## Part 1 - Resource Assist – Initial Setup Guide

You should have received an email like the below from your Requesting Partner



## Click the link and fill in required information

The Password requires 8 or more alpha numeric characters with at least one special character, e.g., !] #? @

	- And a second	
Company	RA - Wire Guard	
Jsername/Email	rademo2@rostermonster.com	
Name	Resource Assist	
Choose A Password *	1	
Re-Enter Password *		
ecurity Question *	Please Select	T
Answer *		
	1.105 102 1	
	Login	
iecurity Question *	Please Solect	

Connections

Accept the Utility Connection

1. Click on "Connections" in the top red bar.

Edit Crew in Crew Manager?	L†	Show Utility Crew 11 Name?	Actions 11
yes		yes	accept reject

## **Incoming Requests**

Incoming Requests

2. Select 'accept' in the Actions Column on the far right of the page.

3. Change the 'The Edit Crew in Crew Manger?' and 'Show Utility Crew Name?' to 'yes' for Utilities to manage crews that you provide.

## The next step is to Upload your Employees, Vehicles, and Equipment into the Contractor Portal.

The specific steps are in the "Part 2 - Resource Assist - Adding Resources Guide" document.