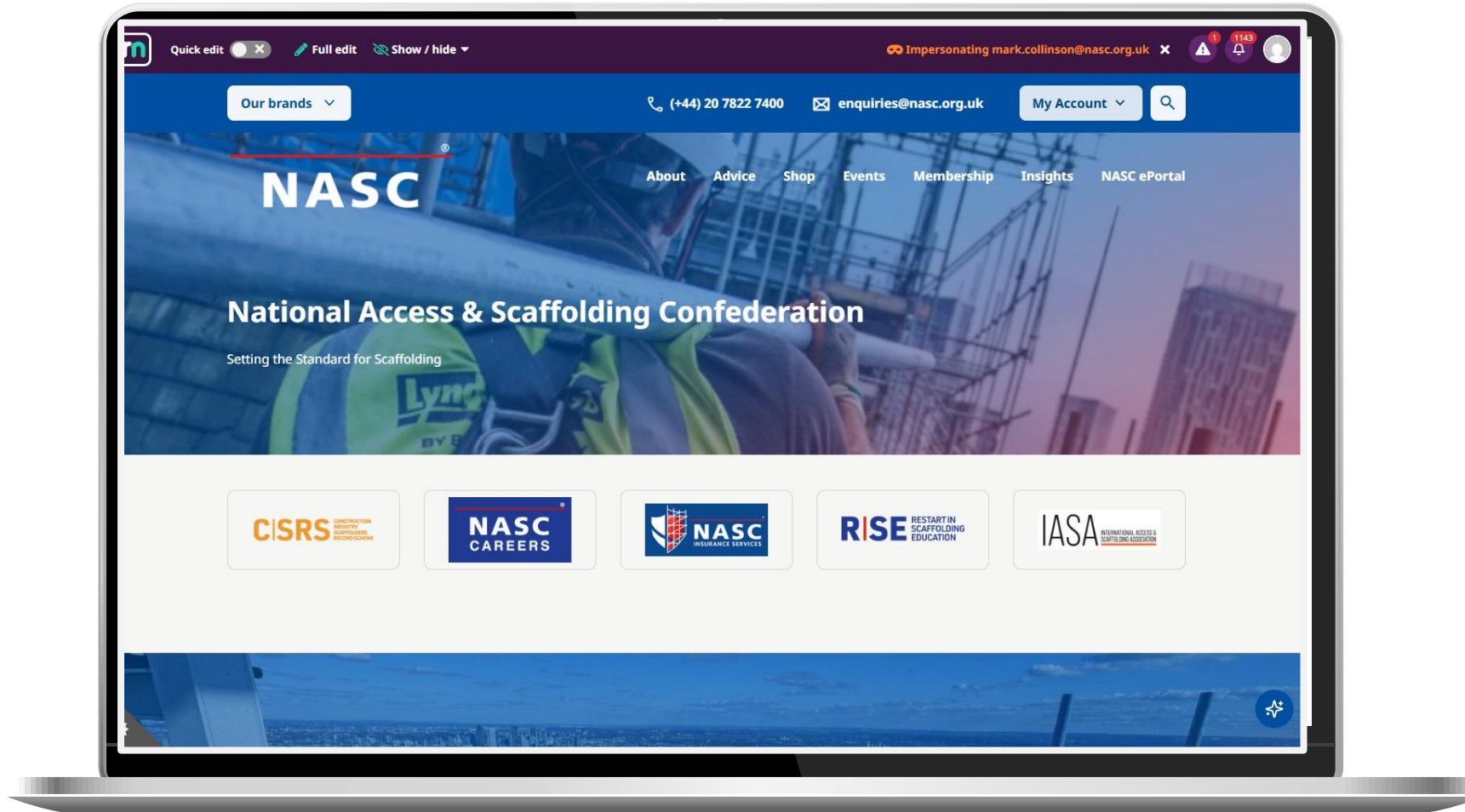




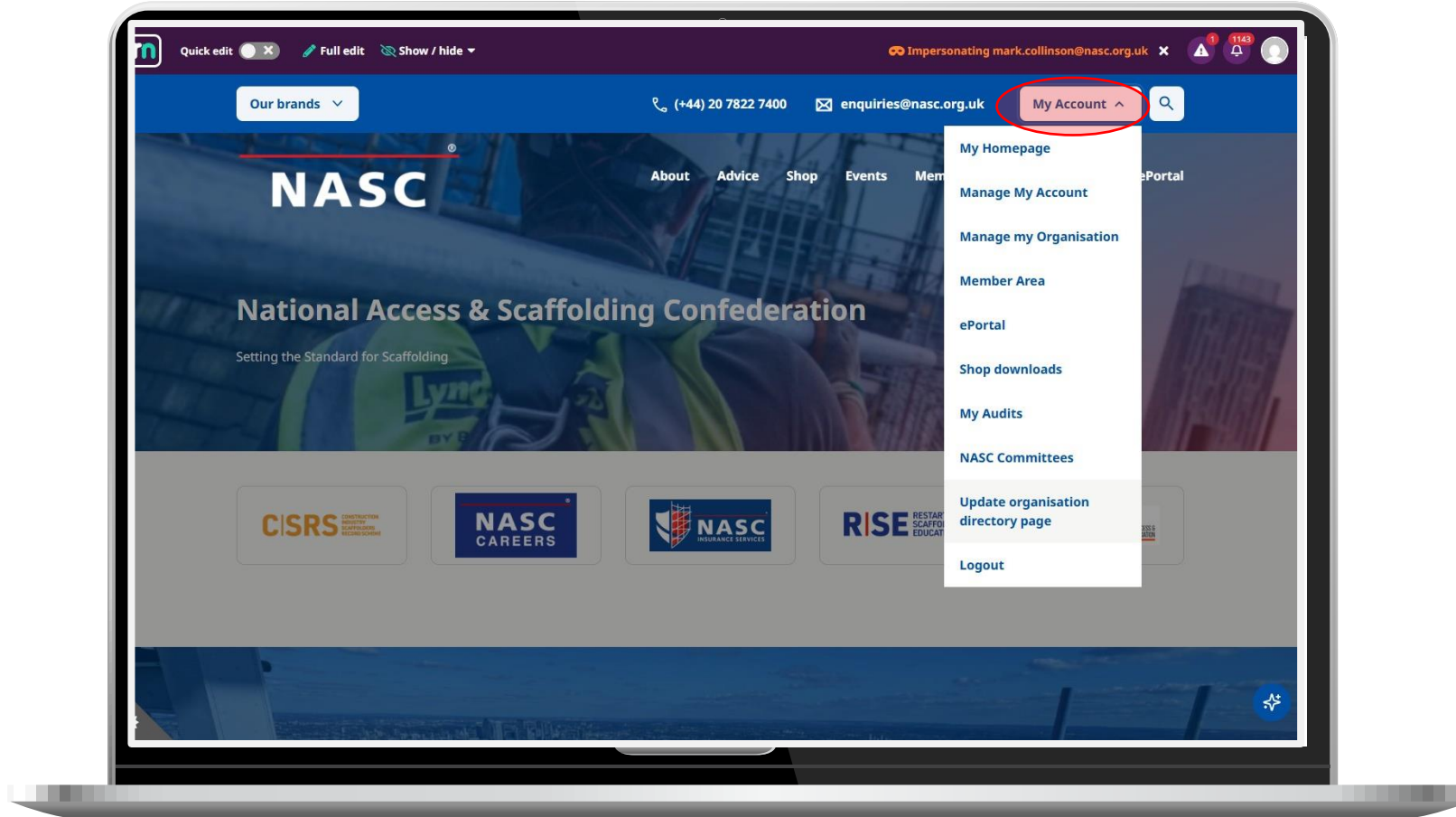
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**How to add a user to your organisation
and accessing the ScaffPal app**

