



# First Time Employee Check-In

## ***Follow these steps to gain access to The APEX (employees only)***

You must sign a waiver to utilize The APEX

- Scan the QR code below
- You will be directed to apply to join The APEX

## **Application for Access**

1. Enter your work email (e.g., j.doe@noxgroup.us)
2. Enter your full name (e.g., John Doe)
3. Take a profile photo - please ensure this is work appropriate (fully clothed, from the neck up).
4. Sign the [APEX Employee Waiver](#)
5. Click Finish once you've confirmed all your information is correct

## **Confirmation of Request for Access**

- A member of the Wellness Team will review your application, and you'll receive an email once it's approved. Please allow 1-2 business days for processing.
- Once you receive your approval email, you can add your check-in pass to your **personal phone's** Apple or Google Wallet for easy access.

*Optional:* If you add your check-in pass to Apple or Google Wallet, we recommend turning off notifications to avoid constant reminders at work. Tap the three dots in the top right, select Notifications, then choose Automatic Updates Only.

***Even if you previously had APEX access, all Nox Group employees must complete these steps as part of the new system. If you have any questions, please contact a Wellness Team member. An email with full instructions has been sent to all employees.***

