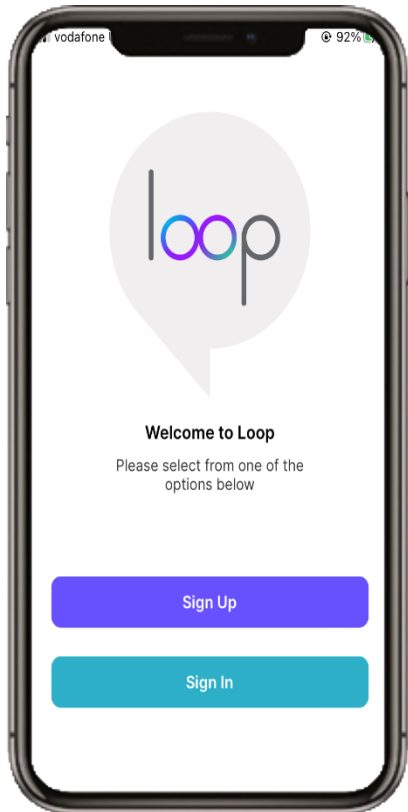


Loop – Creating your loop Account

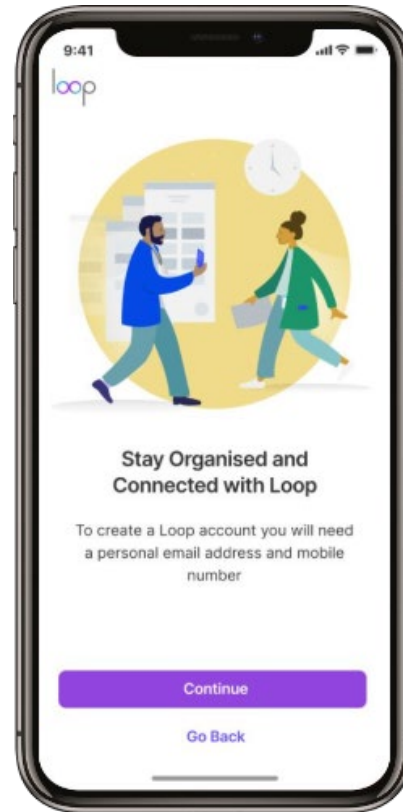
1

Download the **Loop app** from the appropriate smartphone store. The landing page screen will appear. Select **Sign Up** or **Sign In**



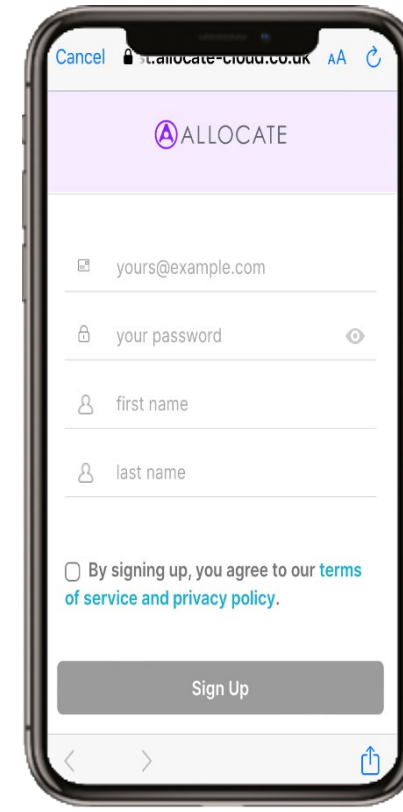
2

Make sure you have your **chosen email address** and **mobile number** to hand and select **Continue**.



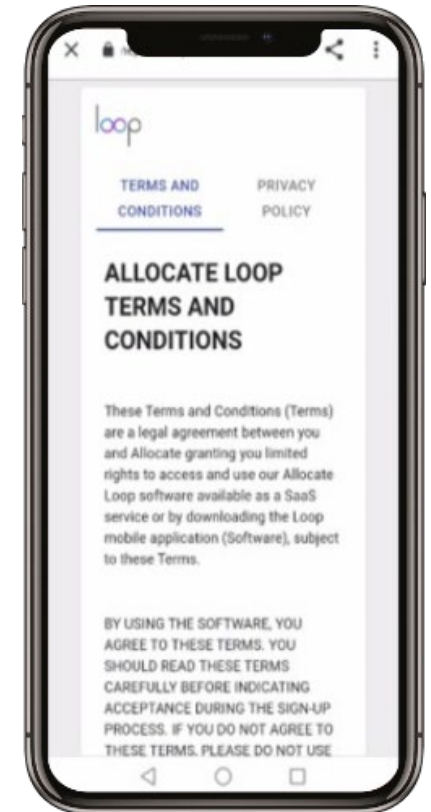
3

Enter your **Email, Password, First Name, Last Name and Phone Number**. Tap the **terms of service and privacy policy** to view and read. Tick the box to agree. The Sign Up button will be greyed out until you agree.