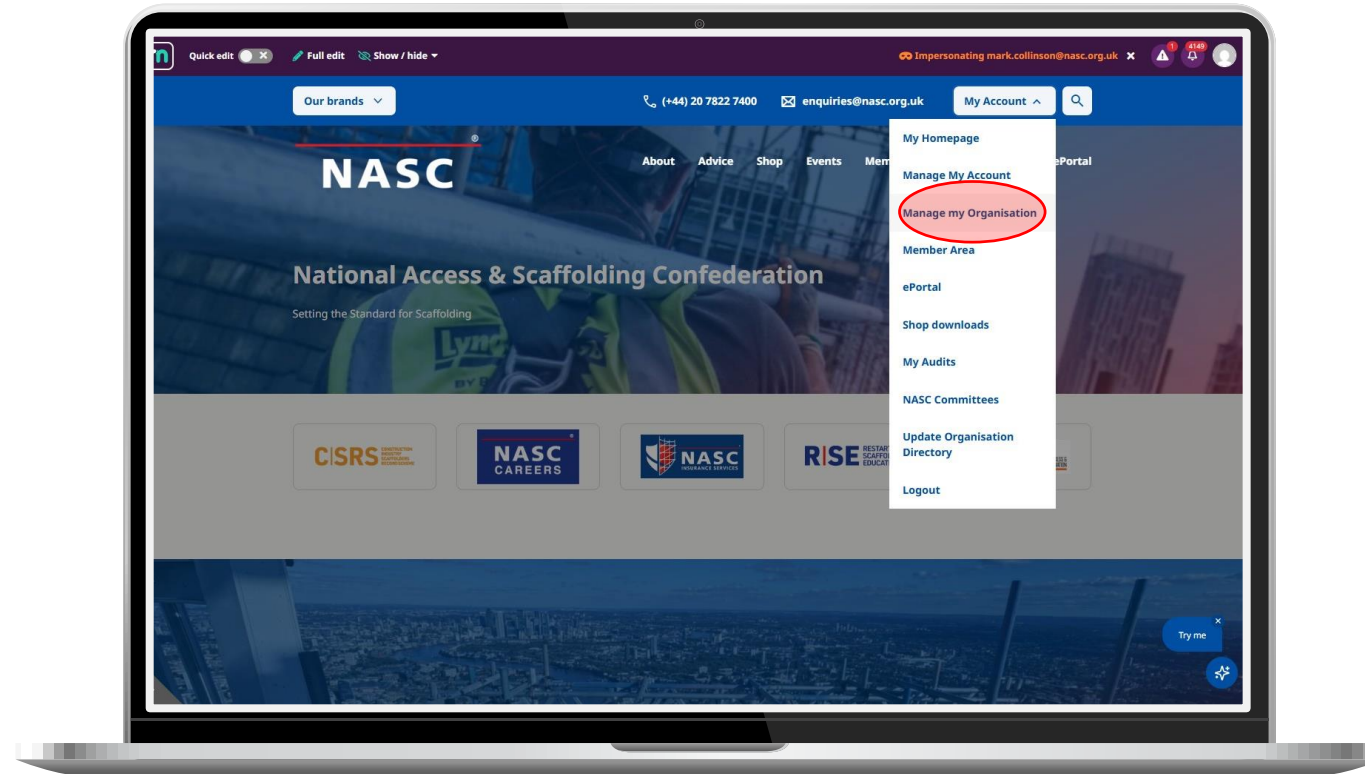
Navigate to the NASC website Home Page.



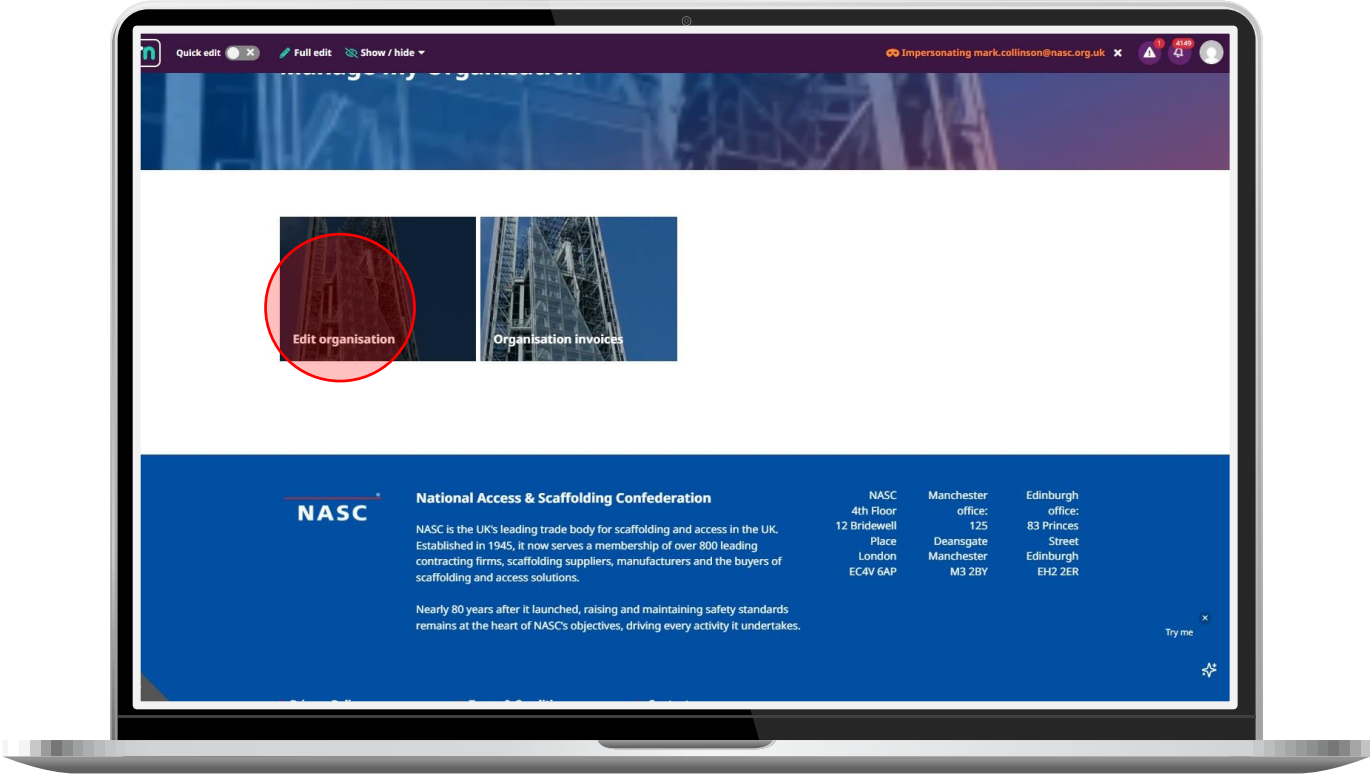
Click the 'My Account' drop down menu at the top.



