

# Powered by Site360

We are committed to the safety and security of our team, visitors and contractors. As a part of this commitment, we request all visitors, suppliers and contractors to digitally sign in and out utilising our visitor management app, please follow the below instructions on how to download and use Site360.

## Setting Up

**STEP 1** Download the free 'Site360' app from the App or Play Store.

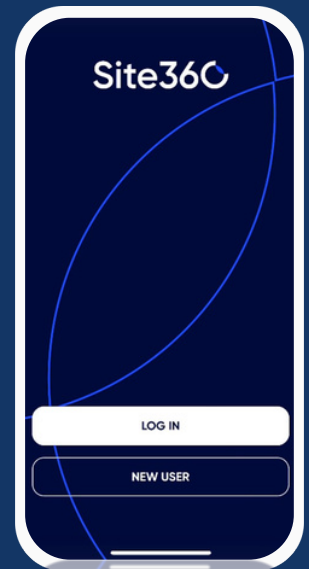


**STEP 2** Open the app. Select your preferred language and read the data promise.

**STEP 3** Tap 'New User'.

**STEP 4** Follow the steps to complete your profile. Including your details, a profile picture, your company name, accreditation details if required, and create a 4-digit PIN.

**STEP 5** Once successfully set-up, tap 'Let's Get Started' and you are ready to check into Site360.



## Checking In

**STEP 1** When you are in front of one of our sites, open the app and tap 'Check In'

**STEP 2** From the list of sites, tap on the site you want to check into

**STEP 3** Once you have read the 'Condition of Entry' and you are happy continue please tap 'continue'

**STEP 4** Select the reason for your visit & contact.

**STEP 5** You will see any current notifications and alerts, once read tap 'acknowledge'

**STEP 6** Once any notifications are acknowledged, please proceed into the site

**\*Please keep the app open or minimised while on site.**

## Checking Out

**STEP 1** Your visit is complete, tap 'Check Out'

**STEP 2** Tap 'Yes' to confirm you want to check out and now your visit has been signed out of completely

**OR**

If your app is open in the foreground or minimised in the background, simply leave the site and you will be automatically checked out once you leave the site.

## Further Info & Support

 1300 853 990