4

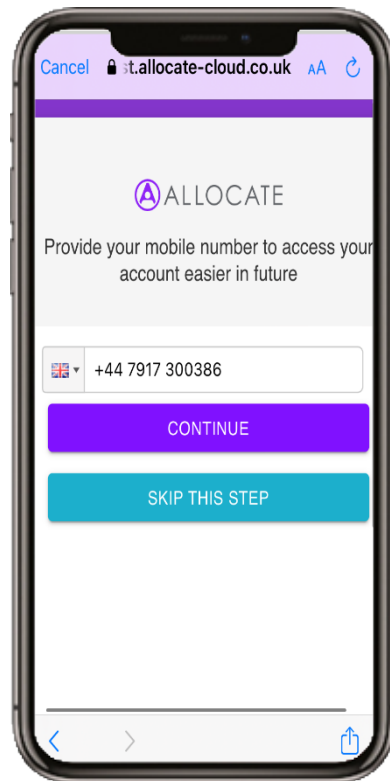
Read the Allocate Loop Terms and Conditions



Loop – Creating your loop Account

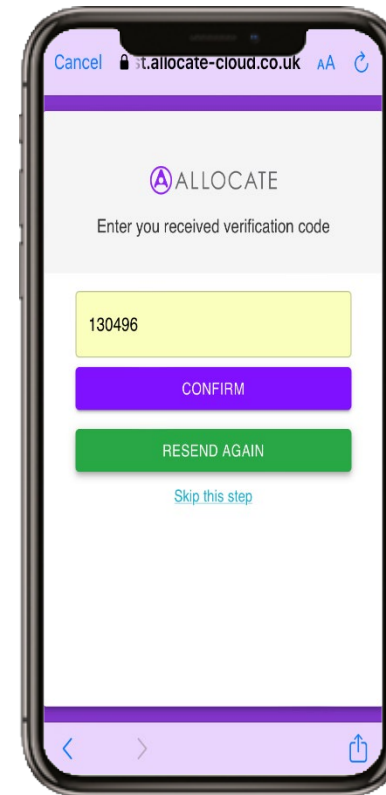
5

Once you have agreed to the Terms and Conditions, you have the option to add a **phone number** for another **Sign In** option. Enter your phone number and press **Continue** or press **Skip This Step**



6

If entered correctly, you will get a notification with a verification code. Enter the code and press **Confirm**, or **Resend Again** if the code has not been delivered.



Loop – Creating your Loop Account

7

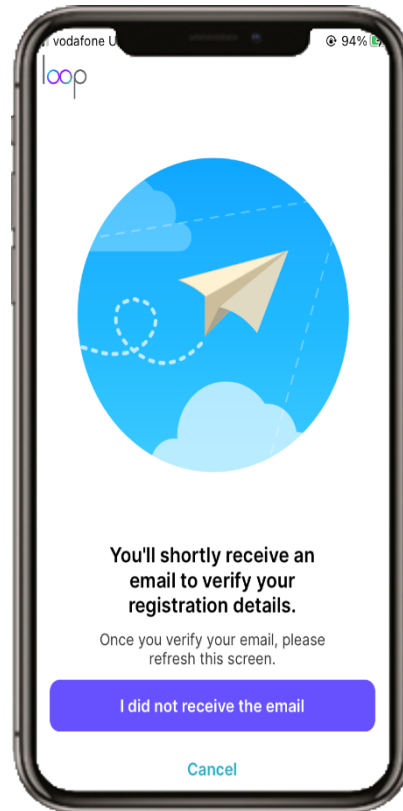
Once you have agreed to the terms, and (optionally) added a phone number, select to **Sign Up**



8

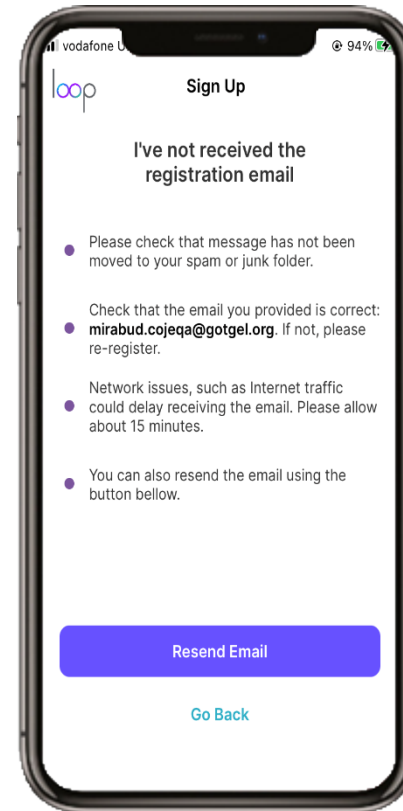
Check your email/Text message. Click the **link** in the email/text message to **verify your account**.

If you haven't received the email, select the **I did not receive the email** link at the bottom of the screen.



