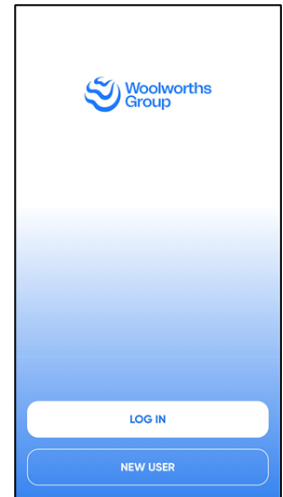


Woolworths Group is committed to the safety and security of our team, visitors and contractors. As a part of this commitment, we request all visitors, suppliers and contractors to digitally sign in and out utilising our visitor management App, please follow below instructions on how to download and use

Thank you for participating.

## SETTING UP

**STEP 1** Download the free 'Woolworths Group Visitor app from the App or Play Store.



**STEP 2** Open the app. Select your preferred language and read the data promise.

**STEP 3** Tap 'New User'.

**STEP 4** Follow the steps to complete your profile. Including your details, a profile picture, safety induction details, and create a 4-digit PIN.

**STEP 5** Once you are successfully set-up, tap 'Let's Get Started' and you are ready to check into a site!

## CHECKING IN

**STEP 1** When you are in front of one of our sites, open the app on the main screen and tap 'Check In'

**STEP 2** From the list of Woolworths Group sites, tap on the site you want to check into

**STEP 3** Once you have read the 'Condition of Entry' and you are happy continue please tap 'continue'

**STEP 4** Select the reason for your visit & who you will be engaging most while on site

**STEP 5** Proceed to the service counter and show your mobile screen to our service the team. They will provide you with a dated visitor sticker, place it on yourself and if you are happy to continue tap 'continue'

**STEP 6** You will see any current notifications and alerts, once read tap 'acknowledge' on the notification before proceeding

**STEP 7** Once all the notifications are read, please proceed into the site, remember to please keep the app open or minimised while on site.

## CHECKING OUT – 2 Ways

**STEP 1** Your visit is complete, tap 'Check Out' on the main screen

**STEP 2** Tap 'Yes' to confirm you want to check out and now your visit has been signed out of completely.

**STEP 3** Please dispose of your visitor sticker in one of the bins at the front of the site before leaving.

## OR

If your app is open in the foreground or minimised in the background, simply leave the site and you will be automatically checked out once you leave the site.

For more information or support please contact our visitation partner:

support@site360.io - 1300 853 990