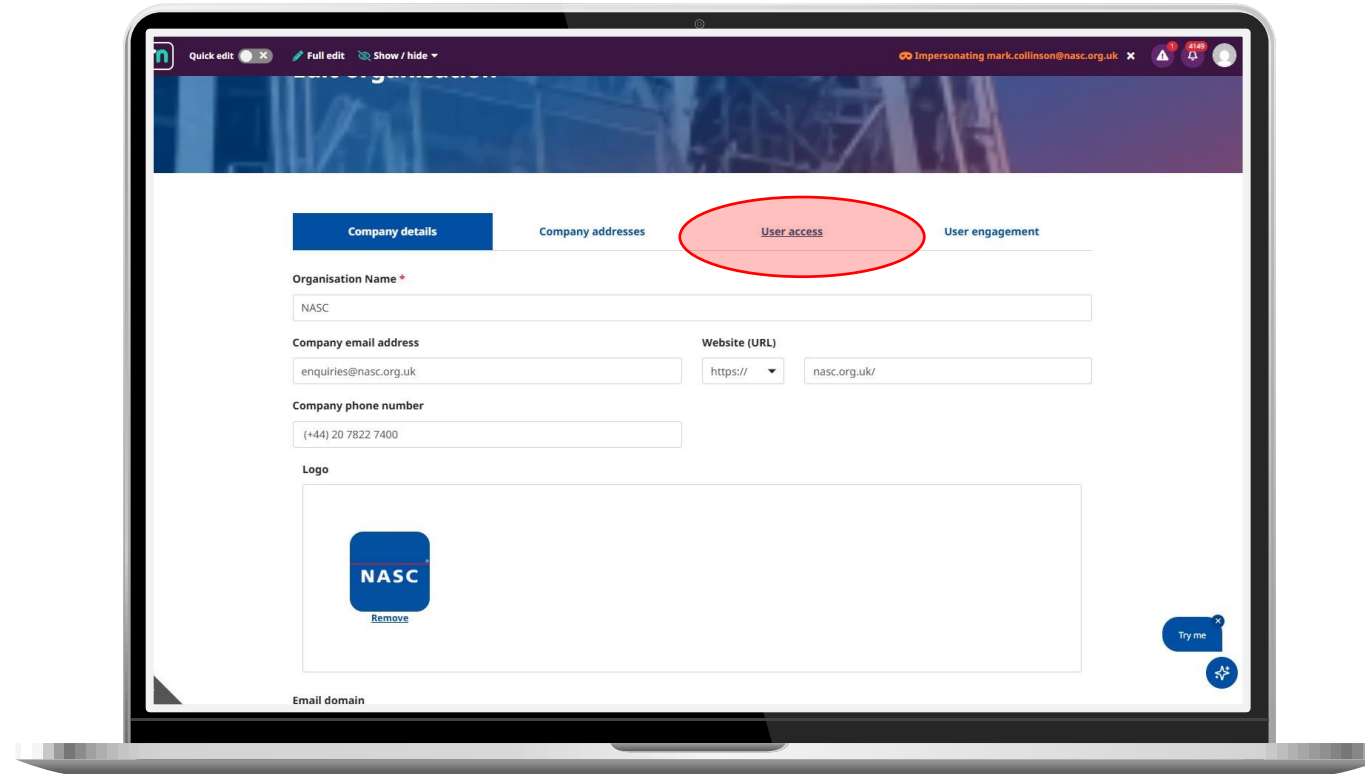
Click 'Manage my Organisation'.



