

Create an Account on the GrapeTree App

Your first time accessing the app, you will be need to create an account. This account will be separate from your Workforce Portal account, but you will need to use the same email address and phone number that are associated with your Workforce Portal account for verification purposes.

Account Creation Steps

1. Tap the "Create an Account" button on the log in page.
2. On the next screen, enter your name, the **email address and phone number tied to your Workforce Portal account**, create a password to use for the app, and then tap the "Create Account" button.
3. The next screen will let you know that you have been sent an email to confirm your account.
4. Check your email and tap the "Confirm Your Account" button in the email. If you cannot find the email in your inbox, check your spam folder for an email from "GrapeTree App."
5. A success message will show with a button to log in.
6. Log in to your account using the credentials you set up.

