



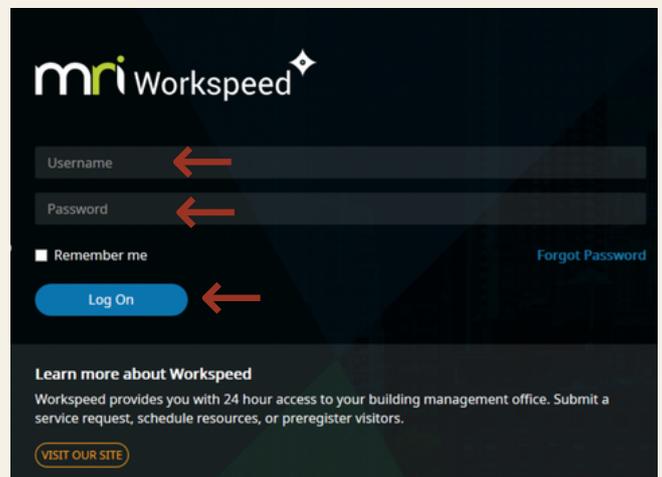
REGISTERING FOR WORKSPEED

Once you have received your temporary credentials, you will be able to log into Workspeed for the first time and create your own username and password. Follow the instructions below to finish setting up your account.

Please note: This first initial login must be done on a computer before you are able to use the Workspeed mobile app. You cannot complete the steps below on the Workspeed mobile app.

STEP 1: RECEIVE CREDENTIALS

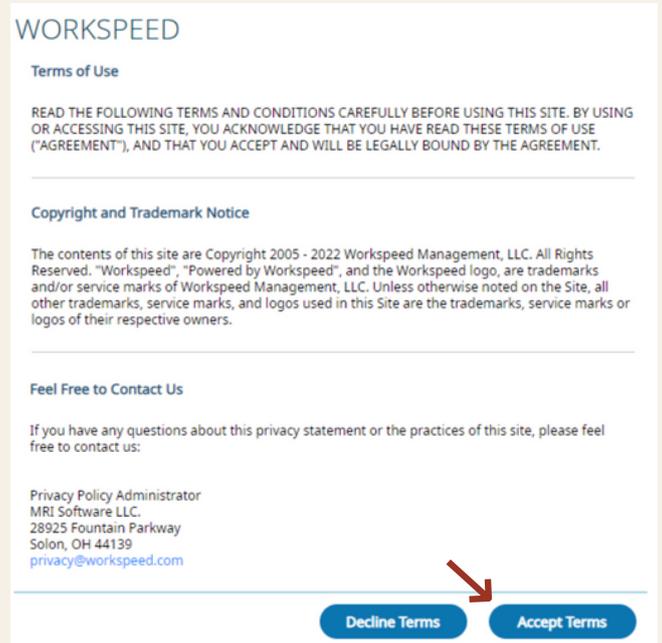
You will receive an email with your temporary username and password. The email will come from service.request@workspeed.net. Please check your spam or junk folders if you do not see the email in your inbox. The email will also contain a link to secure.workspeed.com. The link will take you directly to your Workspeed login page.



STEP 2: ENTER CREDENTIALS + ACCEPT TERMS

Enter the temporary username and password you received on Workspeed's login page, and then click "Log On."

The next page will bring you to the Terms of Use. Click "Accept Terms" at the bottom of the page.



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Please note: This first initial login must be done on a computer before you are able to use the Workspeed mobile app. You cannot complete the steps below on the Workspeed mobile app.

STEP 3: SET YOUR USERNAME + PASSWORD

The next page allows you to choose your own username and password to use going forward. The numbers of your temporary username will be in the username field. Remove the numbers from this field and enter in your new, chosen username. Then enter in the password you would like to use. Once done, click Submit.

This is now the username and password you will use to log into Workspeed on a computer and for the mobile application.

Password Reset

For your security and convenience, please select your permanent Username and Password.

New username:

New password:

Reenter password:



Password Reset

For your security and convenience, please select your permanent Username and Password.