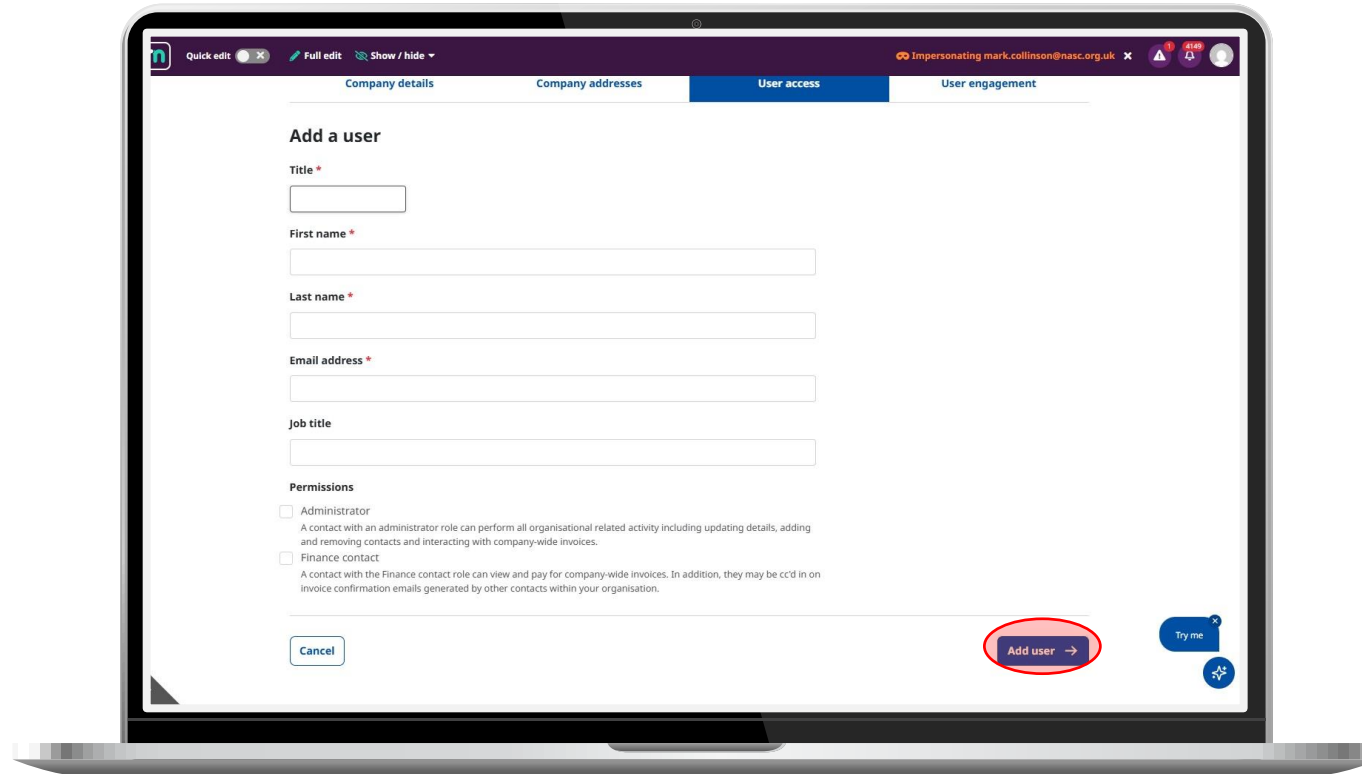
Click 'Edit Organisation'.



Click 'User Access'.



From here you can add a new user by filling in their details and the clicking 'add user'.



The screenshot shows a web application interface for adding a new user. The top navigation bar includes tabs for 'Company details', 'Company addresses', 'User access', and 'User engagement'. The 'User access' tab is active. The main form is titled 'Add a user' and contains the following fields:

