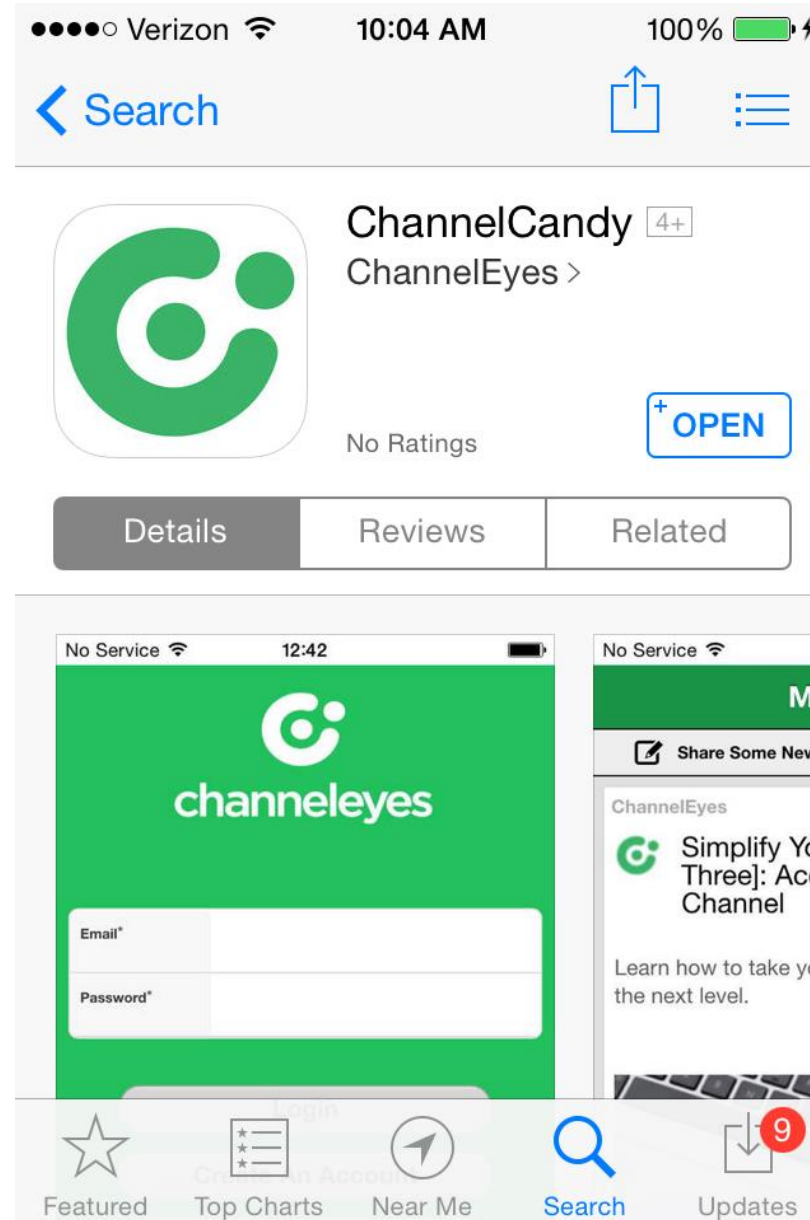


# Adding a New User

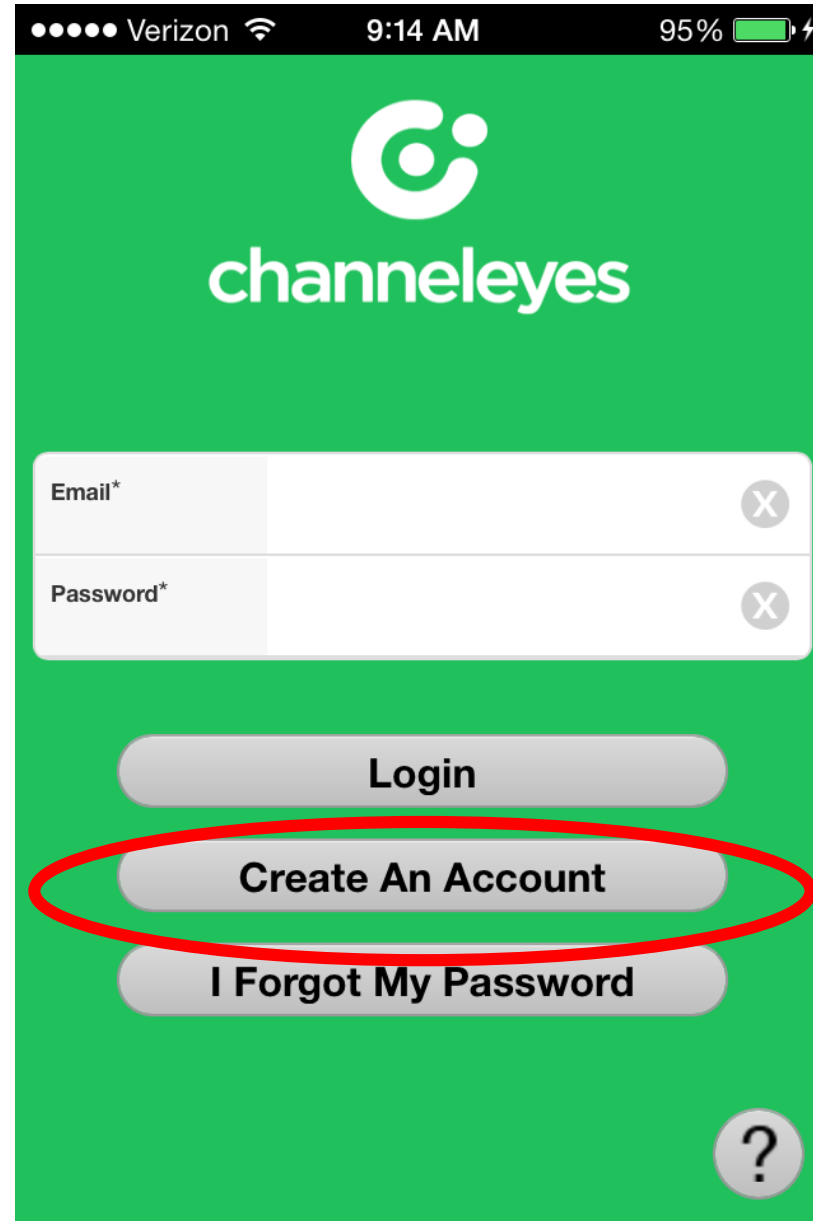
# Step One

- ▶ Download your app by searching for your app name in the Apple iTunes or Google Play Store.



# Step Two

- ▶ Launch the app and tap **Create An Account**.



# Step Three

- ▶ Enter your email address. This email address must be from your organization domain.
- ▶ Create and confirm your password.
- ▶ Enter your first and last name.
- ▶ Tap **Create My Account**.

