LOOP MOBILE

ADD NEW ORGANISATION
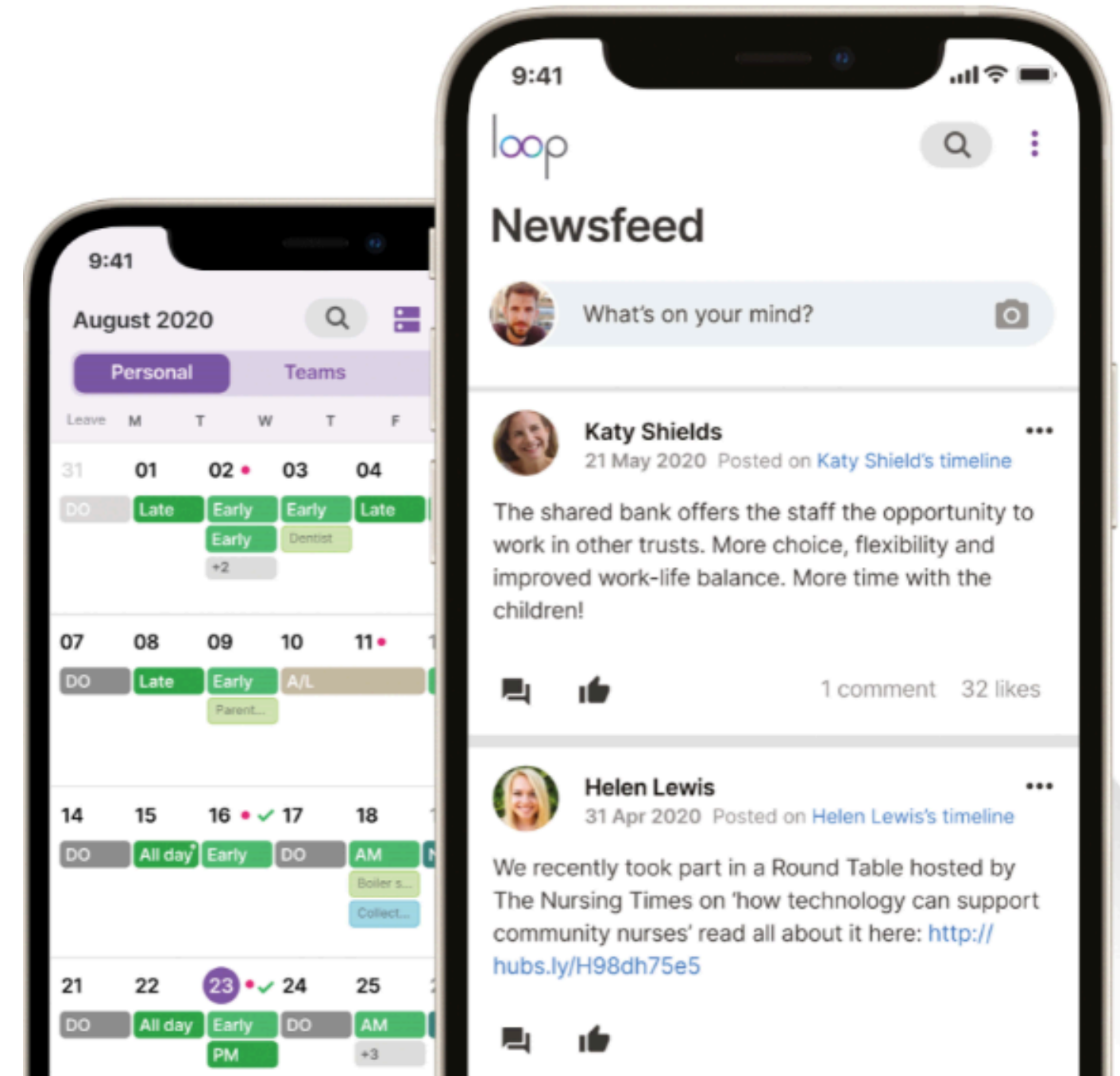
Your new home for

EMPLOYEE ONLINE & me
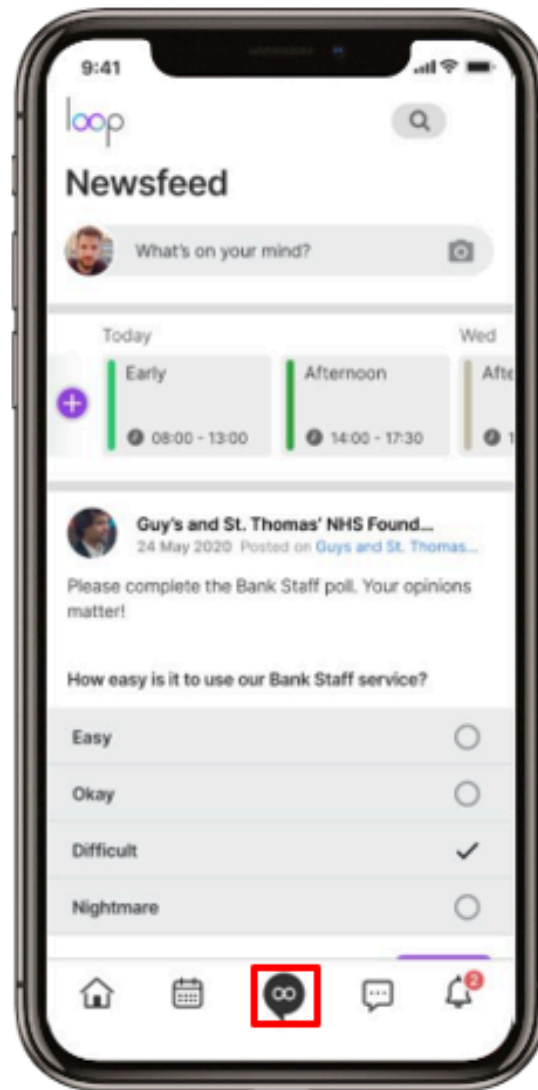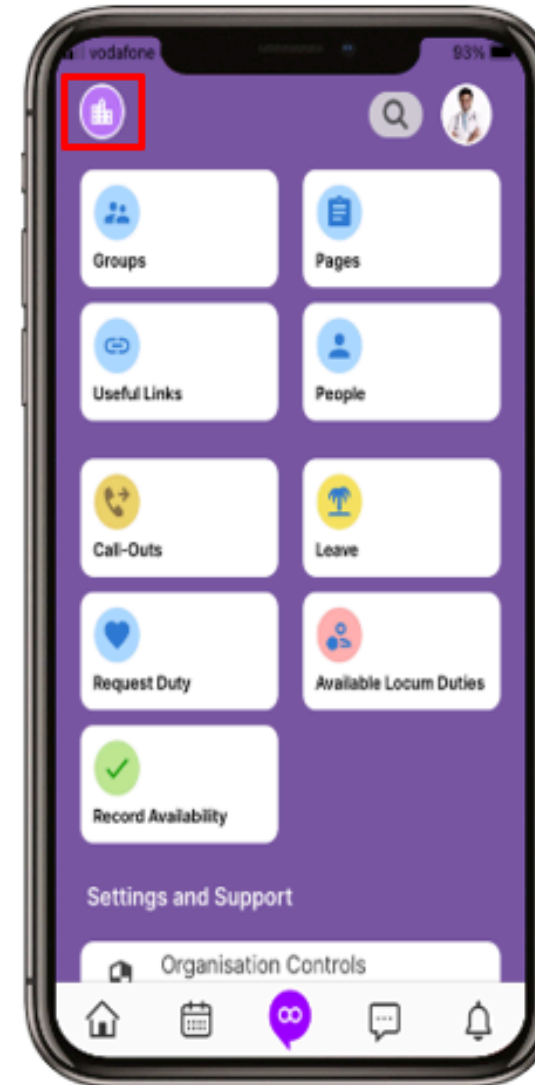