



Downloading and Registering for theEMPLOYEEapp in 3 Simple Steps – Public App

The County of Riverside has recently launched a mobile app to communicate with you through your iPhone, iPad or Android and any other mobile device. Through the County of Riverside Employee Mobile App you will receive important information and County news pushed instantaneously and directly to you that will be accessible anytime and anywhere.

You are only a few steps away from having the County of Riverside Employee Mobile App on your mobile device. We encourage you to opt-in to receive push notifications so that you will receive an alert when new content is added to the app, ensuring that you are always up-to-date.

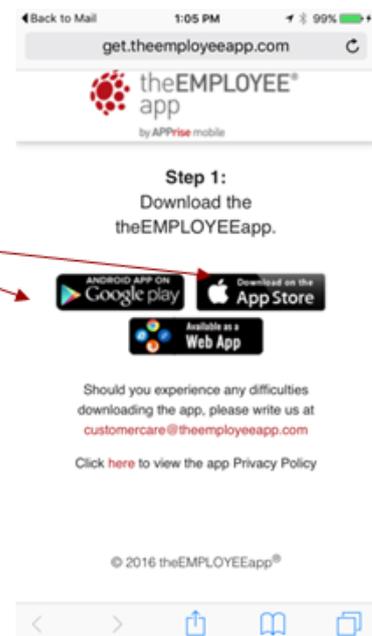
To get started, follow the simple instructions below:

STEP 1: Prior to downloading, check that you have a strong cellular or Wi-Fi connection. To begin the download process, click on the link below from your mobile device or type in the link into a mobile web browser:

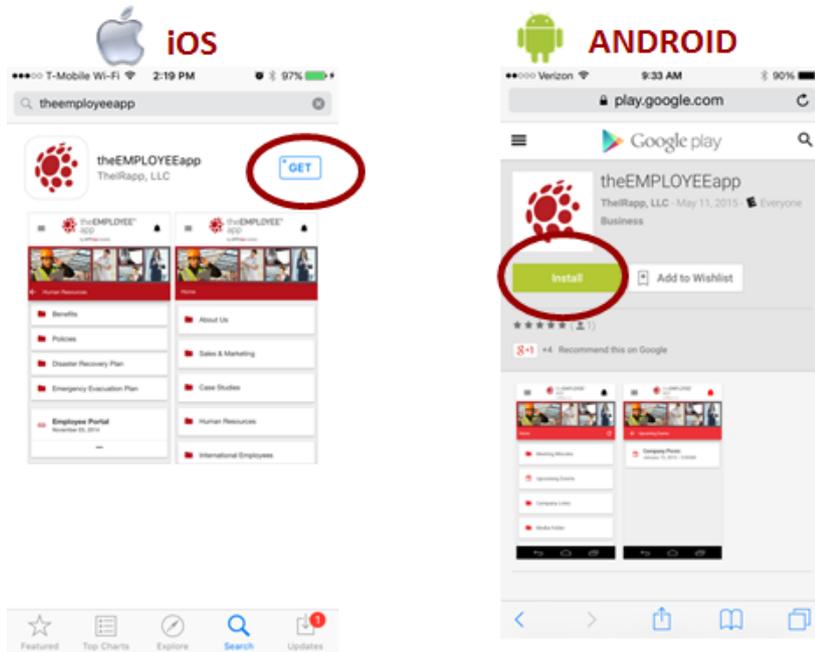
<http://get.theemployeeapp.com/riverside/>

Completing Step 1 will launch the window pictured below.

Click on the appropriate App Store button based on the device you are using.

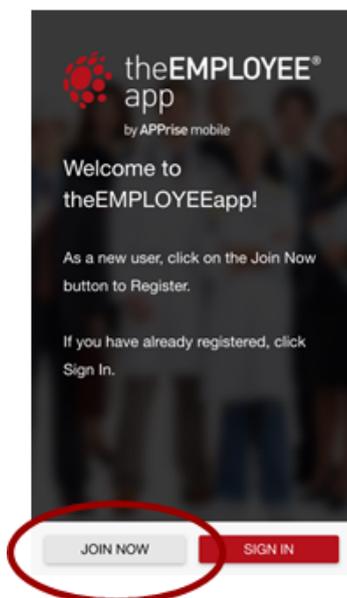


STEP 2: Click 'Install' to begin the download process.



STEP 3: The app will now appear on your device. Click on the app button to open the app and follow the in-app instructions to begin the registration process.

STEP 3(a): As a new user, select 'JOIN NOW'



STEP 3(b): Enter your First and Last Name



Please note that you will only have to register for the County of Riverside app the first time it is downloaded.

STEP 3(c): Enter any email address (it does not have to be your company email address) and a password. REMEMBER THIS EMAIL AND PASSWORD. YOU WILL USE THIS TO INSTALL YOUR EMPLOYEE APP ON ADDITIONAL DEVICES AND IF YOU NEED TO LOGIN AGAIN IN THE FUTURE.

Registration Step 2:

To register, enter any email address and a password. You will then be able to log on to your employee app from any device.

Email

Password

- Must be at least 8 characters
- Must contain at least 1 capital letter
- Must contain one digit 0-9
- Must contain at least one special character (!,@,#,\$,%^,&*,',-)

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STEP 3(d): Enter your Unique Employee ID, which is your County of Riverside Employee ID

Registration Step 3:

You are almost done! Enter your Unique Identifier. Your company will tell you what this is. Letters are case sensitive.

Employee ID

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CONGRATULATIONS – YOU'RE IN!

We hope you find your new employee app useful and informative. If you have any issues downloading or accessing the app, please contact Communications@RC-HR.com We look forward to staying connected!