

Employee Access Options

Several options are available for employees to access Airbo, outlined in the table below.

Channel	How It Works
E M A I L	If you have email addresses for your employees, you will load your employees’ emails into the system via a User File Load. Once Airbo launches, employees will receive an email. They simply click on a Tile in the email and can access Airbo on a mobile, tablet, or computer without a necessary log-in. The link in each email will be unique for the recipient. They will be directed to https://www.app.airbo.com/
T E X T M E S S A G E	If you have phone numbers for your employees (and are approved to communicate via the phone number), you will load your employees’ phone numbers into the system via a User File Load. Once Airbo launches, employees will receive a text message. They simply click on the Tile in the text and can access Airbo on their mobile browser with no log-in necessary. The link in each text message will be unique for the recipient. They will be directed to https://www.app.airbo.com/.
P U B L I C L I N K	If you do not have contact information for employees, you can share a Public Link with employees to access the Experience. Public links are often turned into QR codes that employees scan using their phones. When someone goes to the link on any device, they can interact with the Tiles and save their activity by entering their name and email address.
U P L O A D E D U S E R W H O A C C E S S E S V I A A P U B L I C L I N K O R Q R C O D E	Occasionally, an employee uploaded into Airbo via the User File visits Airbo via the Public Link or QR code. There are two options when this happens: 1. If Airbo can determine who they are via cookies in their browser, Airbo will automatically continue their past session and log them into their account. 2. If Airbo cannot determine who someone is when they access a QR code or link but have interacted already, they can click on a “sign-in” option. They’ll be asked to enter their email address to receive a link to access their account. a. They will receive a link in their email to create a password. b. They will click that link to create a password. c. Once they access Airbo on this device, they will be automatically logged in.
S P O U S E A C C E S S	You may allow employees to invite their dependents to Airbo using email, a great way to reach all decision-makers. Spouses and dependent partners will receive an invitation email to access Airbo.