# How to onboard Individual Workers (no Procore integration)?

Log into the admin portal.
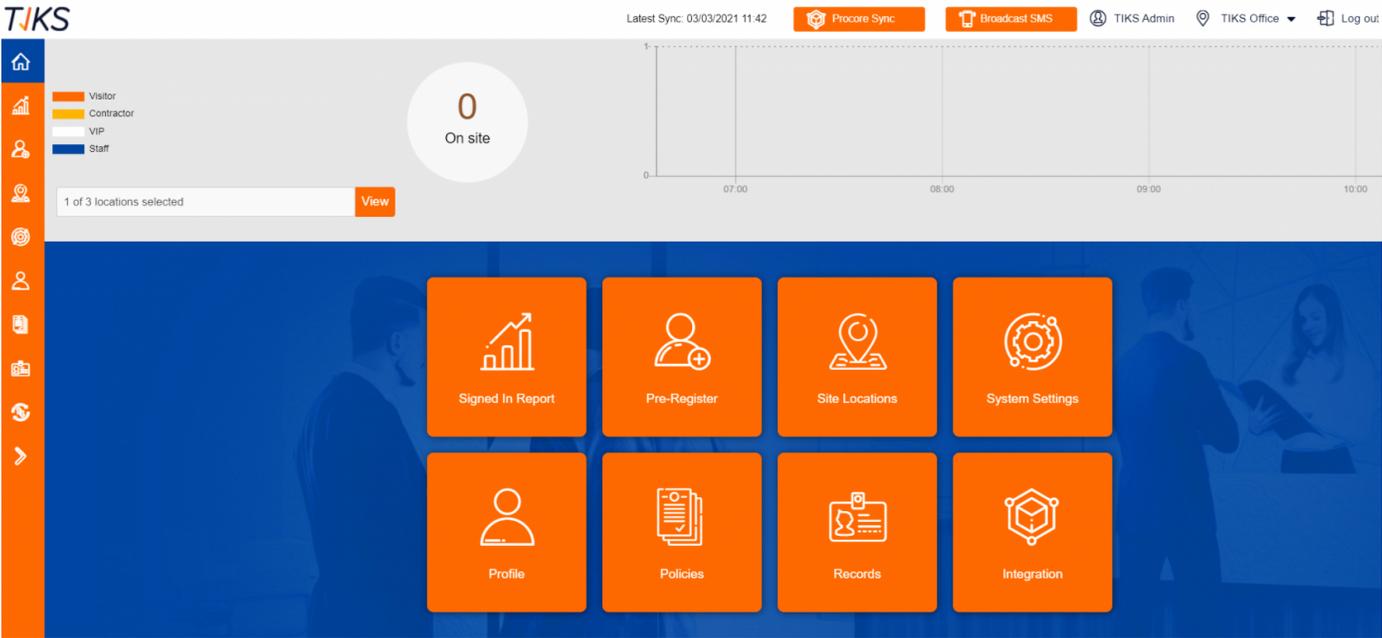
Select the "Records" tile.
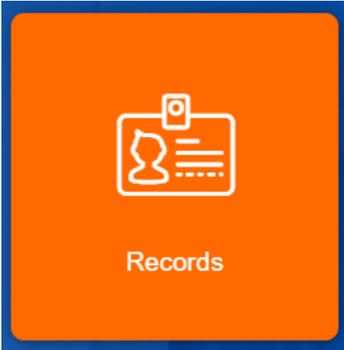
Tap on the Contracting Company you want to invite Individual Workers from.
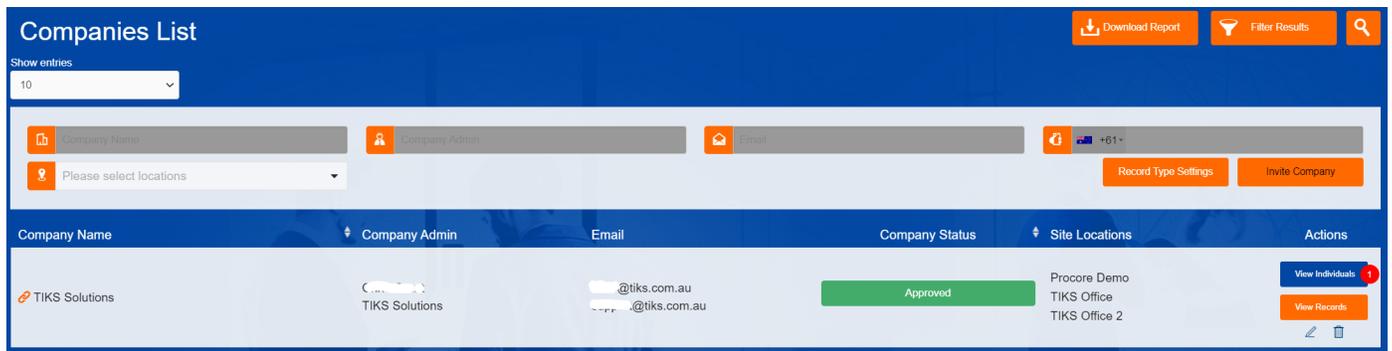
Click on the "View Individuals" button.
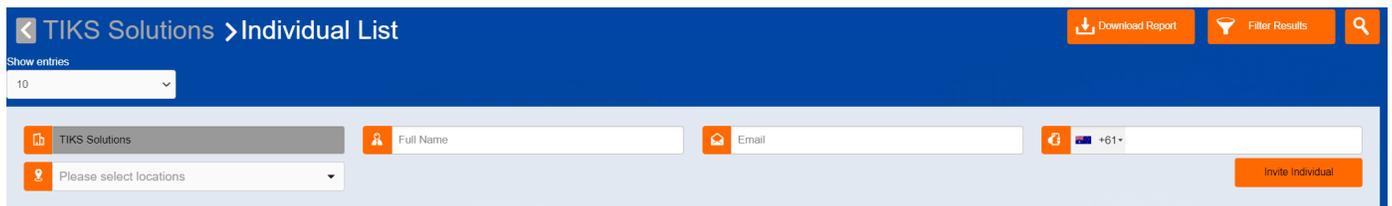
At the top of the screen there are a number of fields to complete to invite an Individual Worker. Complete the following:

Step 1: Add the user's Full Name

Step 2: Add their email address

Step 3: Add their mobile number

Step 4: Select which active sites this user can work on.

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