Hi All,

As we strive to improve Worker Health and Safety, **[insert company name]** uses a safety management system called **SignOnSite**.

The SignOnSite system is designed to make the sign-in and induction processes as simple as possible, getting you and your team out on the tools faster.

As a Subcontractor Supervisor, you get free access! View your team's site attendance and access the powerful reporting tools.

Be site-ready in a few steps:

**Downloading the App and Account Setup**

1. Open up the Apple Store or Google Play Store and search for “signonsite”
2. Install - It’s free!
3. Follow the steps to set up your account
4. Complete your [Worker Passport](https://support.signonsite.com.au/en/knowledge/creating-and-sharing-your-worker-passport) (click the tab at the bottom).
5. Shortly you will receive an SMS with the site details and a link to induction documents.
   1. Click the link and complete the form
   2. Forward the SMS to your workers to do the same (this is to be done before starting on the project).

**Signing In - First Time on a New Site**

1. When you arrive to site, open up the app and click “Search For Your Site”
2. The app will search for nearby sites. When you see the site you are working on, click on it.
3. Congratulations, you’re signed on!
4. Check your ‘Site Docs’ tab for briefings and further induction information

To assist your teams with getting set up and signing on with SignOnSite, please share [these helpful guides](https://support.signonsite.com.au/en/knowledge/how-to-download-the-app-set-up-an-account-and-sign-onto-site) with them.

There are some helpful guides on the Subcontractor tools [here](https://support.signonsite.com.au/en/knowledge/how-to-use-signonsite-as-a-subcontractor-supervisor).

If you have any further questions, please feel free to let me know or you can connect with SignOnSite directly on the details below:

E: support.signonsite.com.au

P: 1800 744 666, select option 3

[Click here](https://support.signonsite.com.au/en/knowledge) for their full suite of help documents and videos.

Thanks,

**[insert company name / sender information]**