



# Houlihan & Co

## Chime App Onboarding Manual



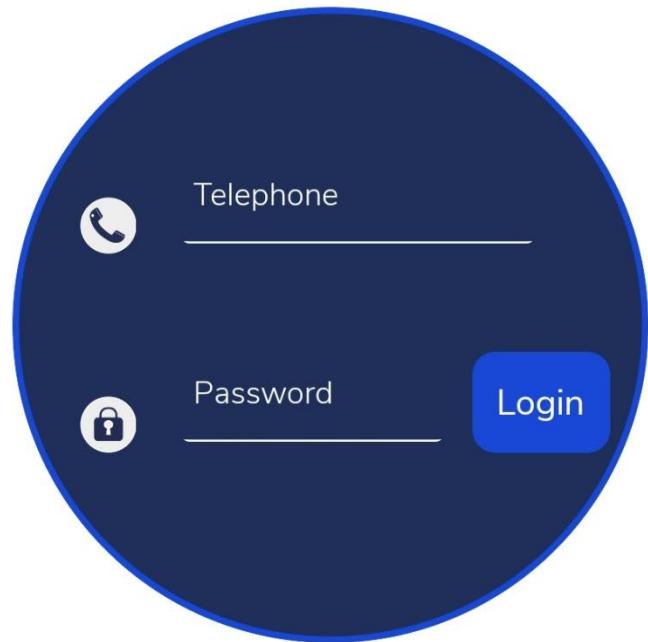
**Step 1.** You will receive a text message from ChimeNow, in this text message you will see a 6-digit password that you need to make a note of, once done click the link to download the Chime App to your phone.

Your Houlihan Chime  
password is 524845,  
click  
[https://chimelite.app  
.link/nkVg90VLg7](https://chimelite.app.link/nkVg90VLg7) to  
install the app



**Step 2.** Open the Chime App once installed, you will need to enter your mobile telephone number and the 6-digit password you made a note of earlier into the password field, once both details are entered press the Login button.

# Chime



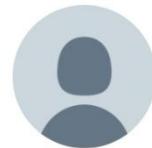


**Step 3.** You are now logged in to the Chime App and will see a box/tab called Enhanced Onboarding, press this to start supply your details and completing the induction animation process.

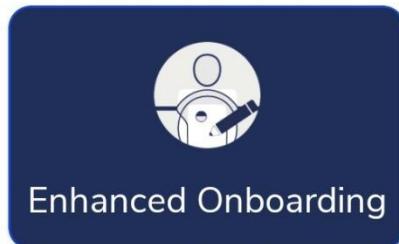


Welcome, Maven Knight

Maven Support Services  
Groundworker



You are currently signed out





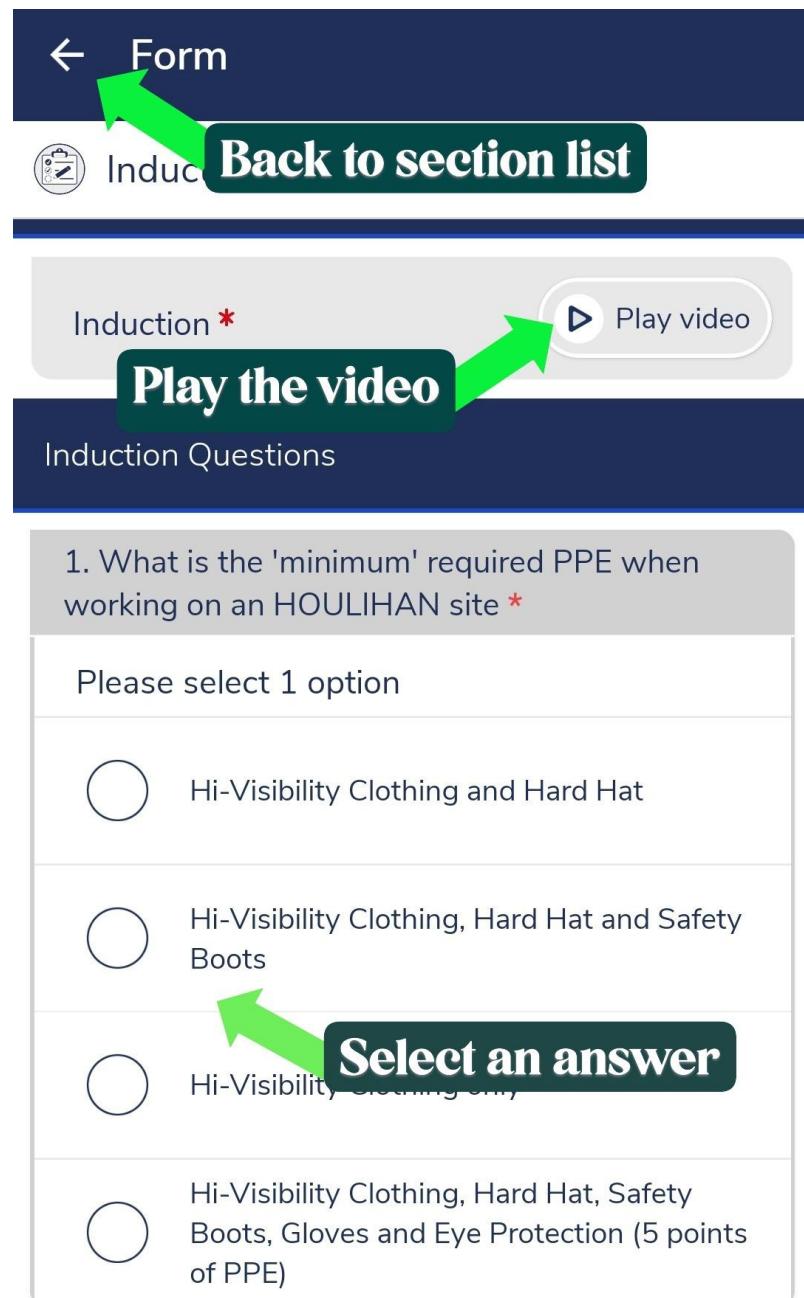
**Step 4.** You will now see a list of sections you need to complete to get registered to work, please work your way down the list filling out all details required for each section.

