

Hi All,

As a commitment to improving Work Health and Safety and compliance **RMB Builders** is using a Site Management system called SignOnSite.

The SignOnSite system is designed to make the process as easy as possible for you and your team. All you need to do is download the app and sign on to a site once, then it will be automatic from then on.

Here are some quick instructions for setting up and using the system:

#### **Downloading (Apple and Android)**

1. Open up the App Store or Google Play and search for "signonsite".
2. Download - It's free!

#### **Setting Up**

1. Once the app is downloaded open it up, click "Set Up Your Account".
2. Fill out the form.

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

1. Once you're on site open up the app and click the "Site Tab" and "Find Your Site".
2. The app will search for nearby sites. Once the site you are working on appears, please select it.
3. Congratulations, you're signed on!

If you've selected Automatic Sign On in your Settings then the app will automatically sign you out approximately 5 minutes after you leave the site, and it will sign you back on when you re-enter the site.

As a Subcontractor Supervisor you also get free access to the SignOnSite system to manage your team. If you'd like access, just ask me and I can invite you.

If you have any further questions, please feel free to let me know or contact SignOnSite directly on the details below.

Email: [team@signonsite.com.au](mailto:team@signonsite.com.au)

Website: [www.signonsite.com.au](http://www.signonsite.com.au)

Support: [support.signonsite.com.au](http://support.signonsite.com.au)

Thanks,

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Director