

# Login Instructions

## Overview

This document will help guide all different users on how to log in to WurkNow.



Whether you are an agency user, client user, or employee, the following steps are the same for all.

## Steps on logging into the system

**Important Note:** An automated invite email will be sent to you by the WurkNow system once the agency has granted you access. Please review your inbox and/or your spam folder for the invitation.

### I. Open the email invitation from [noreply@wurknow.com](mailto:noreply@wurknow.com)

From	Subject
<input type="checkbox"/> noreply@wurknow.com	Your invitation to join WurkNow

### II. Generate Password

A. Click on the “Click here to generate the password” or the link below.

Hello Marc ,

Welcome to WurkNow! An Admin from 'Hundreds Staffing' has added you as a user.

Here is your invitation code: 0EJI9P

[Click here to generate the password](#)

If you are not being redirected, copy and paste this link into your address bar:  
<https://integration.wurknow.com/WurkNowTest/agent-user-generate-password?invitationCode=0EJI9P&token=2923d296-855d-415a-a48d-1a3d207995eb>

The WurkNow support team will be happy to assist you if needed. Reach out to us at [support@wurknow.com](mailto:support@wurknow.com).

Cheers,  
The WurkNow Team

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## III. Save Login Credentials

- A. Once you have filled out the **Password** and **Confirm Password** fields, click on the blue **Generate Password** button to save your credentials.

Welcome to wurknow™

### Generate Password

Email/Mobile  
Johnsmith@gmail.com

Password  Show

**Password Requirements**  
✗ 8-25 characters  
✗ at least one capital letter  
✗ at least one number  
✗ at least one special character

Confirm Password  
Confirm Password

**Generate Password**

support@wurknow.com +1 (951) 531-9090  
Contact Us Here www.wurknow.com

## IV. Two-Factor Authentication (Optional, but recommended)

- A. This is an optional security setting that you can set up or choose to Skip by clicking on the **Skip** button.
- B. **Important Note:** *The benefit of setting up Two-Factor Authentication is to ensure that no one else can access your account. You can choose to receive a text/email and the system will need you to verify yourself each time you login.*

Welcome to wurknow™

### New Phone Number Verification

Enter Phone Number  
+1 Phone

**Send Code**

### Email Verification Process

Enter Email  
Email

**Send Code**

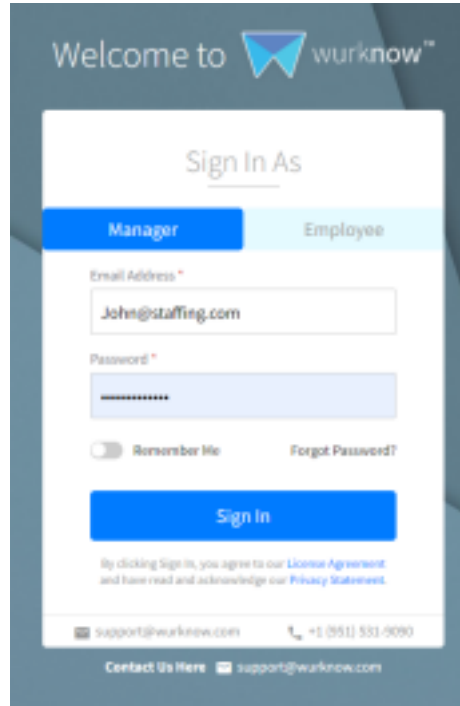
**Skip**

Contact Us Here www.wurknow.com



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- C. To set up, enter your **Phone Number** or **Email**
- D. Click the **Send Code** button
- E. Enter the code you received
- F. Once successfully set up you will be navigated to the login page
  - 1. *If you are an employee, please click on the “**Employee**” tab to login*



- G. Type in your email address
  - 1. *Please use the same email address that you received from the invitation email*
- H. Type in your password
  - 1. *This should be the password you generated in Step 3*
- I. Click on the blue **Sign In** button
- J. Upon first time login you must:
  - 1. Review and agree to the **License Agreement**
  - 2. Review and agree to the **Privacy Statement**

**Important Note:** For your convenience, please save the WurkNow URL in your web browser bookmarks.

<https://app.wurknow.com/WurkNow/login>

