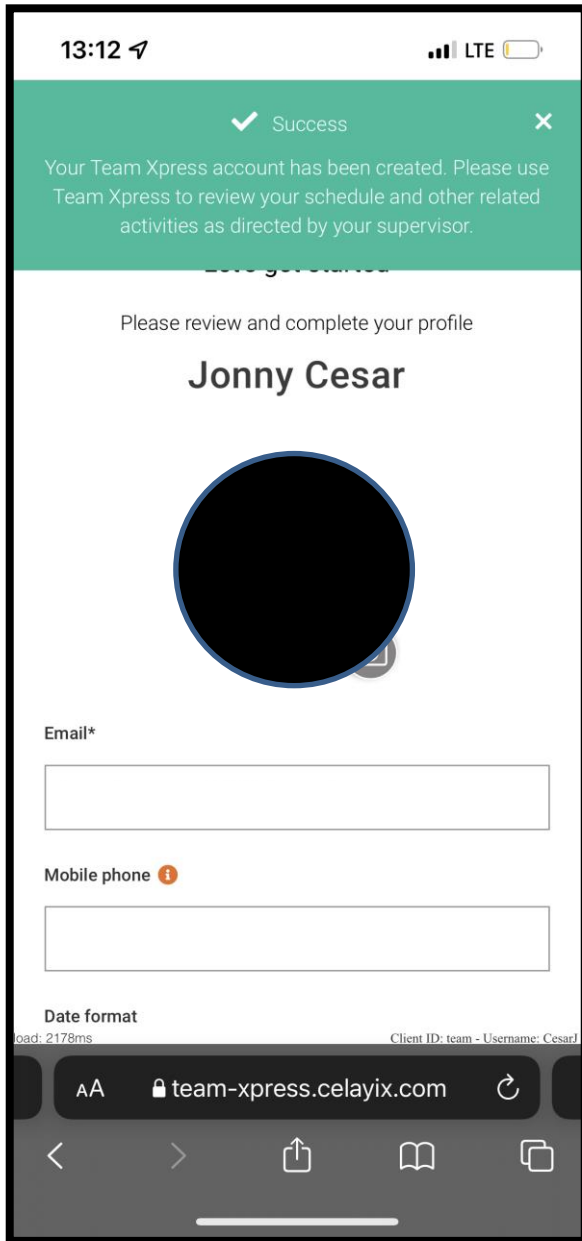
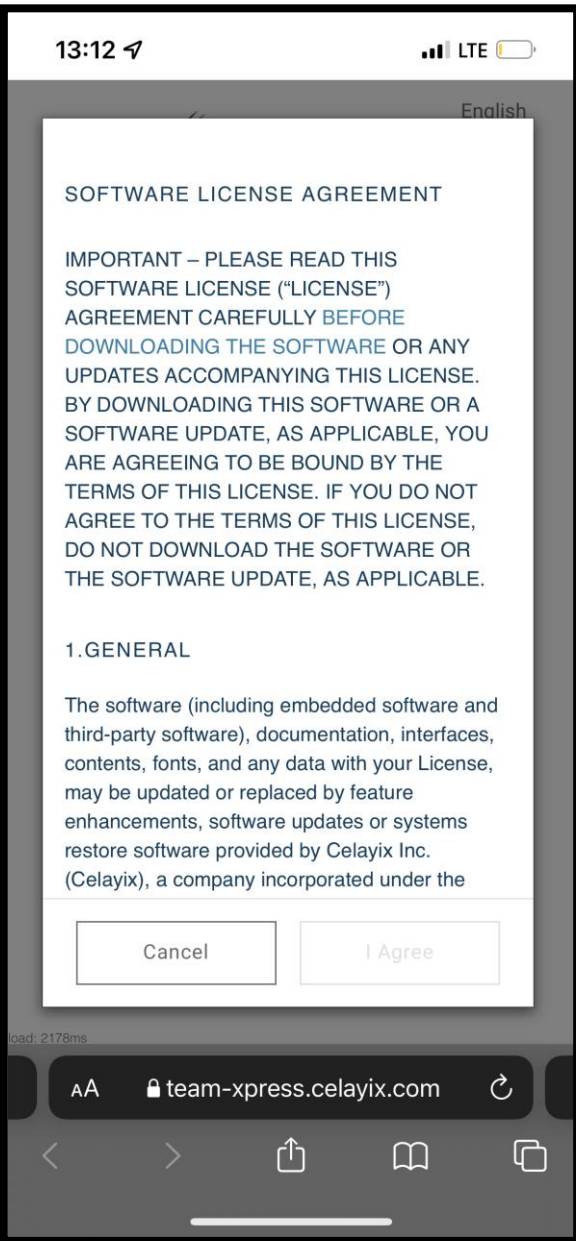


