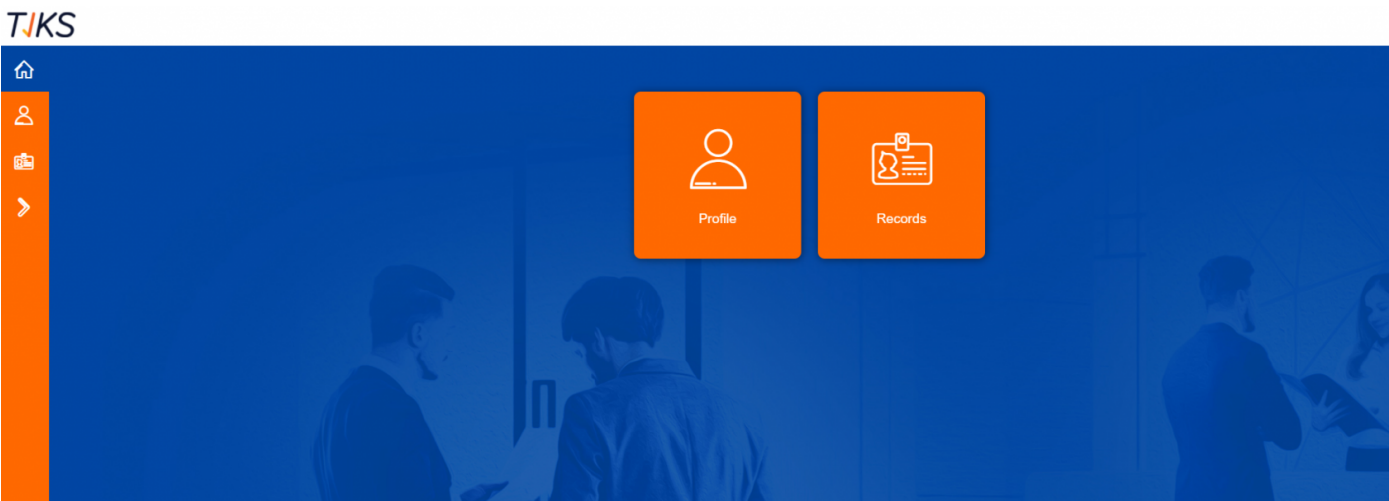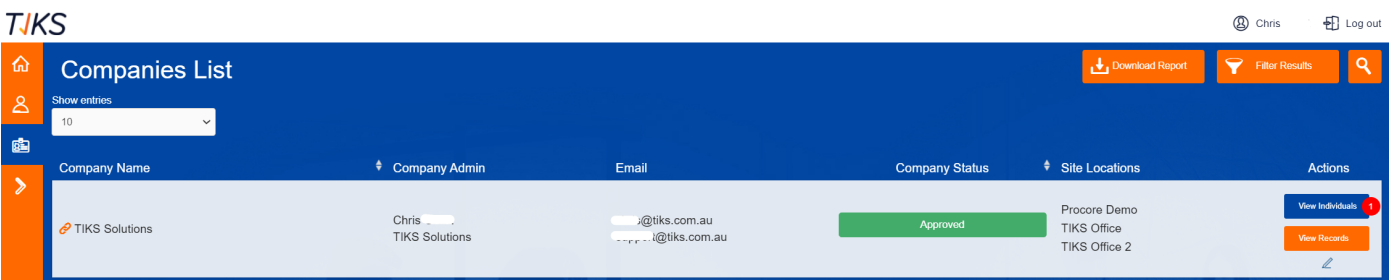# How do I invite Individual Workers as Company Admin?

Log into the system portal using the company admin credentials.

Select Records from the home screen (see below).

Then select "View Individuals" button from the "Actions" column in the far right hand side of the screen.

The Records screen for Individuals will then display (below).

Use the top bar to invite workers to the system.

For each individual in your Company who will be attending sites, enter :

- Full Name
- Email address
- Contact Telephone number
- Client Location(s) where the individual will be conducting works

Once complete, select "Invite Individual".

An invitation email will be sent to each individual requesting they download and register on the application.

Revision #1

Created 3 years ago by Admin

Updated 3 years ago by Admin