

TAPREPORT

Getting Started

Getting Started

Introduction to Tap Report

Within this **Getting Started** tutorial you will learn the following:

- How to Create an Account
- How to Connect to a Property
- How to Create an Account and Connect with a Property
- How to Log In
- How to Reset your Pin #

Creating an Account at tapreport.io/create_account

1. Go to **tapreport.io/create_account**
2. Input your First and Last Name, Email and New Pin #
3. (Optional) Input a Phone #
4. Click on **Create Account**
5. Go to your Email and click the link from Tap Report
6. Input your Pin # and click on **Verify**
7. (Optional) Click on **Add Phone**
8. (Optional) Input your Phone # and click on **Verify**

Connecting with a Property

1. From your logged-in account, click on the “+” tab
2. Select from one of the following options:
 - a) I know the web page for my property
 - b) I know the email address of the person to connect me
 - c) I'd like to have Tap Report in my building
 - d) (If applicable) I want another connection for my property
3. Follow the onscreen directions to complete the process

Note: Only one account is required to connect with multiple properties

Connecting with a Property at [tapreport.io/<your company>](https://tapreport.io/<your-company>)

Note: An Account is required to connect with a property

1. Go to **tapreport.io/<your-company>**
2. Input your Phone # or Email or Employee #
3. Input your Pin #
4. Click on **Log In**

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5. Input a Tab name, Role and Location(s)

6. Click on **Send**

Note: Access to the Property Connection will commence upon approval

Creating an Account and Connection at [tapreport.io/<your company>](https://tapreport.io/<your-company>)

Note: Going to tapreport.io/<your-company> to create an account will also connect you with that property

1. Go to **tapreport.io/<your-company>**

2. Click on **Create Account**

3. Input your First and Last Name and one of the following

A. Phone #

B. Email

C. Employee #

4. Input your New Pin #

5. Click on **Create Account**

6. (If applicable) Go to your Email and click the link from Tap Report

7. (If applicable) Input your Pin # and click on **Verify**

8. (Optional) Click on **Add Phone**

9. (Optional) Input your Phone # and click on **Verify**

10. Input a Tab name, Role and Location(s)

11. Click on **Send**

Note: Access to the Property Connection will commence upon approval

How to Log In

On the Web

1. Go to **tapreport.io/login** or **tapreport.io/<your-company>**

2. Input your Phone # or Email or Employee #

3. Input your Pin #

4. Click on **Log In**

On the App

1. Launch the Tap Report App

2. Input your Phone # or Email or Employee #

3. Input your Pin #

4. Press **Log In**

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How to Reset Pin

On the Web

1. Go to **tapreport.io/login**
2. Click on **Forgot Pin**
3. Input your Phone # or Email
4. Click on **Send Request**
5. Go to your Email and click on the **Reset My Pin #** link from Tap Report
6. Input your new Pin # twice
7. Click on **Save**

On the App

1. Launch the Tap Report App
2. Press **Forgot Pin**
3. Input your Phone # or Email
4. Press **Send Request**
5. Go to your Email and click the link from Tap Report
6. Input your new Pin # twice
7. Press **Save**

Note: For the changes to be completed, Internet Connection is required to Log In for the first time