

Welcome to PM4+ solutions site

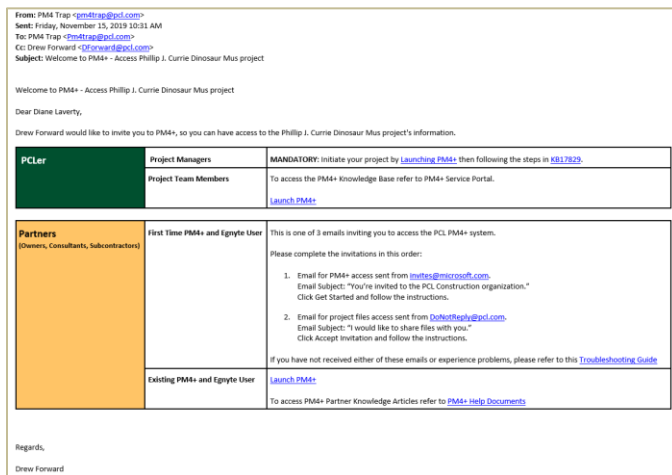
This document has been created to help guide you through the process of accessing your project site within PCL’s PM4+ solutions site.

Onboarding

The onboarding process begins when the PCL Project Manager invites you to the site. If you are new to PM4+ and PCL you may receive one or more of the emails detailed below. If possible, work through the emails in the order listed.

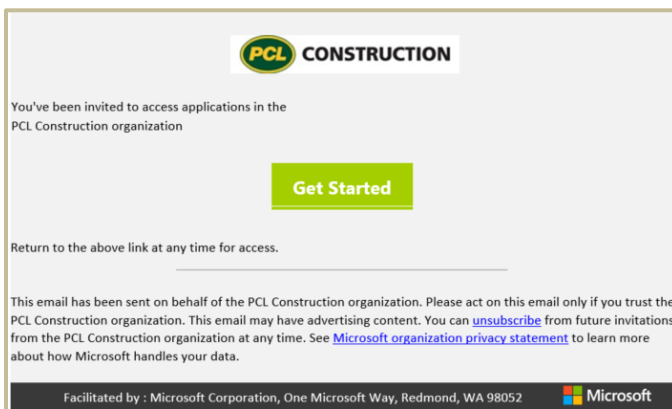
Welcome email from PCL

The Welcome email from PCL advises you to expect emails from Microsoft and Egnyte and includes a link to a troubleshooting guide, if you fail to receive them. Included in the email as well, is a link to the project and where to find onboarding resources for navigating and executing tasks in PM4+. If you fail to receive the PCL Welcome email the PCL Project Manager can request a resend from PM4+.



Invitation from Microsoft (sender email: invitations@microsoft.com)

When you receive this email, you must click the ‘Get Started’ button located in the message. This action redirects you to the Microsoft account page where you are prompted to create a password for your login or to enter your password for your existing Microsoft account**. If you are the first person from your company to enter the project site, you will be prompted to accept PCL’s internet services agreement before you can access any project or take any actions in the system.

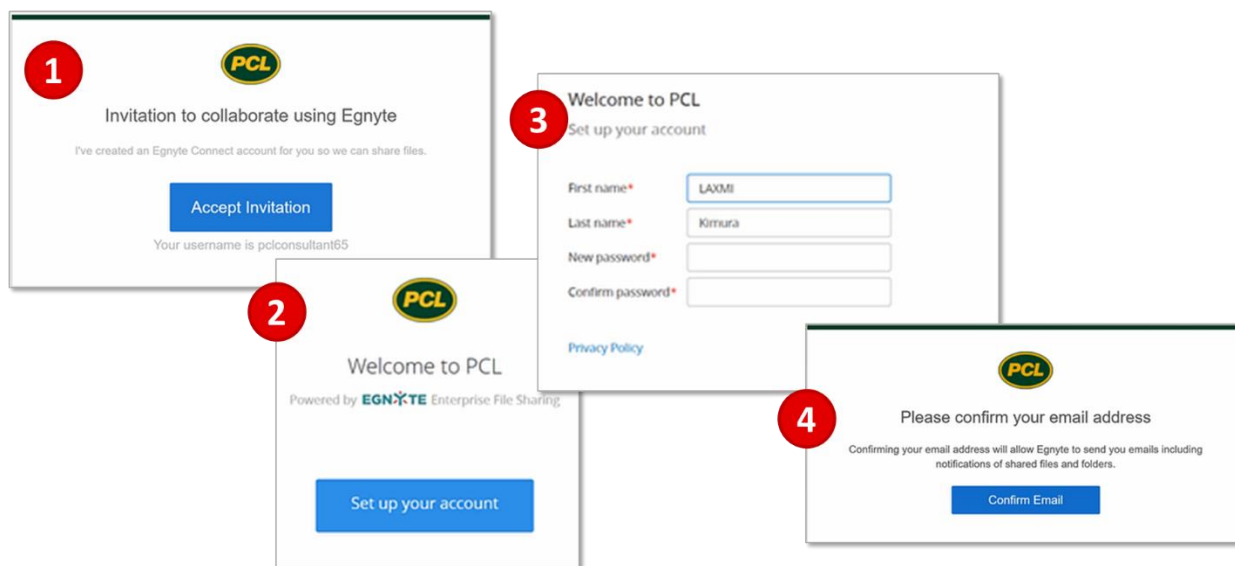


Invitation from Egnyte (sender email: invite@pcl.egnyte.com)

When you click the 'Accept invitation' link in the email, the system redirects you to the 'Set up your account' dialog page.

All four fields in the dialog are mandatory, as indicated by the asterisk. You are required to input first name, last name, new password and confirm password before the account is created.

Next, the Egnyte page opens advising you that an email has been sent requesting confirmation of the email address used to set up your account. By clicking the Confirm Email button your account setup is completed.



Troubleshooting tips

If you do not receive the Microsoft or Egnyte invitation email within a day of receiving the Welcome email from PCL, please check your spam or junk folder before you contact the PCL Project Manager to have the invitation emails re-sent. For more troubleshooting tips and PM4+ help documents see [PCL.com/Tools & Reference](https://www.pcl.com/Tools%20&%20Reference) – **PM4+ Partners – Accessing PM4+ Troubleshooting Guide.**

If you have an existing Microsoft account linked to your work email address, you bypass the account creation step. Microsoft recognizes this email account and only prompts you to enter your password. Enter the **work email/password combination that you normally use. You do not need to create a new password.

The link for PM4+ will always bring you to your project site and you may want to bookmark this link for future reference.