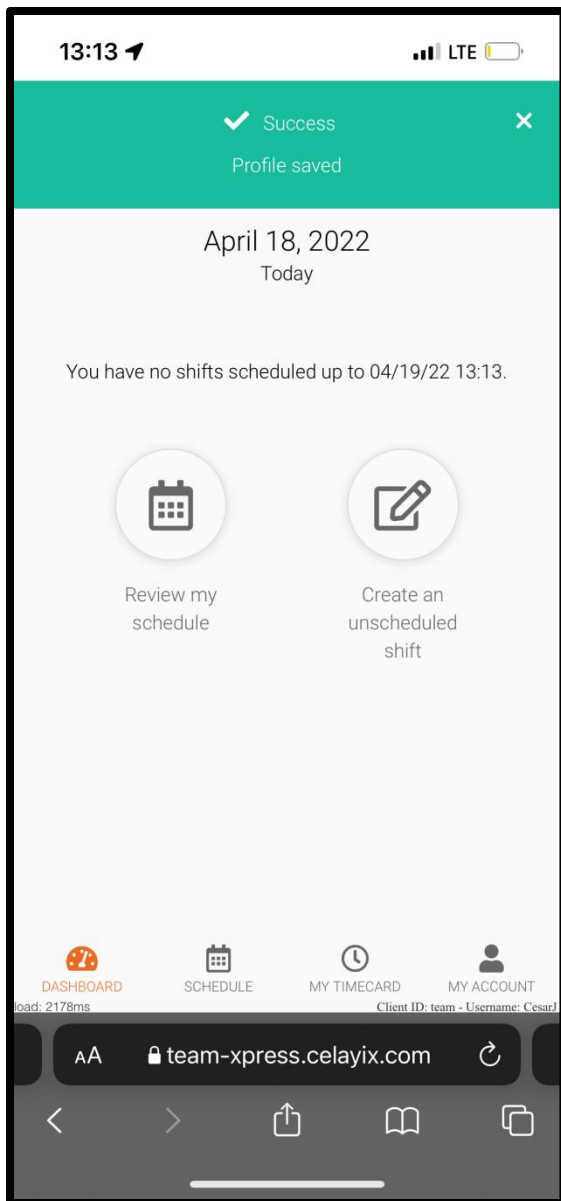
- Open your email
- You will receive an email from Celayix to the email provided during your Guard Card class.
- Press on "Accept Invite"
- This will bring you to the next page.

- When asked for "Client ID" you will input "TEAM".
- Then you will type in your email address same one you provided during your Guard card class.
- Now you will create a unique password.
- Make sure when creating your password that it is 8 characters in length.
- Once you complete the above steps, move onto the next page.



- You will then be taken to a page similar to the image on the left.
- Read through the "Software License Agreement"
- Once you reach the bottom a new button to continue will appear.