New username:

New password:

Reenter password:

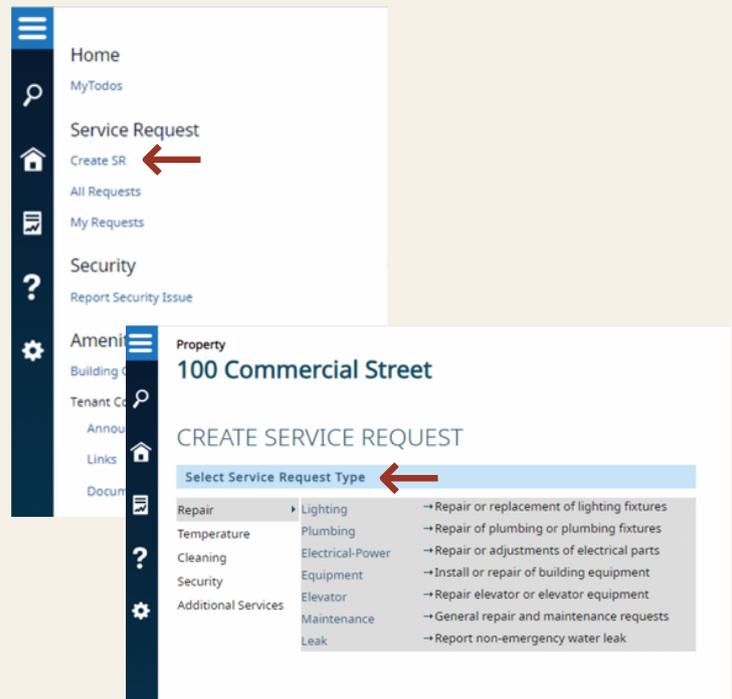
SUBMITTING REQUESTS THROUGH WORKSPEED

Once you've finished setting up your account on WorkSpeed, you will then be able to create requests. Follow the instructions below to successfully submit a service request.

STEP 1: MENU NAVIGATION + SELECTION

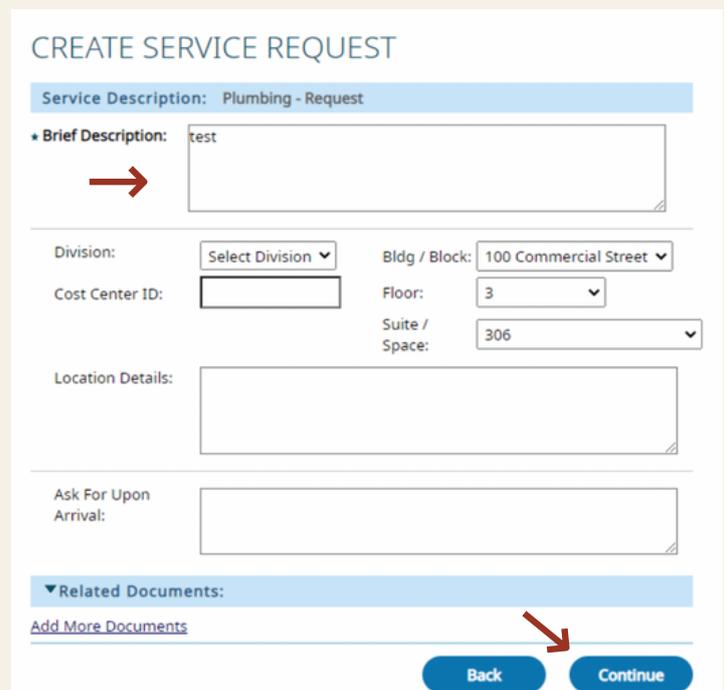
From the Main Menu, select "Create SR" from the Service Request section.

Then, select a service request category. Select the service request type that best fits your need.



STEP 2: ENTER A DESCRIPTION OF THE REQUEST

Once a request type is chosen, fill out a brief description of the issue and the location. Towards the bottom of the page, click "Continue."