Verizon 9:15 AM 95%

**channeleyes**

Email\* X

Password\* X

Retype Pwd\*

First Name\*

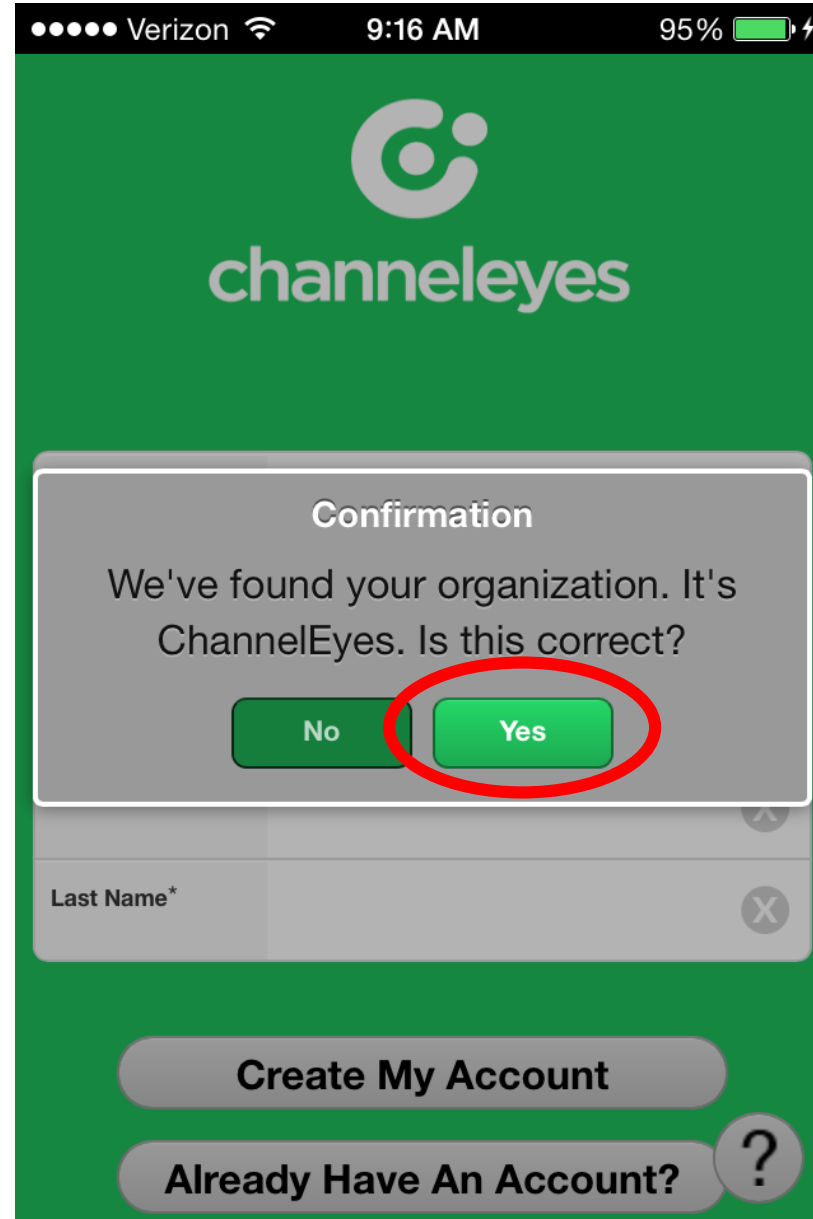
Last Name\*

**Create My Account**

Already Have An Account? ?

