

# How to onboard Individual Workers (no Procore integration)

The instructions below are to manually invite an Individual Worker to onboard.

When using the Procore integration, the companies you already have on Procore will automatically be added to TIKS as will any users under those companies. However, you will have to manually select an Administrator for each of the synced users from Procore by editing their Role (Pencil icon).

1. Log into the admin portal
  2. Tap on the "Records" button
  3. Tap on the Contracting Company you want to invite Individual Workers from
- 

Next, to invite an Individual Worker you will need to fill in the following fields:

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 users 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.

---

Revision #2

Created 5 years ago by [Robert Milagre](#)

Updated 5 years ago by [Robert Milagre](#)