Log into Crunchwork

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This work instruction is for Bay Building Group Trades and will demonstrate how to set up and log into Crunchwork for the first time.

A. Step by step – Log into Crunchwork

Step Instruction Desktop Image If you have been nominated by your organization as a user, you will receive an email inviting you to access the BBG Trades Portal. Select Accept Invitation at the bottom of the email. Image: Comparison of the email. Invitation at the bottom of the email. Image: Comparison of the email. Image: Comparison of the email.

(i) **Note:** By accepting this invitation you accept the terms and conditions.

2 This will open up a new page in your browser with a pop-up window.

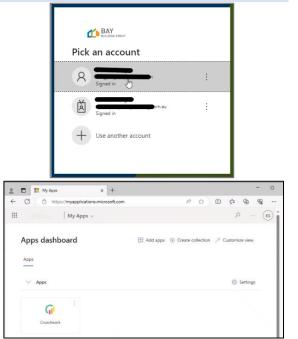
Select the account from the list on the screen.

You will only see this if you have multiple Microsoft accounts registered.

Select the account that was shared with Bay Building Group as your user email.

3 Browser will open Apps Dashboard which displays the Crunchwork App button.

No action required here.









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4 Now head to the BBG Trade Portal (bbg.unitycloud.io/login). BAY Enter your email address that was shared with Bay Sign in Building Group as your user email and select Next. Email address, phone number or Skype Can't access your account? Back Next Welcome to Bay Building Group Sign-in options 5 The webpage with the login screen will appear, select **BBG SSO**. G Select your option BBG BBG SSO codafication 6 Select Log in at bbg-production. G 7 Enter your email password and select Sign in. Microsoft Enter password 8 'Stay signed in?' Click Yes. Microsoft Stay signed in? Do this to reduce the number of times you are asked to sign in. Don't show this again 9 The Crunchwork Dashboard will display. Welcome onboard!!!







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