← Welcome

Refresh all Steps

	Registration Welcome - Must Read!	Not started	<input checked="" type="checkbox"/>
	Selfie	Not started	<input checked="" type="checkbox"/>
	Contact details	Not started	<input checked="" type="checkbox"/>
	Email address	Not started	<input checked="" type="checkbox"/>
	Nationality	Not started	<input checked="" type="checkbox"/>

**Step 5.** Once you come to the Induction section you will be asked to play an animated video, please pay close attention to the information within the video, once it has finished you will be asked 11 questions, if you fail to answer them correctly you will be required to watch the video again.



← Form

Induction  Back to section list

Induction \*

Play the video  Play video

Induction Questions

1. What is the 'minimum' required PPE when working on an HOULIHAN site \*

Please select 1 option

Hi-Visibility Clothing and Hard Hat

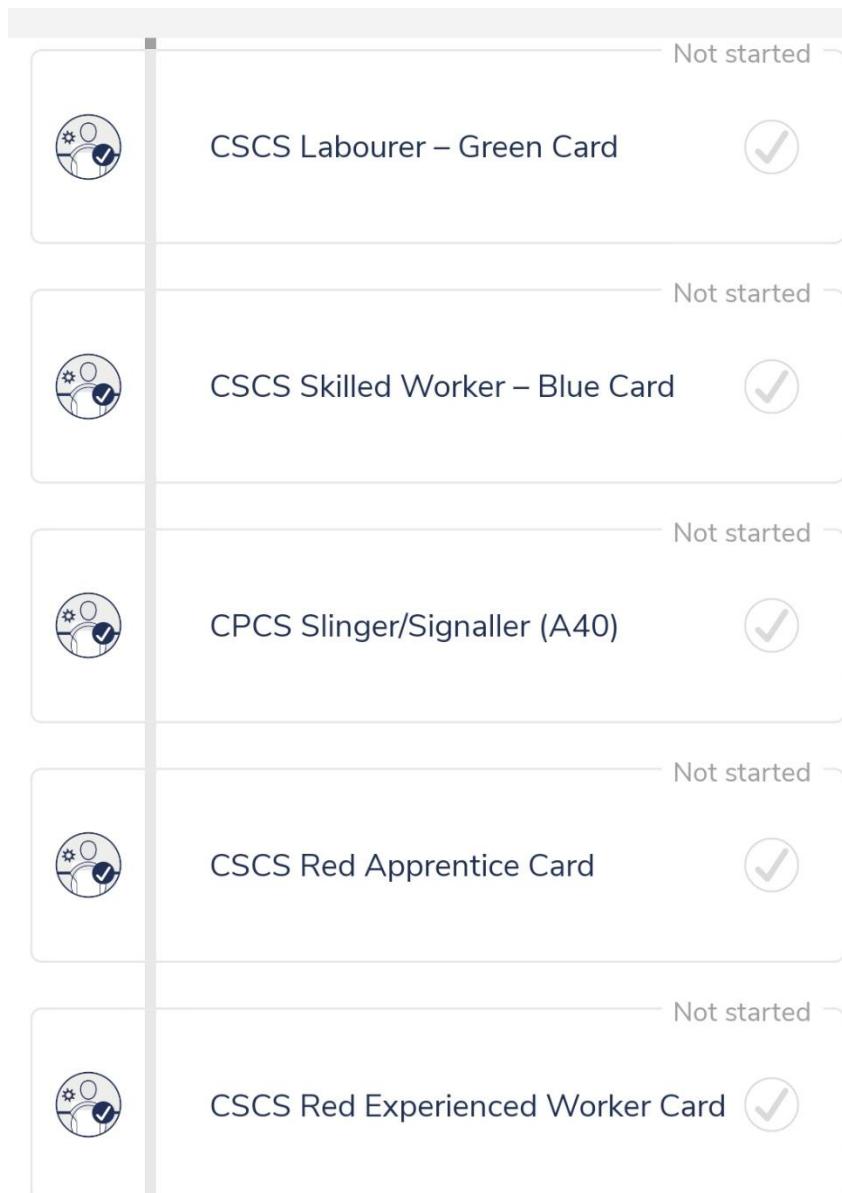
Hi-Visibility Clothing, Hard Hat and Safety Boots

Hi-Visibility Clothing, Hard Hat, Safety Boots, Gloves and Eye Protection (5 points of PPE)

Hi-Visibility Clothing, Hard Hat, Safety Boots, Gloves and Eye Protection (5 points of PPE)

Select an answer

**Step 6.** In the last section you will need to supply details of 1 qualification card CSCS, CPCs, NPORS, NRSW, you will see a list like the one below, pick the option that has the highest-ranking qualification card you own and enter the details accordingly.



Once completed press the green Complete Registration button at the bottom, this completes your onboarding to the App.

**First visit to the work site.** When you first arrive at the work site, open the Chime App, you need to press the sign in button when you first arrive at work, when you have finished for the day you need to press the Sign out button, this will control your timesheet and how many hours you are paid.

You will be required to take a selfie photo to verify your identity against your work profile picture.

Press the sign in option to start on this work site, this must be done when you arrive to activate that days' timesheet and show you are on site for fire regulations.



**Sign In**

When you are leaving site, press the Sign Out button to leave, you must sign out or you risk being deducted wages.



**Sign Out**