Veriforce WorkerPass
## Add Users to Your Organization

Topic Overview:

Users must be assigned to your organization for their activity to be shared with you and for your reporting purposes. This document explains how to add users in Veriforce's Veriforce WorkerPass to your organization or location. This is an administrator function and must be performed on a desktop or laptop device.

Use this link to access Veriforce's Veriforce WorkerPass: wp.veriforceone.com

Your username and password is provided to you by Veriforce. You should not be using the **Sign Up** button if you are an administrator.

Follow these steps, starting in the Navigation Menu:

1. Expand Manage Organization - Click **Users**
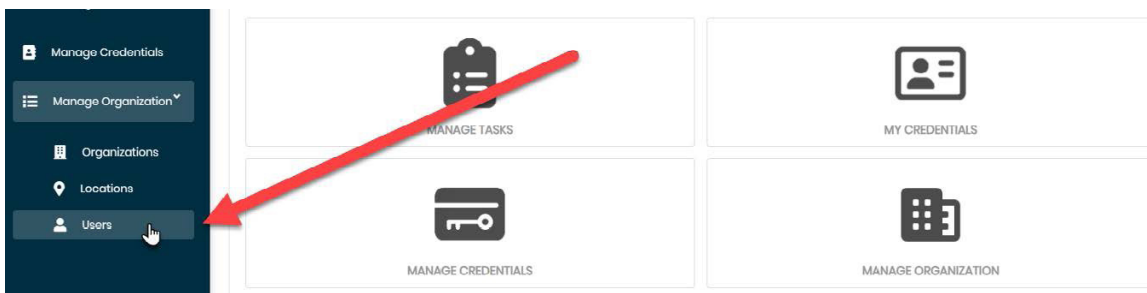
2. Select the **Organization** and **Location** using the dropdown menus.
   Note: You will be prompted to select an organization before you can continue.

3. Click the Search button to load the list of existing users for this organization and location. **Note:** This list will be empty on your first login or if you have not added any users.

4. Click the **Add new** button.

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5. Select the **Role**. This step is very important! The user role defines how the user will be able to access the WorkerPass application.

Worker - Default for all Veriforce WorkerPass users that are required to complete orientations and submit credentials for work. Only select other roles if you wish for the user to have Administrator access like yourself.

Contractor Admin - For additional administrator users to have the same access as you to see all users for your organization.

6. Enter the Email, First, and Last Name. These fields are required. Date of Birth and additional fields are optional.

7. Click the Create button, and that's it! Your new user will be added. **Note:** Click the Search button to refresh the user list and see the new user(s) added.

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Notes

First Name, Last Name, and email are the only required fields. It is strongly encouraged that Date of Birth be added. Additional data elements such as Affiliation ID (Last 4 of SSN) and name may be used for your internal reporting purposes.

After clicking the *Create* button, the system checks to see if the user already exists in GWP at your organization or not. If the user has already signed up for GWP, this process simply adds that user to your location. If the system does not find the email at all, anywhere in GWP, then this *NEW* user will immediately be sent an email with a temporary password to create their account.

You may also unlink users from your organization within the *Users* page by selecting the [...] button for the user you wish to remove, and then clicking "*x Remove User*".

If you need any assistance, or would like to mass upload your list of employees, our support team is here to help you. Please contact us at any time via email at wpsupport@veriforce.com. Please include a brief description of the issue you are experiencing and your phone number, as our support team may contact you if required.

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