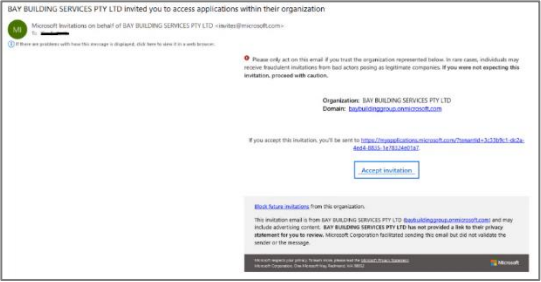


## Log into Crunchwork

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
1	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 <a href="#">Accept Invitation</a> at the bottom of the email.	

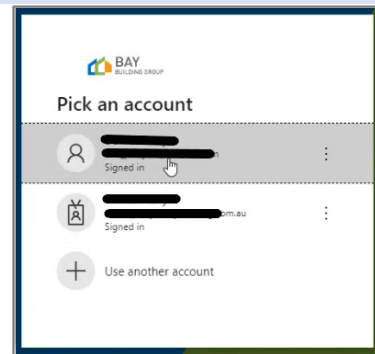
**Note:** By accepting this invitation you accept the terms and conditions.

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.

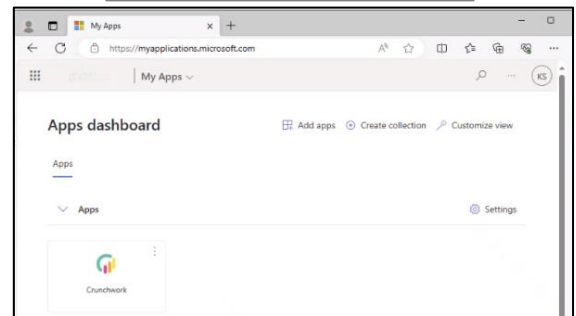
You will only see this if you have multiple Microsoft accounts registered.

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



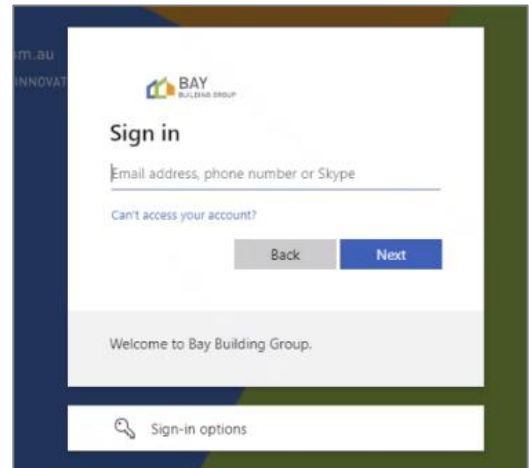
3 Browser will open Apps Dashboard which displays the Crunchwork App button.

No action required here.

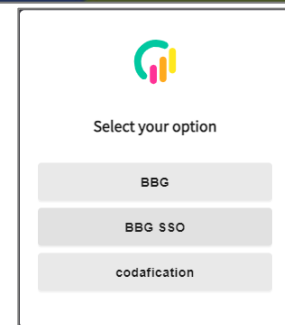


- 4 Now head to the BBG Trade Portal ([bbg.unitycloud.io/login](http://bbg.unitycloud.io/login)).

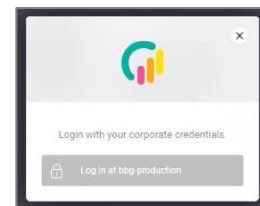
Enter your email address that was shared with Bay Building Group as your user email and select *Next*.



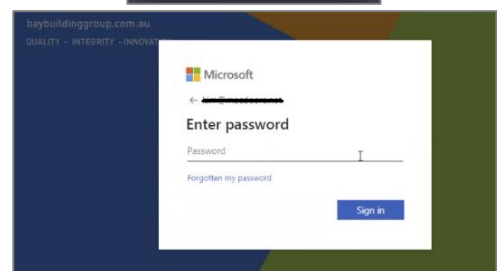
- 5 The webpage with the login screen will appear, select [BBG SSO](#).



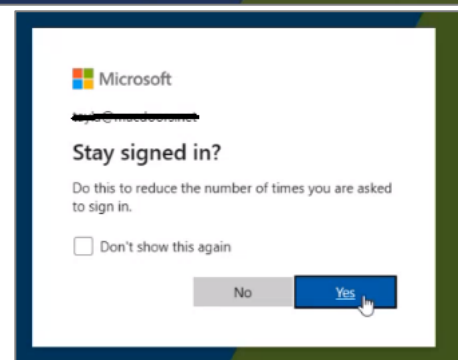
- 6 Select *Log in at bbg-production*.



- 7 Enter your email password and select *Sign in*.



- 8 'Stay signed in?' Click *Yes*.



- 9 The Crunchwork Dashboard will display. Welcome onboard!!!