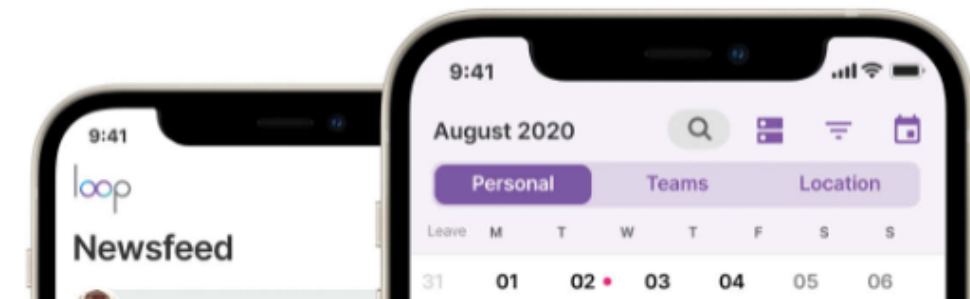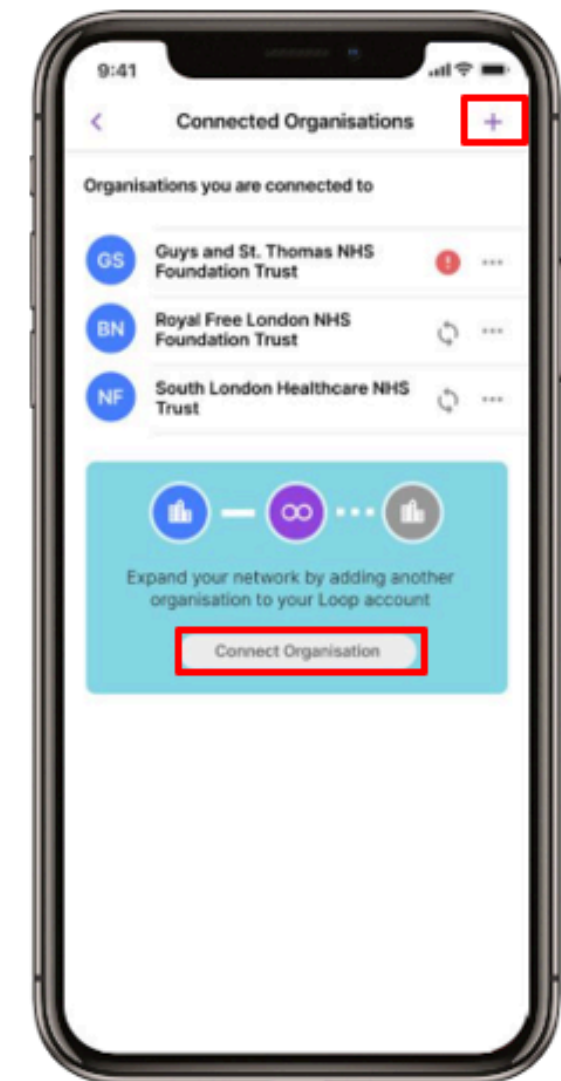
Loop -Add New Organisation

Select the Loop logo (Main Screen) at the bottom of the screen.