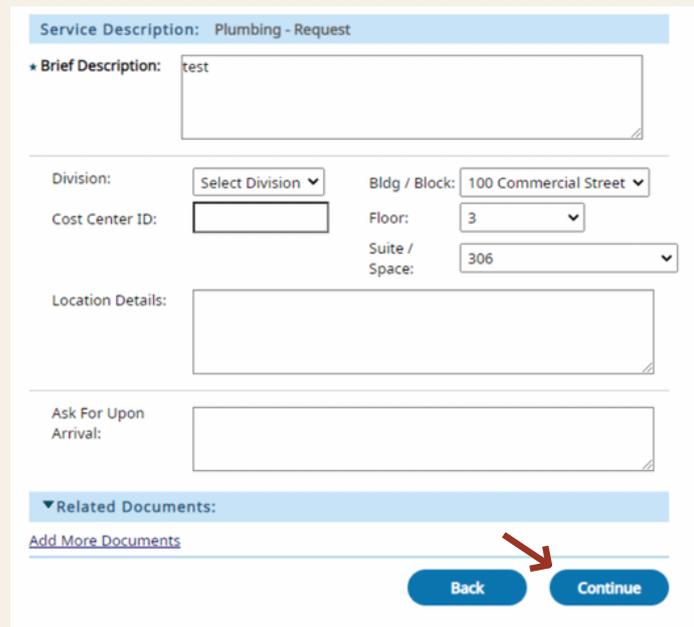


SUBMITTING REQUESTS THROUGH WORKSPEED

Once you've finished setting up your account on WorkSpeed, you will then be able to create requests. Follow the instructions below to successfully submit a service request.

STEP 3: ADJUST LOCATION OR ADD SUPPORTING DOCUMENTS (OPTIONAL)

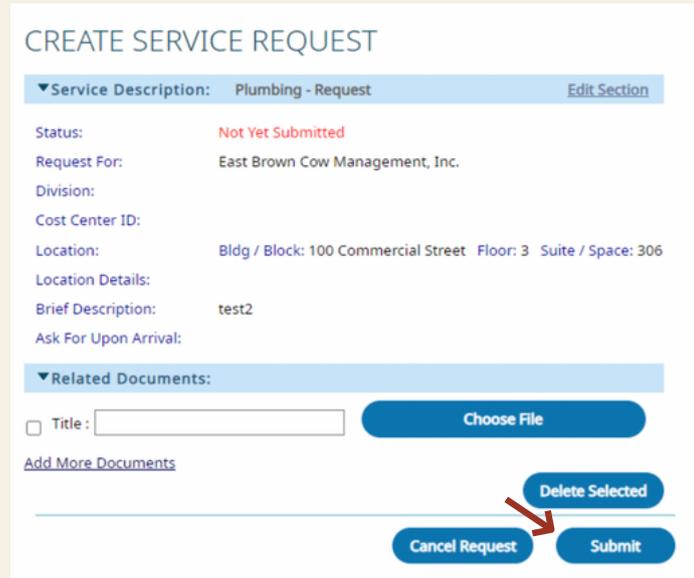
The service location will default to your organization's location. You can adjust as needed by selecting from the available options in the drop-down menus. You can enter additional details in "Location Details" or add a contact in "Upon Arrival Ask For" (optional). Provide supporting documentation by clicking "Add More Documents" in the Related Documents section (optional).



STEP 4: REVIEW + SUBMIT

Click "Continue" to confirm the information. Review the information, then select one of the following:

- Click "Submit" to submit the request. You will then see a "Please Wait" message blinking in the Status area while the request is generated. You will then receive a message that says "New – Confirmed ID #." This is the Service Request Identification number (SR ID#) that you can now use to check the status of a request.
- Click the "Edit Section" link to edit any request details.
- Click "Cancel Request" to cancel and return to the "Select Type" page.

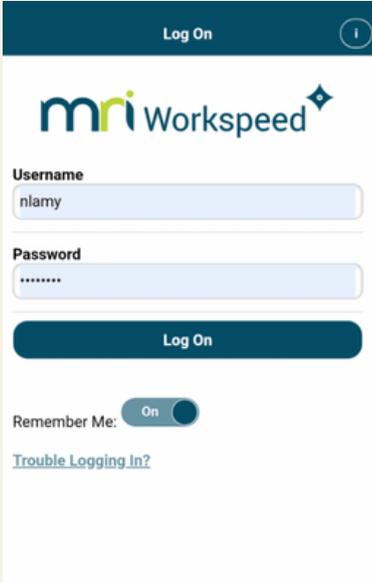


SUBMITTING REQUESTS THROUGH WORKSPEED (MOBILE)

Once you've finished setting up your account on WorkSpeed, you will then be able to create requests. Follow the instructions below to successfully submit a service request through the Workspeed mobile app.