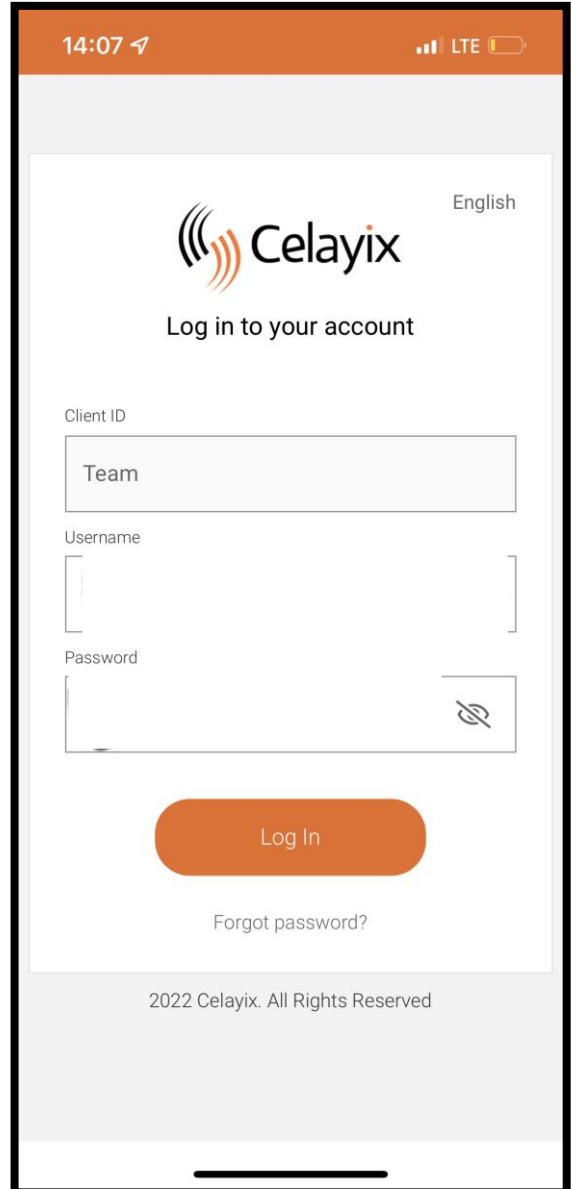
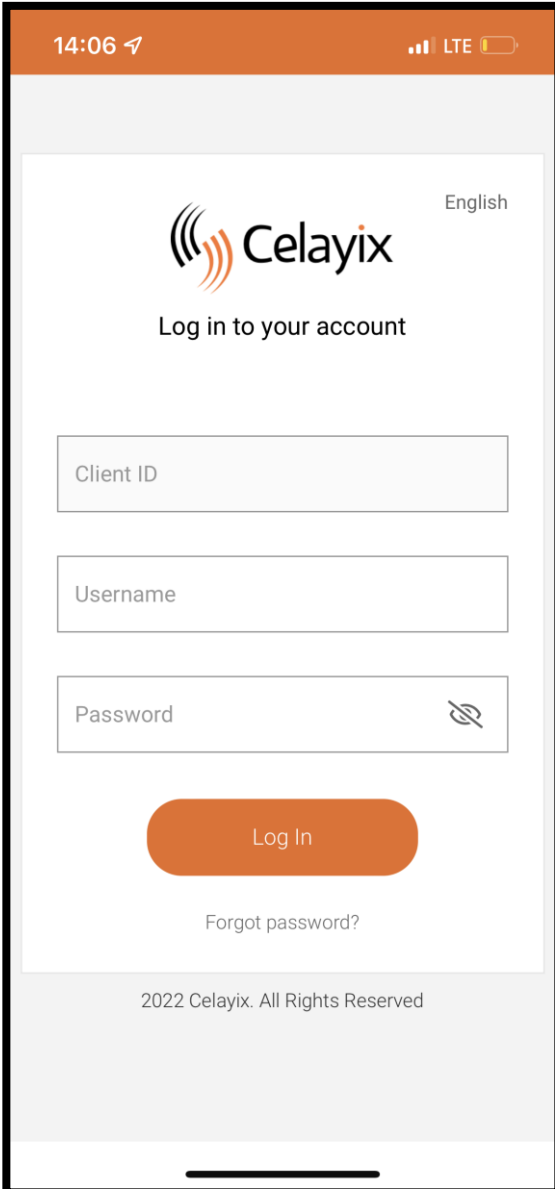
- Now you will confirm the details of your profile and attach an appropriate image to your profile.
- After review the details and making necessary changes, you will complete your profile.
- Once you have completed these steps move on to the next page.



