

## Important changes to your signing in process

Please read this notification carefully as it relates to how your payments are processed.

Royal Mail have made some **important changes** to help make your signing in process easier than ever.

### What has changed?

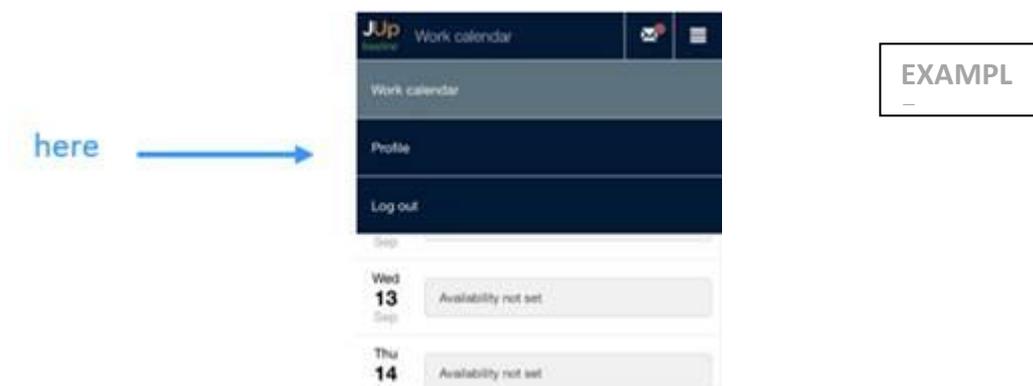
Royal Mail are extending their digital signing in process across certain sites, replacing any manual records. We have identified that this will apply to your working location.

### How do I sign in?

Upon your arrival to site, you will find a QR code reader. Simply scan your QR code when you arrive and when you leave.

### How do I find my QR code?

1. Click 'Profile' on your Joined Up screen via mobile browser.



2. To access your QR code, scroll down and select 'QR Code' or click your 'JoinedUp ID' from the options below



3. View and scan your QR code



**How to ensure you are paid correctly.**

1. You **must** have accepted your shift on Joined UP
2. You **must** scan your QR code via the console available on site. Speak to a manager if you don't know where to find this.
3. You **must** scan in/out as soon as you arrive/leave for your allocated shift
4. You **must** speak to a manager if you are unable to scan in/out