**Setting Up Access to Your Workforce Portal**

You will receive an emailed invitation which contains a link that will allow you to set up your access the FormFox Workforce portal that has been established for your company. The email will be initiated from Workforce, and will be sent from the following email address: reportingservices@formfox.com, and the subject line of the email will be: "Time Sensitive Invitation to a Portal powered by FormFox". The Sending IP Address for messages sent from Workforce is: 149.72.44.166. If you do not see the email please check your spam/junk folders, or you may need to work with a member of your IT team to add this IP Address to your company's "Approved Sender" list to ensure that it is not blocked/quarantined.

Please follow the steps below to create your Workforce profile within 48 hours of receipt of this email so that the invitation doesn't expire. If your invitation does expire, please reach out to workforcesupport@crlcorp.com and the team will re-send an updated link.

1. Click on the "Activate Account" link embedded in the email. Please note you must use either Chrome or Microsoft Edge (Workforce supported browsers) when clicking the setup link, and also anytime you're accessing your Workforce portal going forward. If neither Chrome or Edge are your default browsers, please open a separate browsing session using either Chrome or Edge and copy and paste the URL that will also be included in the invitation email to ensure the pages load correctly.

2. Select "Text" as the method by which you would like to receive your Security PIN which will be sent to the phone number you provided to create your profile

3. A Security PIN will immediately be sent to your mobile phone

4. Enter the pin.

5. Create a password that you will use each time you log into the portal and be sure to remember that password for future logins. Please be sure to take note of this password for future use when logging into the portal.

6. After you've successfully completed the above steps, click the "Finish" button

7. You will be taken to the login page for your Workforce portal. Please save this URL to your favorites within either Chrome or Edge to ensure you can easily log into your Workforce portal going forward.

8. Enter your username, (email address) and your Password

9. You're now able to log in and use your Workforce portal, please contact workforcesupport@crlcorp.com for your TPA Portal Administrator for assistance.