

A SAFER WAY TO CHECK IN TO THE WORKPLACE

Dear [team member],

To ensure the strictest health and safety standards, we're implementing a new check-in process.

Proxyclick is an easy to use solution that will help us minimize risks, and quickly respond if you or a colleague experience symptoms of illness.

At present, we will be using it to grant access, but in future it will help us with health screening questionnaires, contact tracing functionality, capacity management, and more.

HOW IT WORKS

You will be able to check in and out of the workplace with your phone, by scanning a QR code at reception.

All you need to do is download the **Proxyclick Proovr app** and set up your account once you receive an invitation.

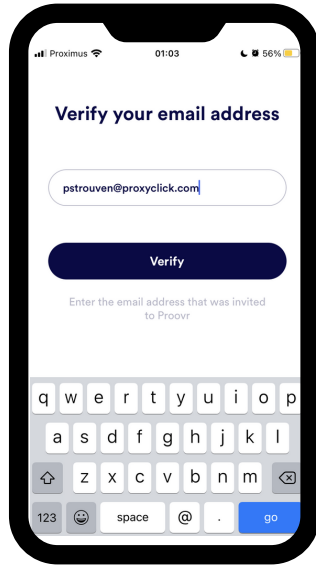
More details below.

WHAT DO I NEED TO DO?

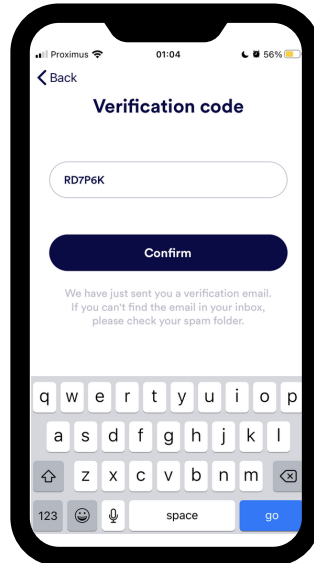
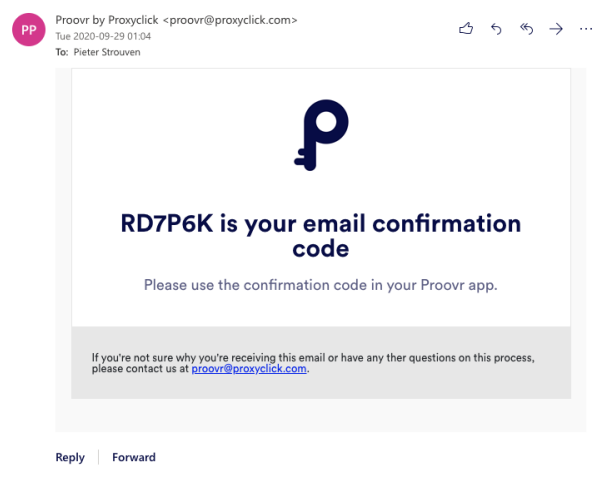
1. Download Proxyclick Proovr on your Android or iPhone



2. Setup your account with your corporate email address (the one connected to the workplace)

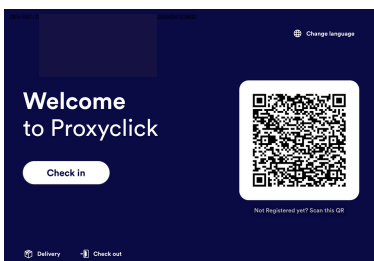


3. Finalize your setup by entering the verification code sent to you via email in the app

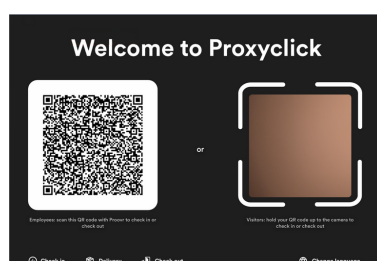


4. You are done setting up your Proovr account!

5. Check-in at the kiosk located in the lobby area with your Proxyclick Proovr app by scanning the on screen QR code



Locations only using Employee check-in



Locations using both Visitor touchless check-in and Employee check-in