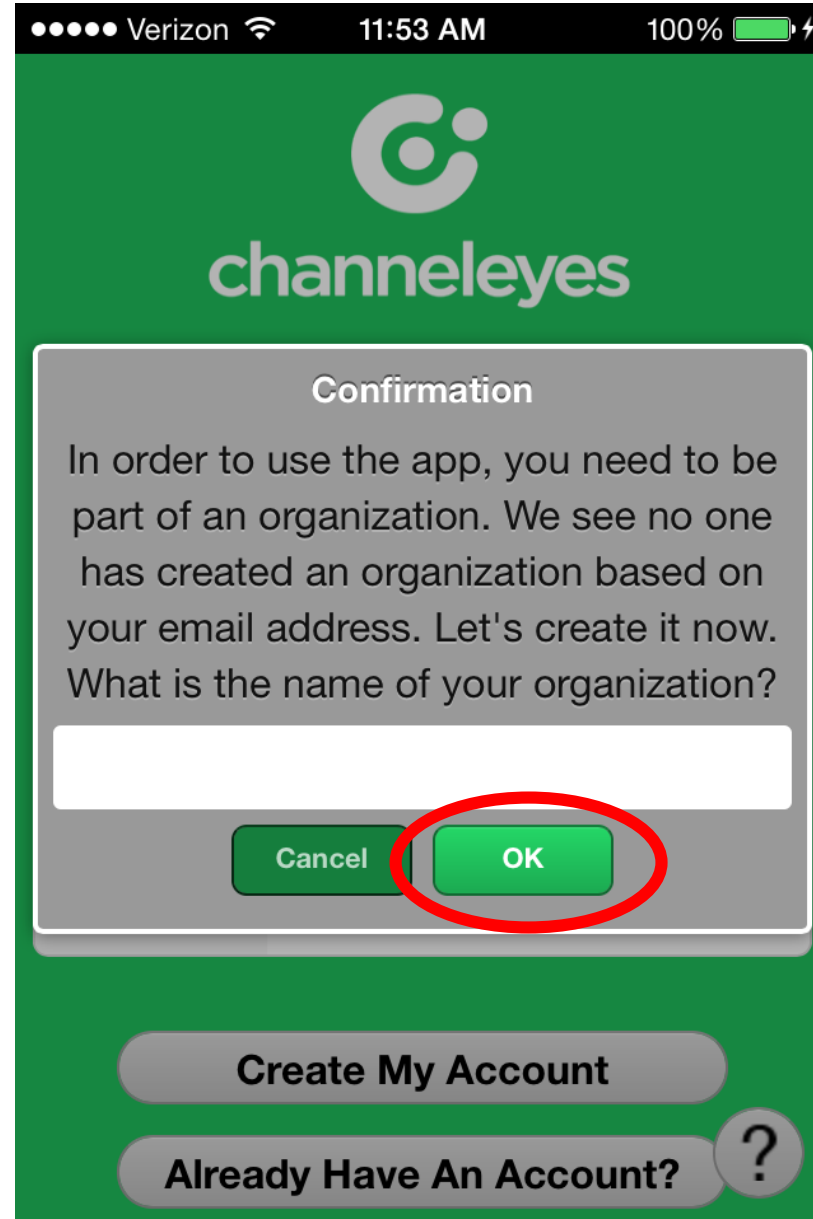
# Step Four

- ▶ If your organization is already registered, this pop-up will appear. Tap Yes and proceed to Step Five.



