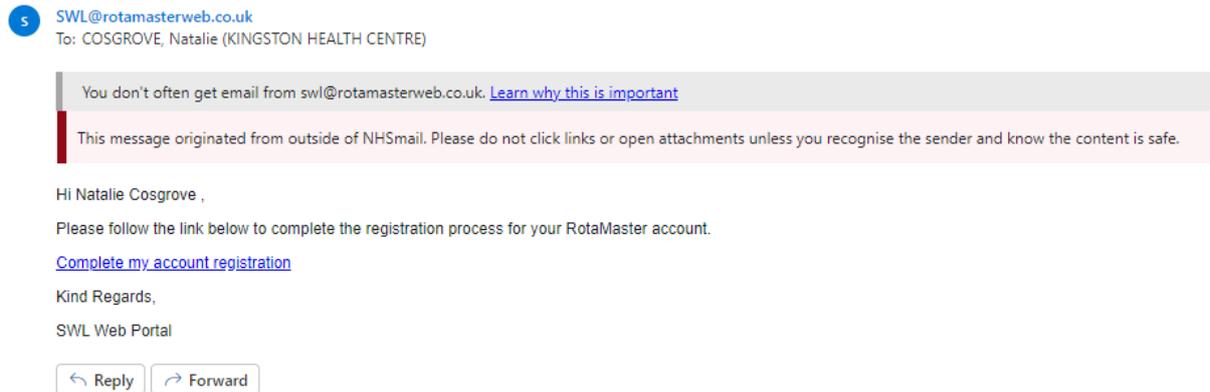


GUIDE: NEW USER SET UP

You will receive the following email asking you to register:



Clicking the link will take you to your company's NetMaster site where you can register your details:

SWL Web Portal

User registration

Register with NetMaster by creating your unique username and password below

WARNING! Caps lock is ON.

Username

Password

ConfirmPassword

Password must be between 8 and 16 characters long, contain an uppercase letter, a lowercase letter, a number and one of the following special characters #?!@\$%^&*~

Once you have entered a username and password of your own choice pressing 'Register' will create your NetMaster account. **PLEASE NOTE THESE LOGIN DETAILS DOWN.**

When you login for the first time, it will prompt you to create a 'Document Password'. **PLEASE NOTE THIS PASSWORD DOWN.** This will be needed to open your timesheet/invoice.

Document Password

This password will be used to access any documents sent to you or uploaded to your web portal from RotaMaster

Password must be between 8 and 16 characters long, contain an uppercase letter, a lowercase letter, a number and one of the following special characters #?!@\$%^&*.-

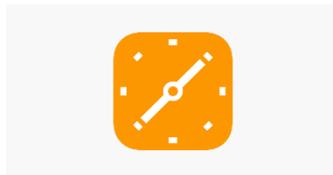
🔒 Password

Cancel
Submit

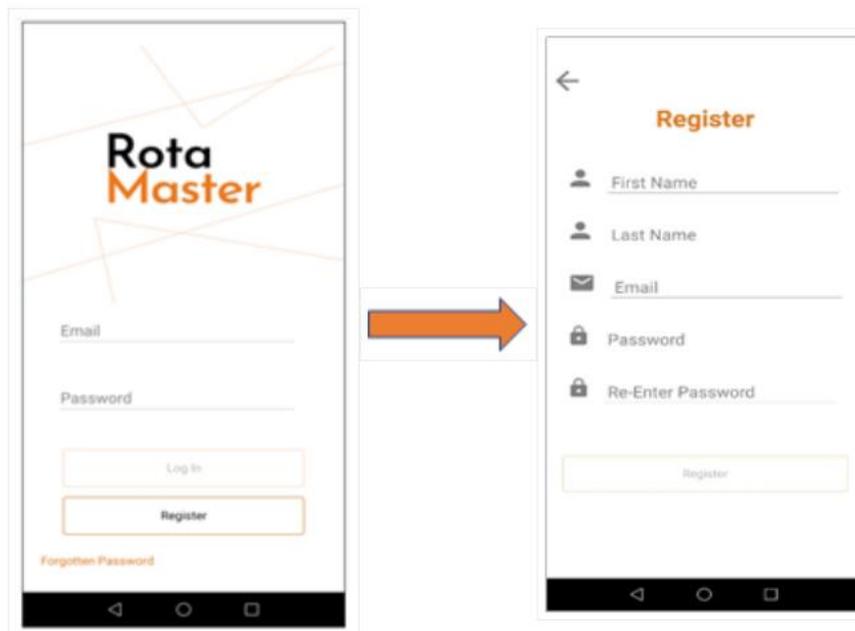
Downloading the App

Before you can use the app, you will need to download it from either Google Play Store (for android phones/tablets) or the Apple App Store (for iPhones/iPads)

Go to the Play Store/App Store – search for RotaMaster icon (below) and click Install.



You should now see the same icon on your mobile device, tap the icon to open the app.



If this is your first time using the App you will need to register your details.



To do this tap Register and enter your details (your password doesn't have to be the same as your NetMaster password) then tap Register again.

You will be directed to a screen asking you for a verification code.

This code will have been sent to the email address you registered to use the App with. It is also available on your portal home screen.



Enter the code and press and press Log In.

Please be aware this code is case sensitive.

