

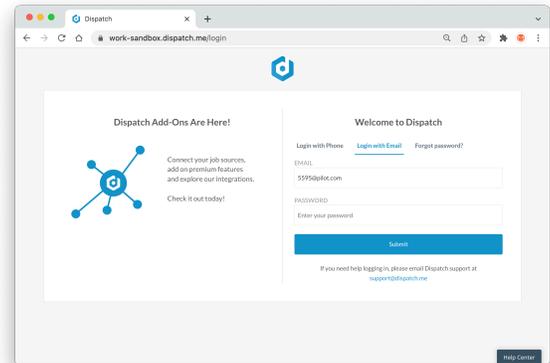
1 Visit: [Work.Dispatch.Me](https://work.dispatch.me) in a web browser

First time logging in:

Login with phone number, enter your cellphone number and then click 'Submit'

You will receive a 4-digit verification code via text message, which you then enter into Dispatch to login.

You'll do this every time, so there's no need to remember a username or password!

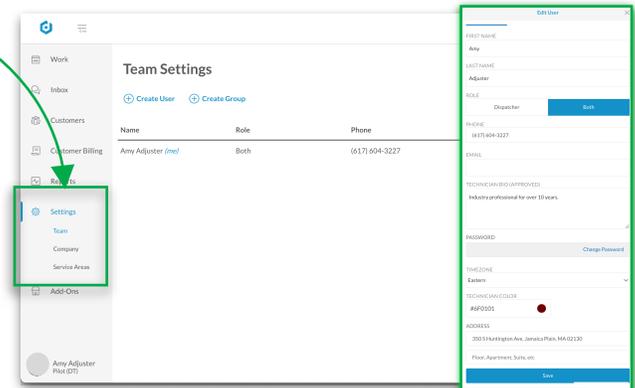


2 Initial Profile Setup

Click on Settings, then Team

Click on your name & the edit box will appear (right side)

- Add a photo, so the insured knows who to expect.
- Add a short bio for a personal touch! The insured will be able to see this.
- Select your timezone
- Click **Save**



You're all set!

You'll use your phone number to login to your mobile app, Dispatch Manager the same way.



Dispatch Manager
Productivity

Dispatch Manager app should be used to let the insured know when you're on the way to an appointment and to update the claim from the field.