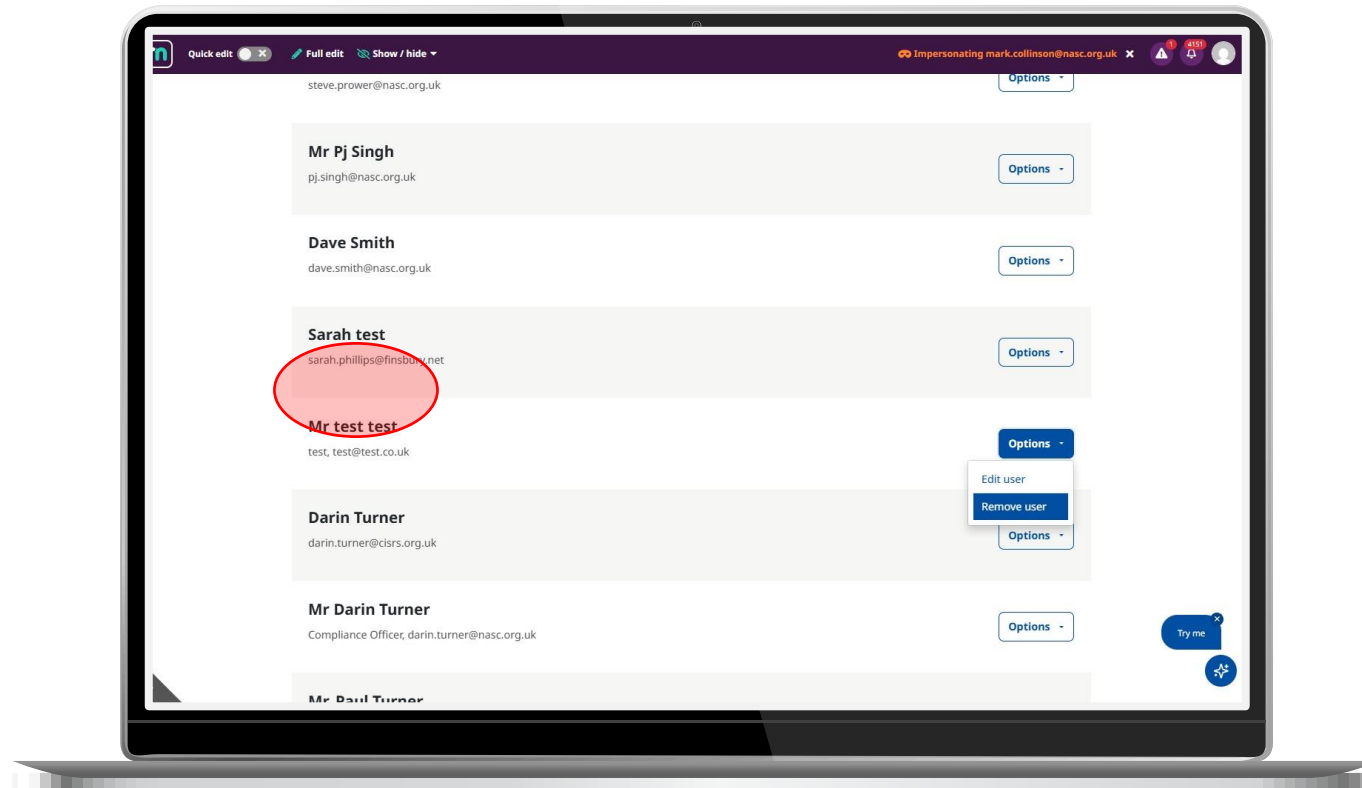
- Title *
- First name *
- Last name *
- Email address *
- Job title

Below the form fields is a 'Permissions' section with two options:

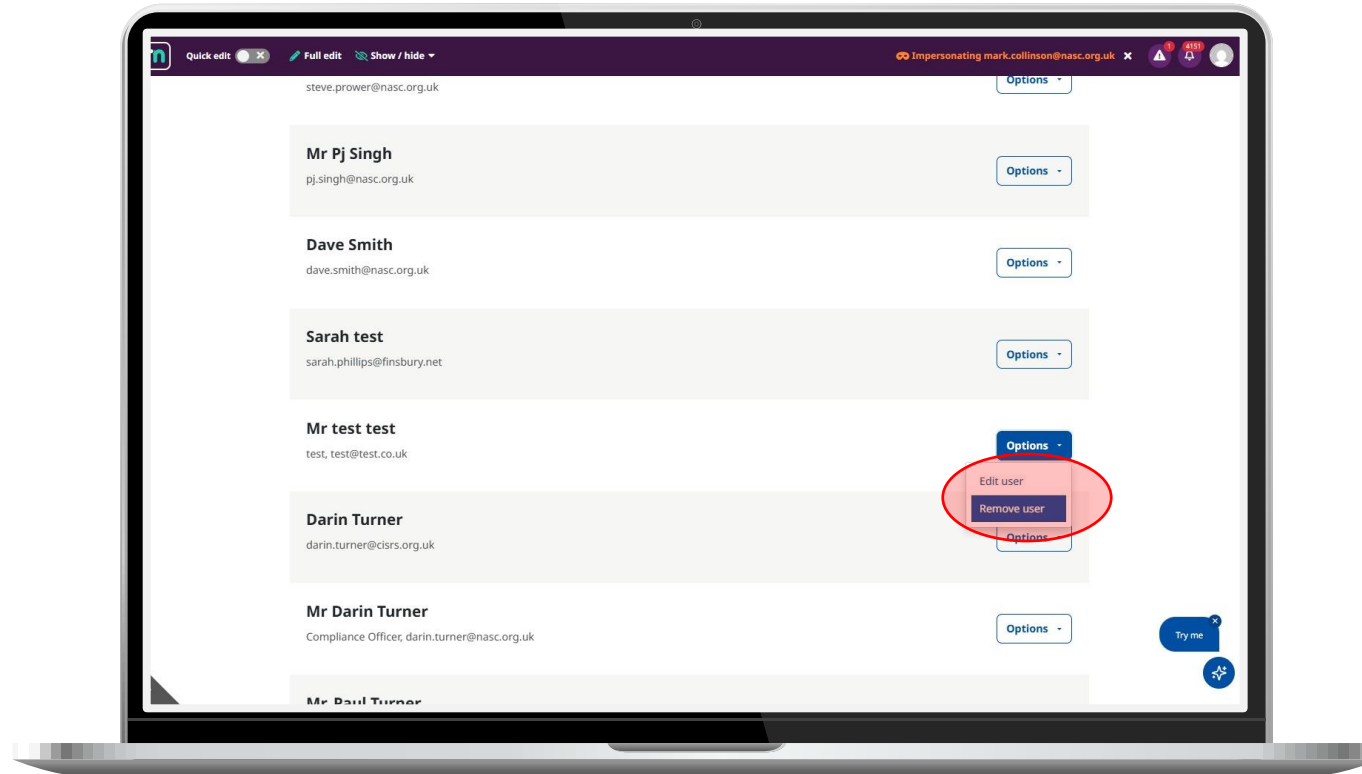
- ☐ Administrator
A contact with an administrator role can perform all organisational related activity including updating details, adding and removing contacts and interacting with company-wide invoices.
- ☐ Finance contact
A contact with the Finance contact role can view and pay for company-wide invoices. In addition, they may be cc'd in on invoice confirmation emails generated by other contacts within your organisation.