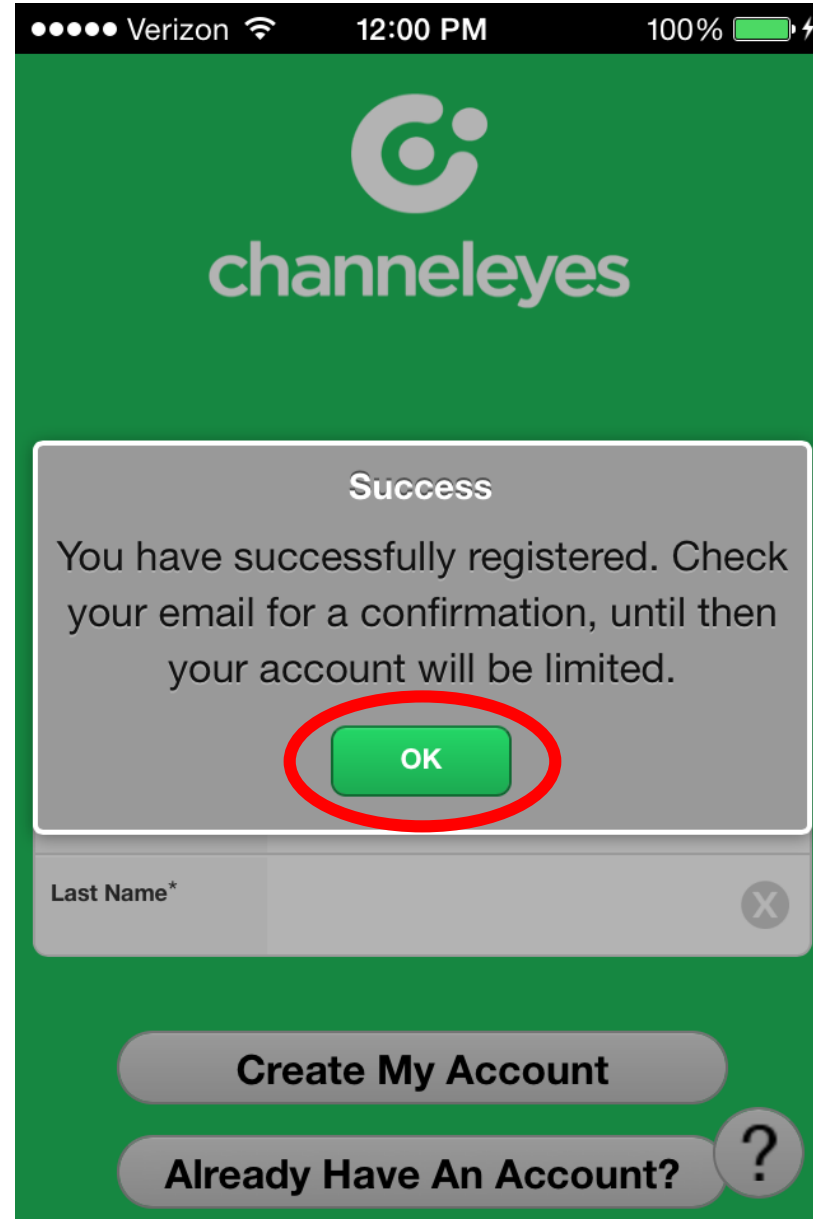
# Step Four

- ▶ If your organization is not already registered, this message will appear.
- ▶ Enter the name of your organization and tap **OK**.



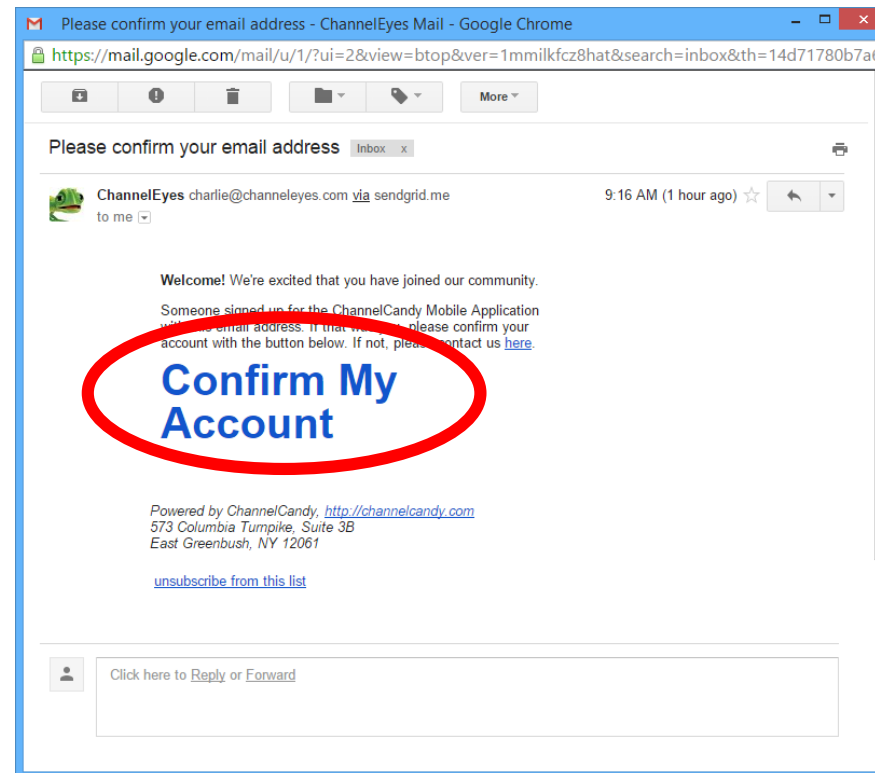
# Step Four

- ▶ After the organization is registered, this message will appear.
- ▶ Tap **OK**. The app will proceed to log in and you will see **My Wall**. However, your account has not yet been confirmed and will be limited.
- ▶ To confirm your account, proceed to Step Five.