- Now that you have created your profile, your phone or computer should display a screen similar to the image above.
- Once you are here any shifts that need to be confirmed will be located in schedule.

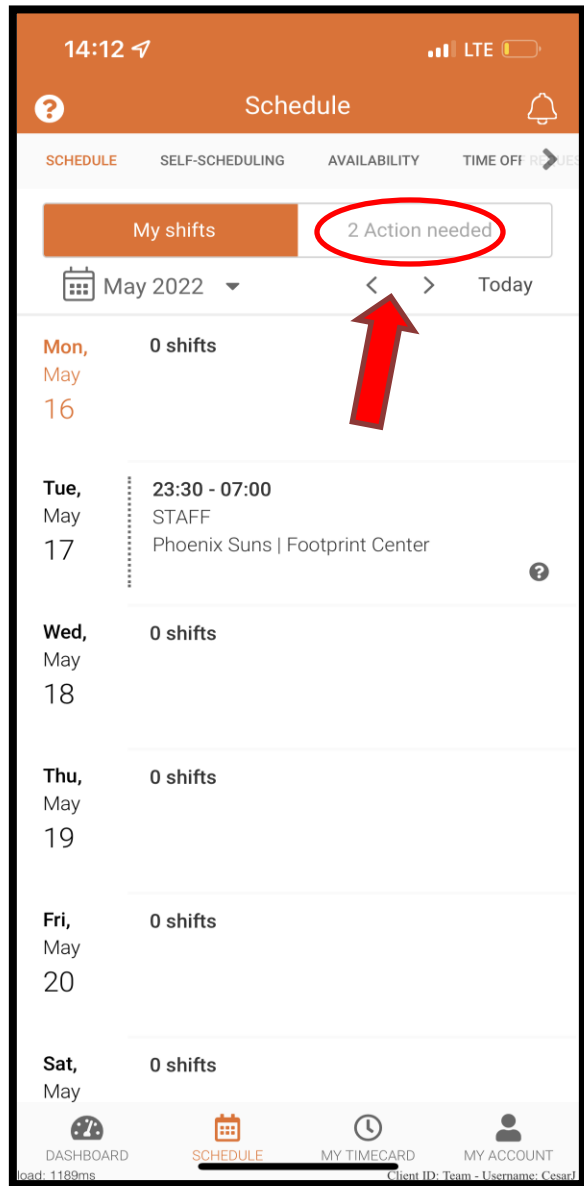
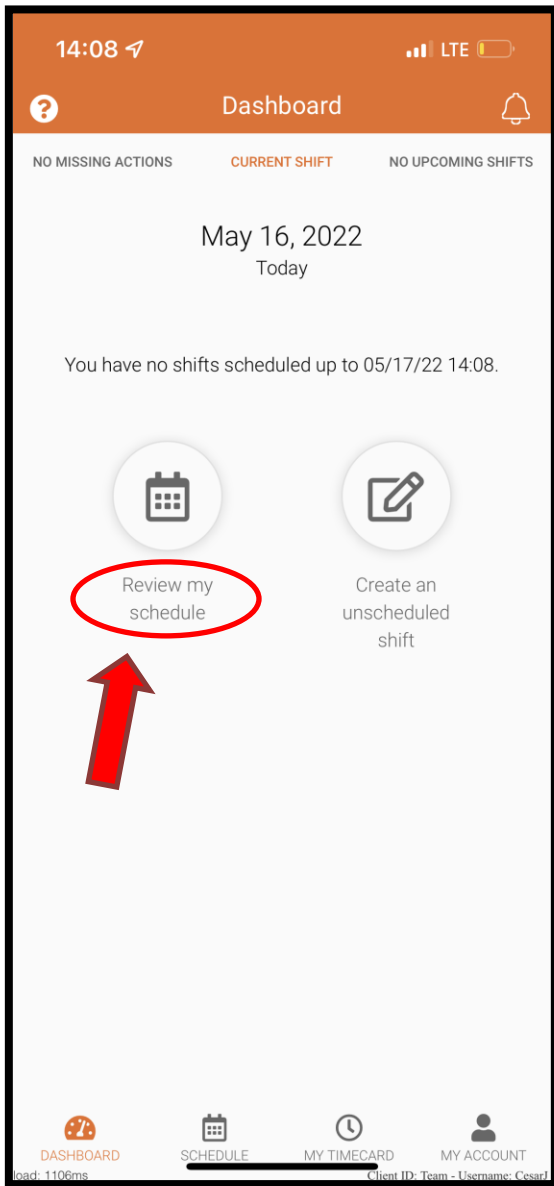
It's your responsibility to confirm your shifts