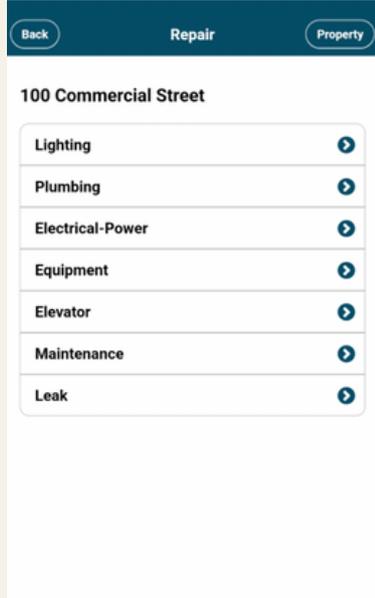
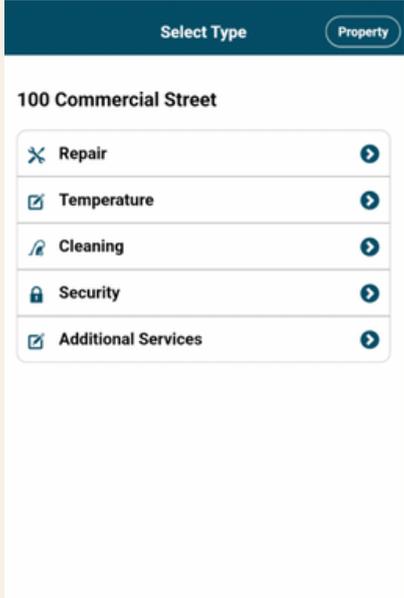
STEP 1: LOG INTO THE MOBILE APP

On your device, select the "Workspeed" mobile app and log in using your chosen username and password.



STEP 2: SELECT A SERVICE CATEGORY + TYPE

Upon logging in, you will be prompted to select a service request category first. Then, you can select a service request type that best fits your need.



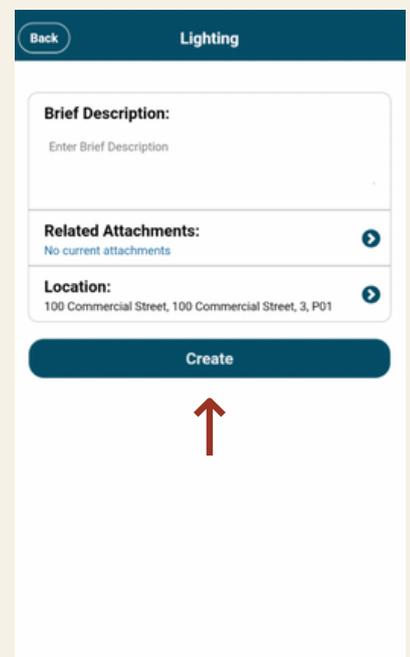
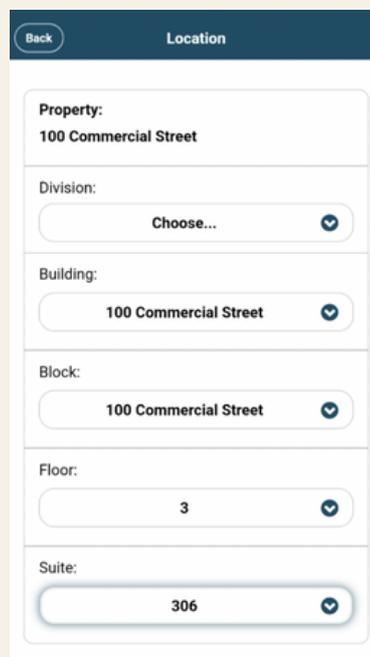
SUBMITTING REQUESTS THROUGH WORKSPEED (MOBILE)

Once you've finished setting up your account on WorkSpeed, you will then be able to create requests. Follow the instructions below to successfully submit a service request through the Workspeed mobile app.

STEP 3: ENTER DETAILS + LOCATION

Once your service request category and service request type has been selected, you will be prompted to add in a brief description of the request.

On this page, you can also add in related attachments (optional) or update and specify the location. Once completed, hit "Create."



STEP 4: CONFIRMATION

After selecting "Create" you will receive a pop-up alert that includes your Service Request Identification number (SR ID#) that you can now use to find requests and to check the status of a request.