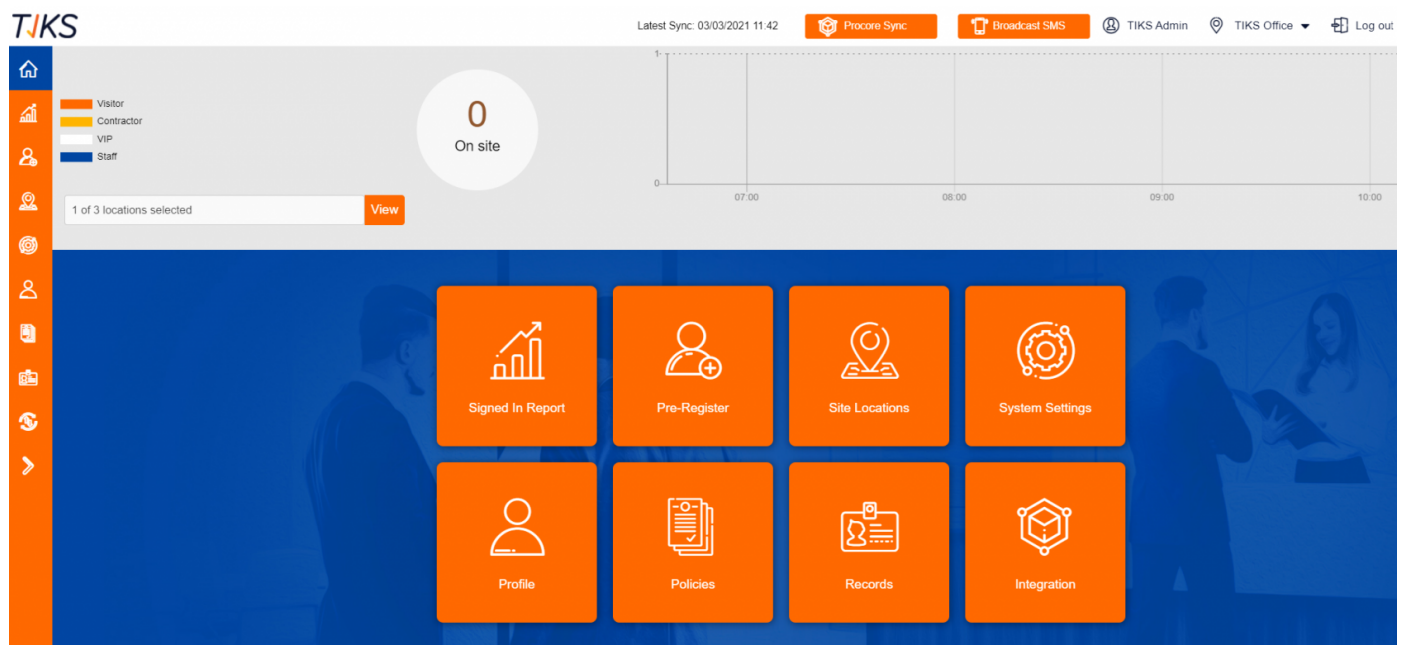
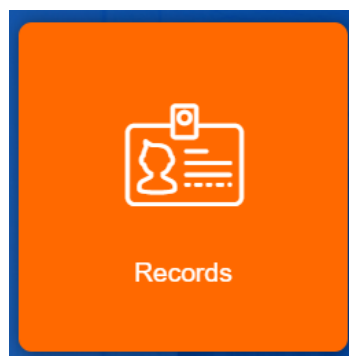


# How do you invite a new Contractor Company (when there is no Procore integration)?

Log into the admin portal.



Select the "Records" tile.



Next, to invite a Contracting Company you will need to fill in the following fields:

Step 1: Add the Company name

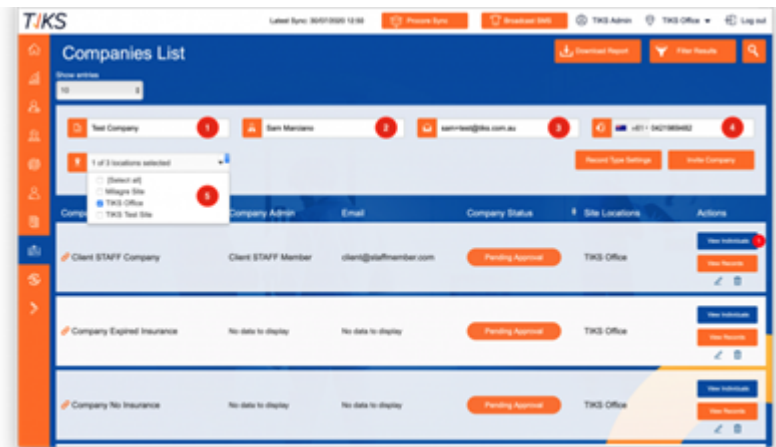
Step 2: Add the Company Admin user's Full Name

Step 3: Add their admin user's email address

Step 4: Add their admin user's mobile number

Step 5: Select which active sites this Company can work on.

Now tap on the "Invite Company" to finalise the registration. The Admin user for this account will now be notified by email.



Revision #1

Created 3 years ago by [Admin](#)

Updated 3 years ago by [Admin](#)