- The image above shows the application to download on your phone you can find this in Apple store as well as Google Play store.
- Team Xpress will be your new clock in and clock out system
- If you do not have access to a smart device email Hr@team-security.com



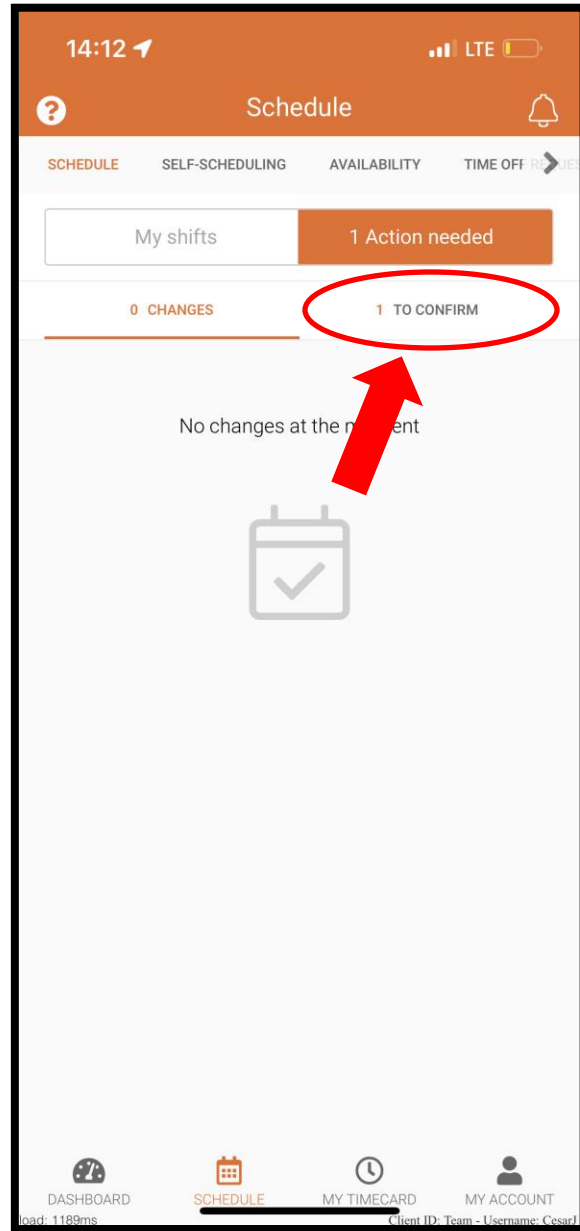
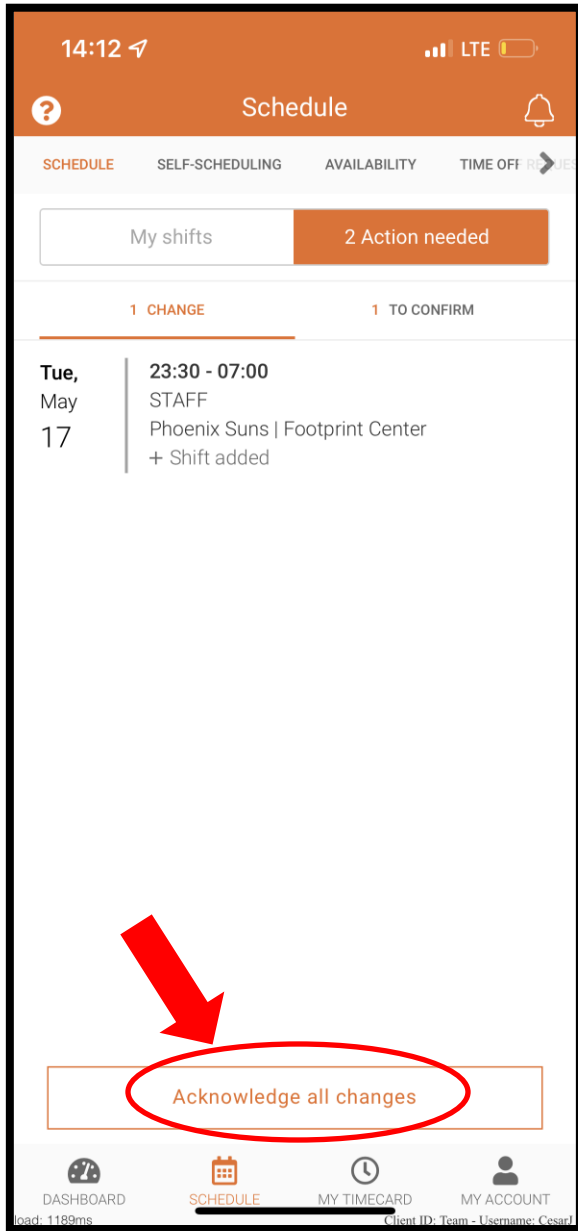
- Once the App is downloaded and you open Team Xpress you will have a screen similar to the screenshot above.