At the bottom of the form, there are three buttons: 'Cancel', 'Add user →' (highlighted with a red circle), and 'Try me'.

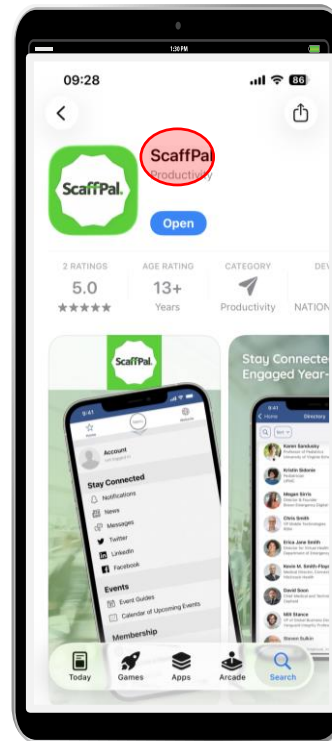
The new user then appears in the user list for your organisation and will receive an invitation email where they can set up their password.



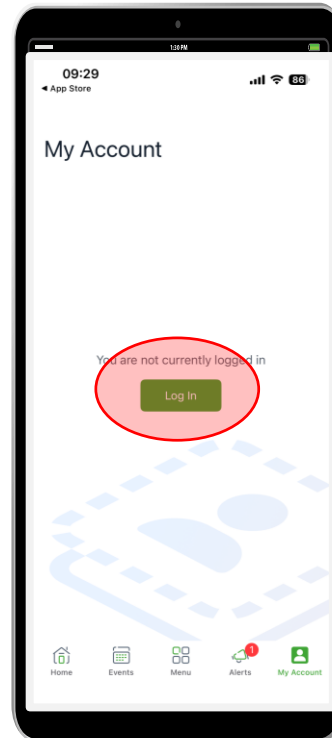
Click 'options' to edit or remove a user from your organisation.



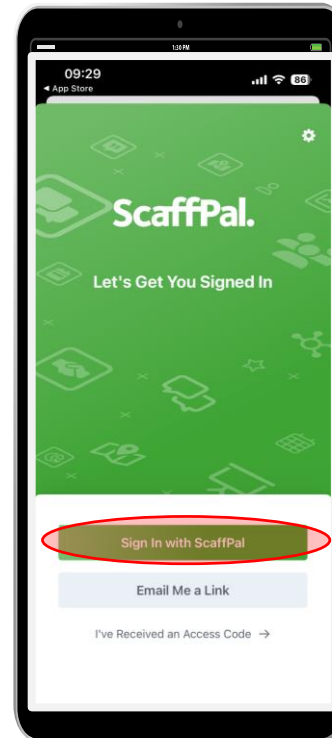
After setting up their password the user then searches for the ScaffPal app in either the Apple App Store or Google Play store and downloads the app.



