Once you have received your emailed invite from your team administrator, click on that link to register.

You will use that same email address and password you typed in to log into this management portal and the mobile application.

After registering or logging in, look to the far upper right of your screen you will notice a bell. If a red dot appears on that bell, you have a notification or announcement waiting for you. Simply click on the bell to view notifications and click on the announcement tab to view the announcements you may have.

Also in the upper right of your screen you will see a circle with a blank profile picture inside of it. Click on it to view your administrative **Profile**, **Subscribe** and **Company** links. If you have multiple companies set up, you can also switch between them in this menu by clicking on their name.

1. Under **Profile** you can change the profile photo and contact information. On the left you will see navigation for Companies and Security.
   - In **Companies** you can view your company information that you belong to.
   - From the **Security** link you can update your password to the SMM@pp system. Confirm your current password and enter the new password twice and click on "Update" to make the change complete.
2. Under **Subscribe** and **Company** you will be directed to the subscription page where you can see the other Agents in your team.
3. **Logout** will take your out of the SMM@pp system.

Next, you will want to get your default **Room Items** set to make it quick and easy to select them in your mobile app.

1. In the top navigation click on **Room Items** This will bring you to the section where you can fill out all default room items that will appear in your SMM@pp Mobile application. Click on the **+ New Room Item** to the left to add an item and the hours to assign to it and then click "Save" to use it in your mobile application.

Finally, create your first **Estimate**

1. In the Navigation click on **Estimates** to view your estimate dashboard.
2. To create a new estimate, click on **+ New Estimate**
3. Select your Agent that will fill out the estimate on the mobile application. Continue to fill out Physical, Billing and Moving address. To quickly copy information, use the "same as" links next to the titles of that section. For Example, to copy the Physical address information to the Billing information, click on "Physical" to the right of Billing Address.
4. Upload an image to help your Agent. This could be a location image or anything to help identify it. This is not required.

5. Click Save to finish.

Once your Company and Agents are set up and you have your first Estimate started, download the mobile application.
- Android - https://play.google.com/store/apps/details?id=com.movemanager&hl=en
- Apple iOS - https://itunes.apple.com/us/app/smm-pp/id1203791221?mt=8