

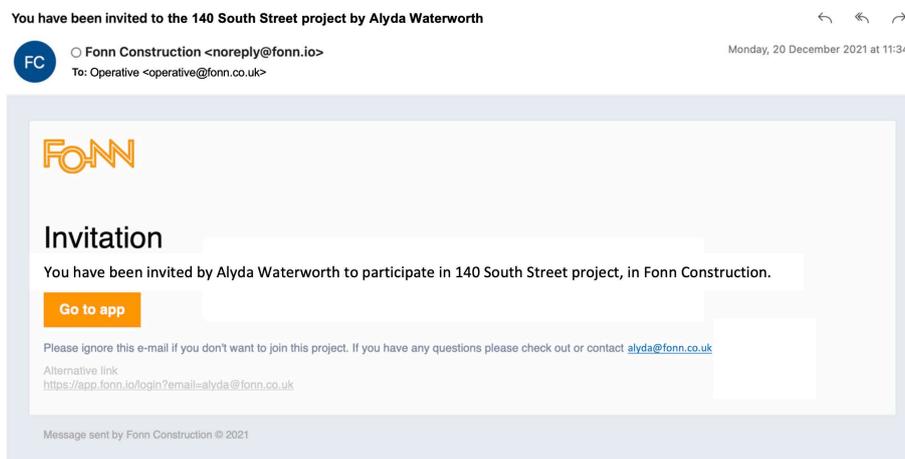


Getting started with Fonn

Creating your Fonn account & joining a new project

You will receive an email invitation to participate in a project on Fonn

1. Click the 'Go to app' button > This will take you to a registration screen to create your user



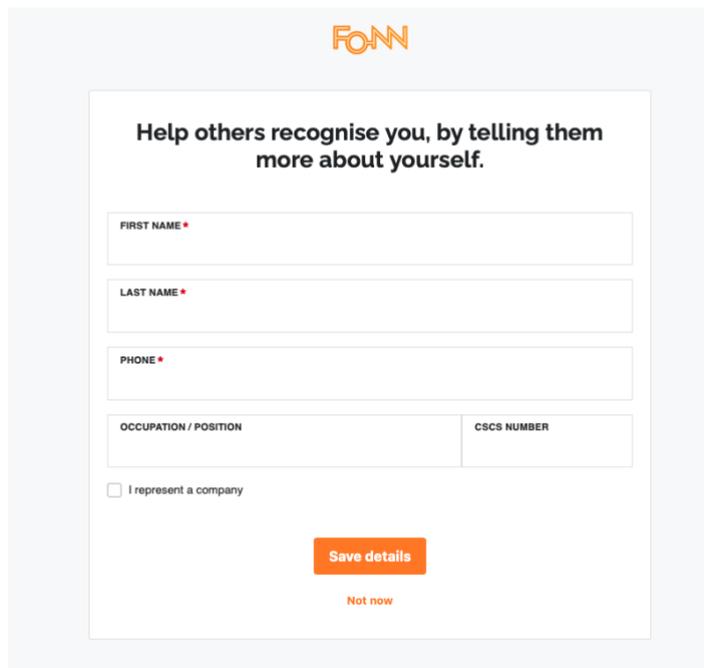
2. On the registration screen, your email address will automatically be populated based on the invitation, simply type in your chosen password, then click 'Create User'

3. Next a screen will appear for you to enter a little more information about yourself, then click 'Save details'



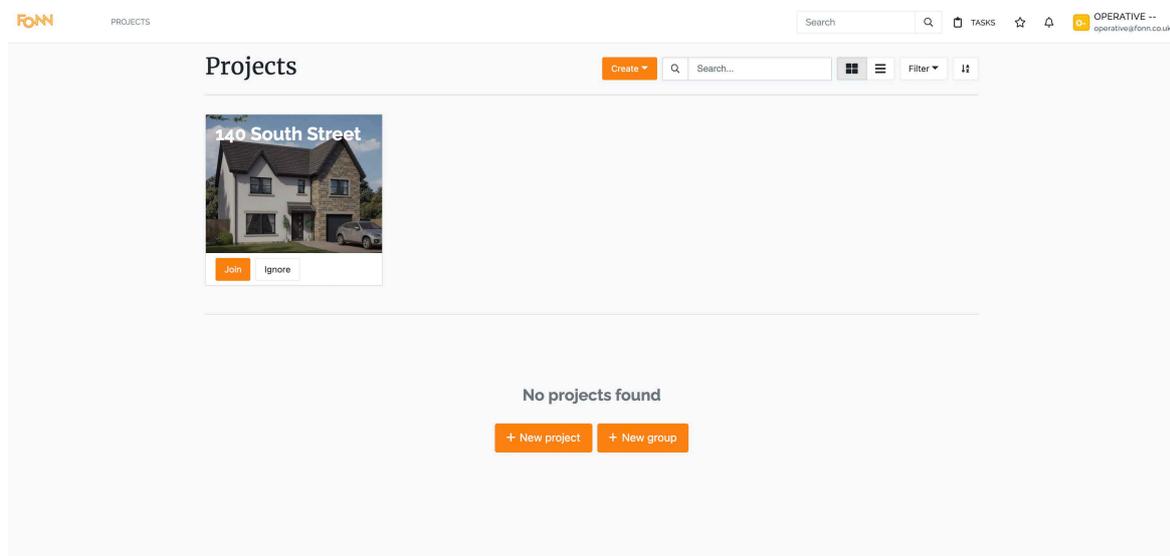
Important!

