



Sluice

Mobile Workflow Management

GETTING STARTED WITH SLUICE

You have received an email invitation to create a Sluice account, or you plan to use Sluice and want to install it now. If you received an invitation, follow the appropriate iOS or Android link in the email. Otherwise, search for “Sluice” in the Apple App Store (iOS) or Google Play Store (Android).

1 CREATE AN ACCOUNT

Open the app. On the Sluice Sign-in/Create Account screen, tap “*Create Account*” at the bottom of the screen.

2 USERNAME AND PASSWORD

Input your email and password. Be sure to use the email address where you normally receive work assignments. Your password must be at least eight characters in length. Tap “*Next*” to proceed.

3 CONTACT INFORMATION

On the next screen, fill out the contact information fields. Then tap “*Submit*” to create your account.

4 LINK TO A COMPANY

Now you will link your account to a company so that it can send you assignments. Tap “*Link a company*” and then select the name of the company that invited you to Sluice from the list.

5 ENTER CREDENTIALS

Type your established Vendor ID number and tap “Submit.”

6 ADD A LICENSE

Now tap “*Add a license*” to proceed to the license information screen. Enter the license information relevant to the work you will be doing in Sluice, then tap “*Submit.*” You can always add more licenses and link to more companies later in your Profile.

7 ASSIGNMENTS

Tap “*View your Tasks*” to proceed to your assignment inbox. Note that assignments you had before you created a Sluice account will not show in the inbox. **Only assignments sent to you after you created a Sluice account will be available.**