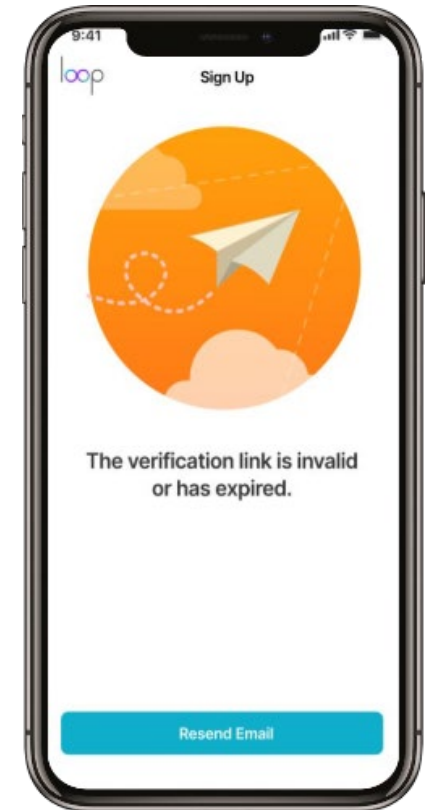
9

If you have followed all of the instructions and still not received the email, select **Resend Email** or if it has come through, select **Go Back**



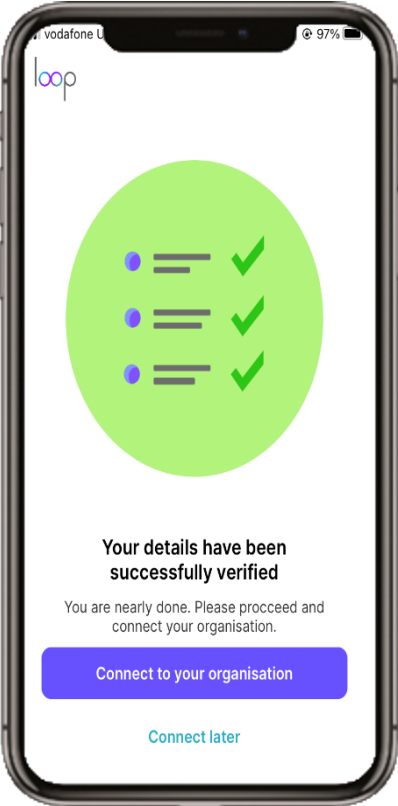
10

If the **verification link** has expired, then you will get the following message. Select **Resend Email**

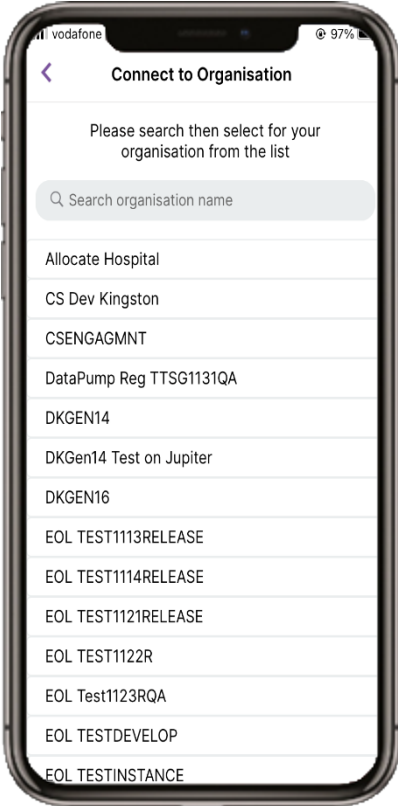


Loop – Creating your Loop Account

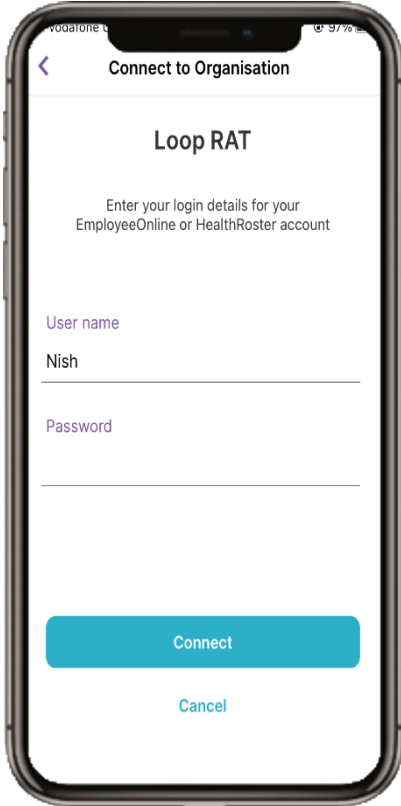
11
Once the email is verified, select
Connect to your organisation



12
Type the name of your **organisation**
in the **search** field and then select it.



13
Enter your **User name** and **Password**
for **EmployeeOnLine (EOL)**
Select **Connect** or **Cancel**



14
You are now connected to your
organisation. Select **Next**