- Only fields with a red asterisk * are required
- Do **not** tick the 'I represent a Company' option



4. Your account has now been created and you shall be directed to your new home screen. This will be an overview of all projects you are a member of.

5. If you have any pending invitations, you will see it at the top of your view. To accept the invitation, simply click the 'Join' button.



6. You are now a member of this project!

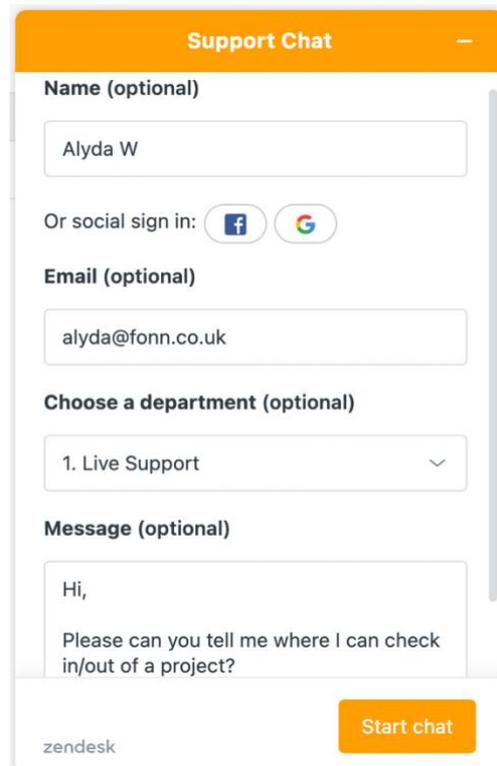
Need Help / Support

If you need help or have a question regarding Fonn, you can get in touch through the following:

1. 24/7 Chat



You can click the Chat icon on any screen whilst using Fonn on the web browser. Simply fill out a few details like below > then click 'Start Chat' > a member of support will then assist you as necessary.

A screenshot of a mobile web browser form titled "Support Chat". The form has an orange header bar with the title and a close button. It contains several input fields: "Name (optional)" with the text "Alyda W"; "Or social sign in:" with Facebook and Google icons; "Email (optional)" with the text "alyda@fonn.co.uk"; "Choose a department (optional)" with a dropdown menu showing "1. Live Support"; and "Message (optional)" with the text "Hi, Please can you tell me where I can check in/out of a project?". At the bottom left is the "zendesk" logo, and at the bottom right is an orange "Start chat" button.

Support Chat

Name (optional)

Alyda W

Or social sign in:  

Email (optional)

alyda@fonn.co.uk

Choose a department (optional)

1. Live Support

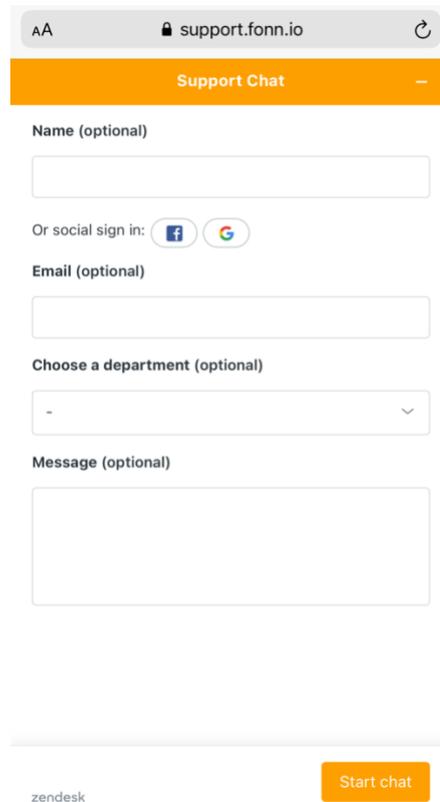
Message (optional)

Hi,
Please can you tell me where I can check in/out of a project?

zendesk **Start chat**

For help via the app:

1. Click the  icon
2. Select 'Help'
3. Click the  icon
4. Fill out the chat information as above



AA support.fonn.io

Support Chat

Name (optional)

Or social sign in:  

Email (optional)

Choose a department (optional)

-

Message (optional)

zendesk Start chat

2. Email

E-mail: support@fonn.co.uk

3. Freephone

Fonn Support UK: +44 (0)800 520 016