

# Site Access Quick Reference Guide for Providers

Download ServiceChannel Provider Mobile

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# Creating a Profile

George	
ast Name	
Byron	
mail g.b.technician@gmail.com	
mail g.b.technician@gmail.com Aobile Phone	

- 1. Your manager or home office creates your profile and sends you an invite through email
- 2. In your email, find the invitation and click Accept
- 3. Fill out all contact information and take a clear, front-facing photo
  - I Your clients will see this photo in their mobile device
- 4. When you submit your profile, your manager or home office will accept you and assign work orders to you

#### Checking Into Work Orders with a Badge



- 1. Tap on **Check In** on a work order
- 2. When prompted tap the More button to access your badge
- 3. When your profile appears, show your device to your client to scan the OR code
- 4. You are automatically checked in to the work order

# Help! I Cannot Check In

If you are too early or too late, you may be denied Site Access

#### Check the Schedule Date and time before checking in

If you are denied access because you are outside of the Acceptable Timeframe Ask your home office to move the Scheduled Date/Time

#### I Your client may require a technician profile for you to check in

If you logged into SC Provider Mobile with a PIN Code (instead of a username and password), your client may not accept that as a valid profile

Log in with a username and password, or ask your home office to help you create a profile