- Client I.D = TEAM
- Username = Username from Celayix email when setting up account.
- Password = Unique password "you create when setting up your account"



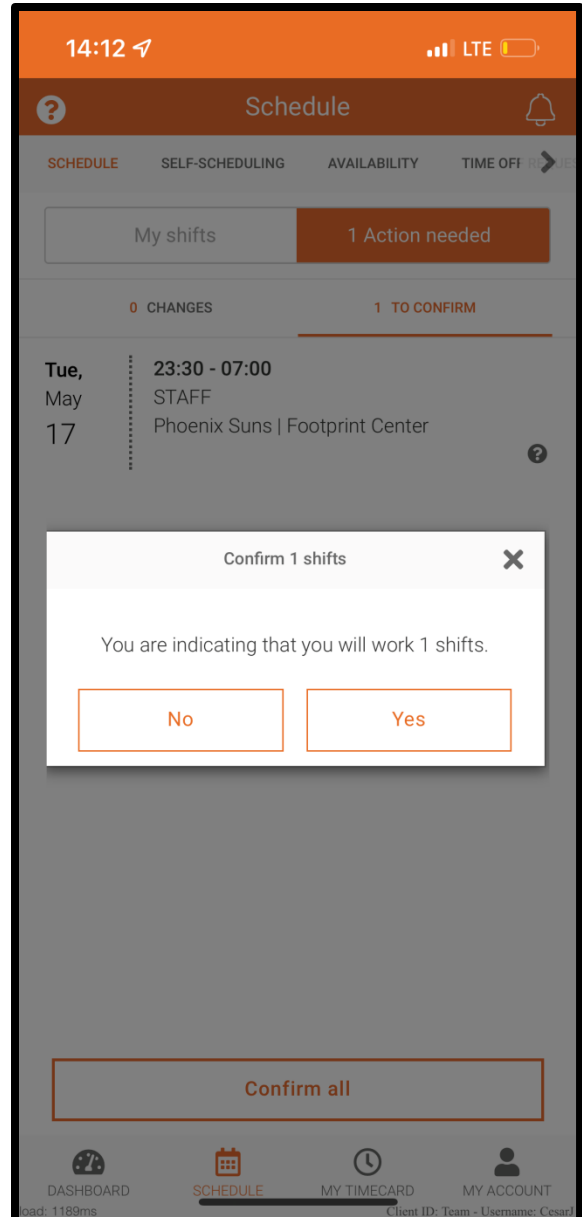
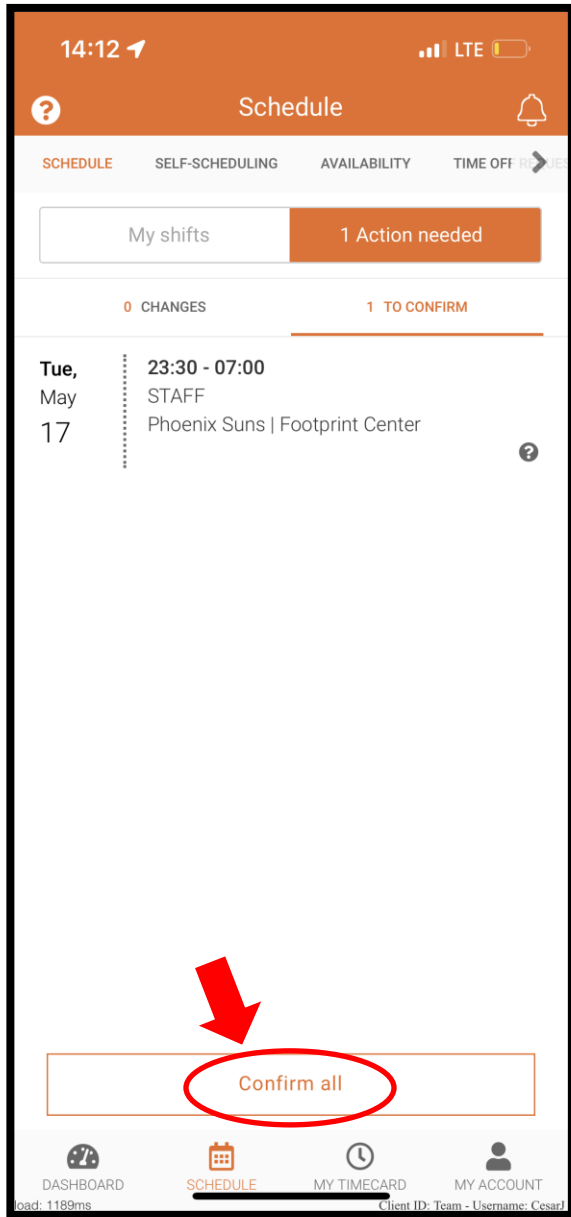
- Screenshot above is the screen you will see when logging into you "Team Xpress"
- Once you speak with a scheduler by calling "480-829-8326" you will open Team Xpress and click on "Review my Schedule"

- Your screen should display a similar screen as the screenshot above.
- Once you are on this Screen Click on "Action needed" as screenshot above shows.



- Once you arrive to this page you will then look through the shifts you were scheduled with the scheduler.
- Then once you review each shift (verifying date, time, location) you will click on "Acknowledge all changes" button.

- Now once your shift changes are confirmed.
- You must click on the "To confirm" Tab.



- Then you will click on "Confirm all" button. This will add the shift to your schedule and you will have access to the site information.

- The system will ask you to indicate that you are accepting the shift.
- Make sure prior to pressing the "Yes" button that you have reviewed for any mistakes in your shifts.
- If you notice any discrepancies in your schedule contact the schedulers at "480-829-8326"



- Once you have Completed all of the above steps, press on the “My shifts” button to view your complete schedule.
If you have any questions email the front office at Reception@team-security.com
- Make sure to include any specifics regarding your question/concerns.