# Step Five

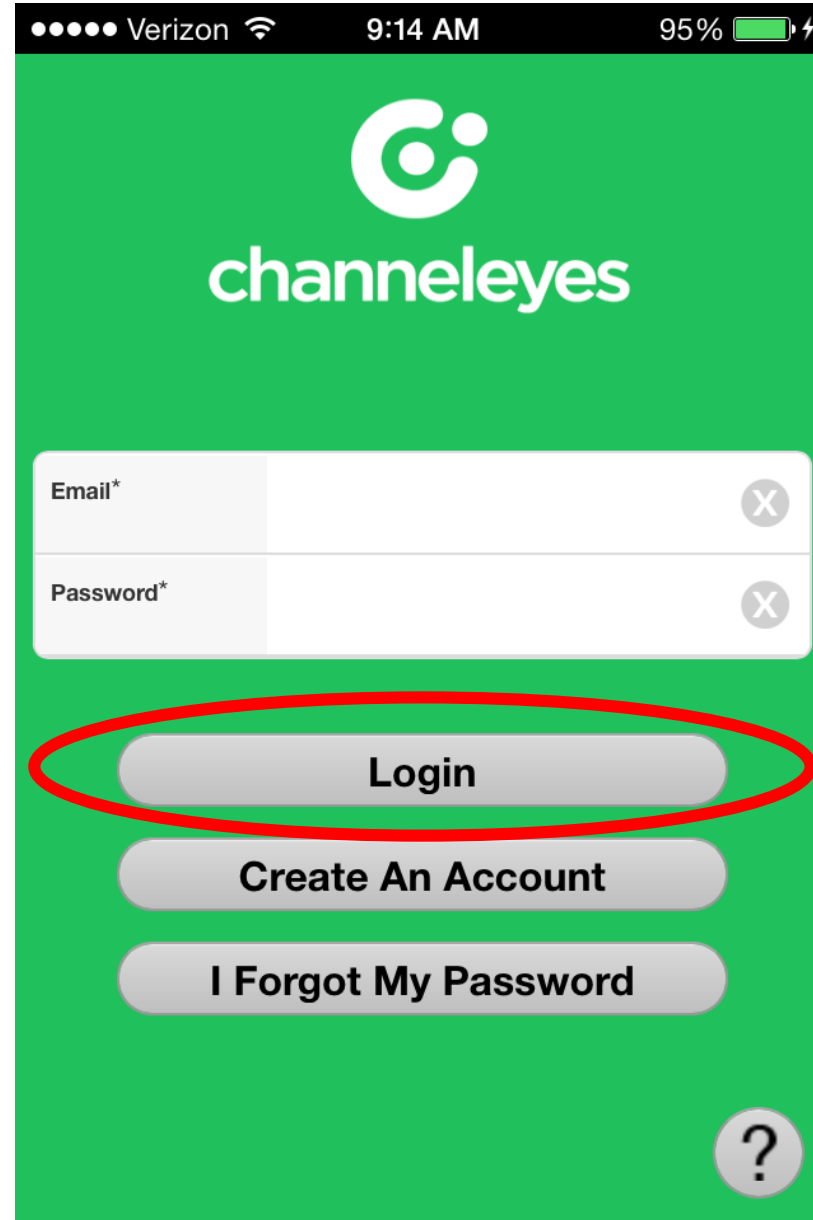
- ▶ Monitor your email for the confirmation message.
- ▶ The confirmation message may be marked as spam.
- ▶ Click **Confirm My Account**.
- ▶ If you do not receive the confirmation message, contact your app's manager. If you try to make an account again, a popup will inform you that you have already registered with those credentials.





# Step Six

- ▶ Return to the app.
- ▶ Enter your email address and password and tap **Login**.



# Step Seven

- ▶ If you see **My Wall**, login was successful and you can access all the content applicable for your group!