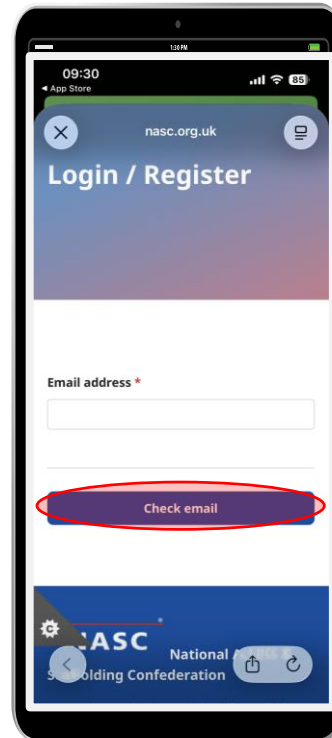
On opening the app for the first time the user will be required to carry out a one time log in by clicking the green 'Log in' button.



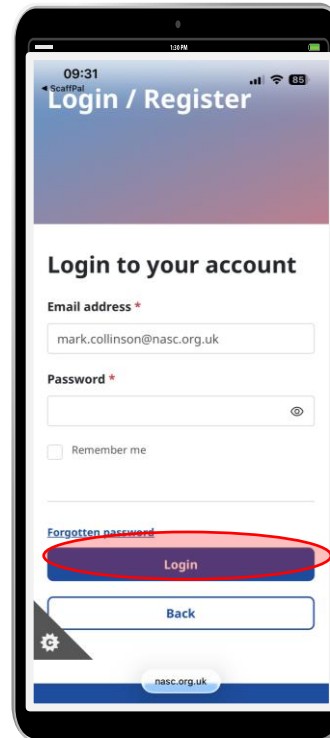
Select 'Sign in with ScaffPal'.



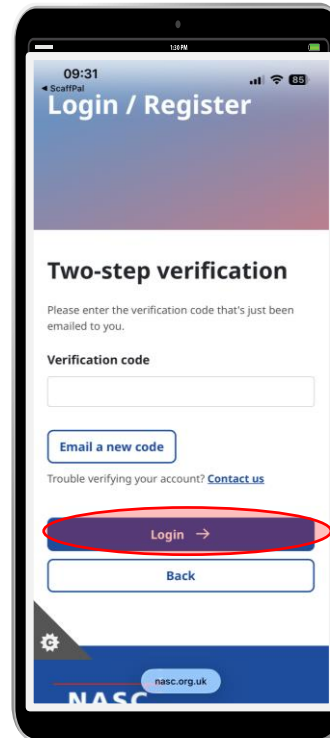
You will then be directed to the NASC login page for the app, where the user fills in their email address and clicks 'Check Mail'.



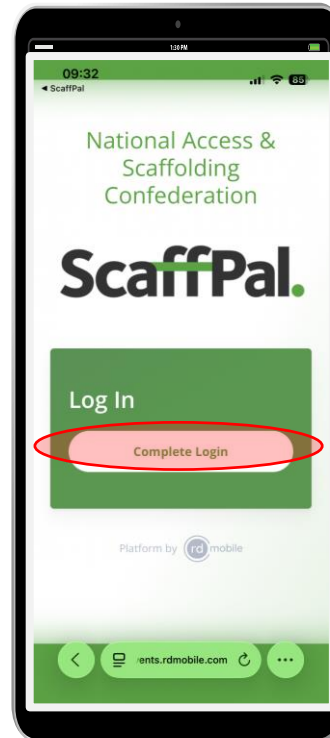
The user then fills in the password that they set up previously and clicks Login.



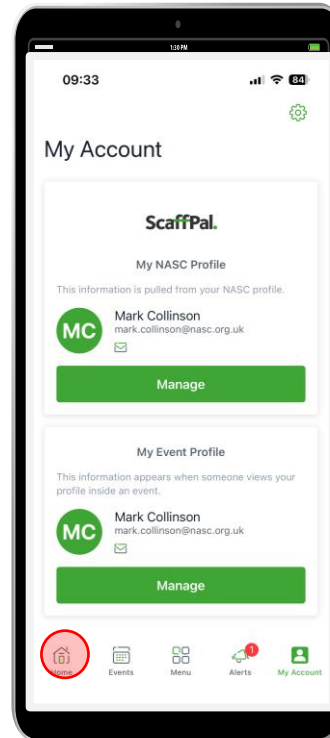
The user will then have a two-step verification code sent to their email address. Enter this code and click 'Login'.



User then clicks 'Complete Login'.



The user should now be logged in, click the 'home button' to access the app features.



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THANK YOU