Select the Organisations button in the top left to view your Connected Organisations or to Add a new connection
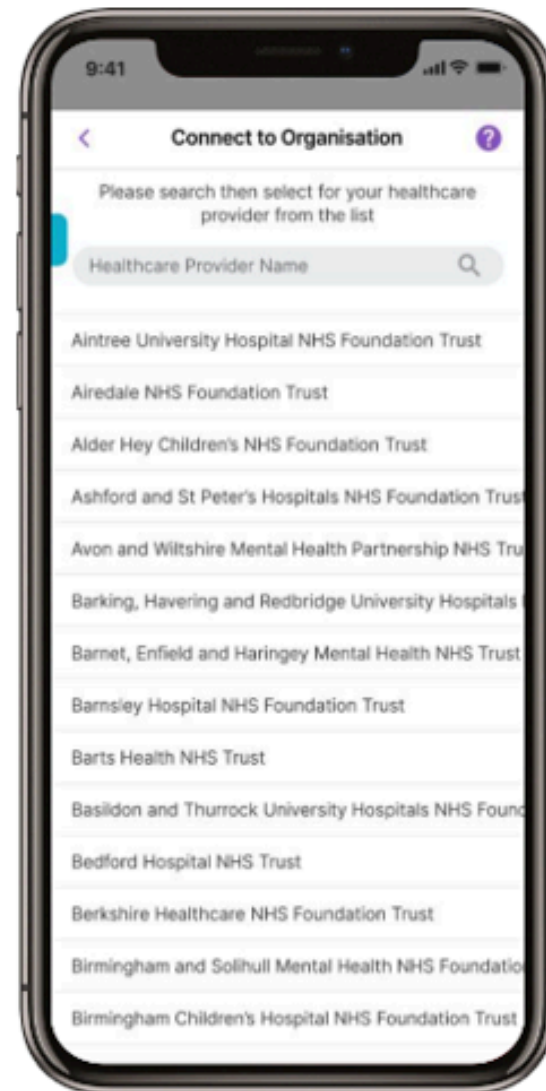
Select the + in the top right of the screen or select Connect Organisation.
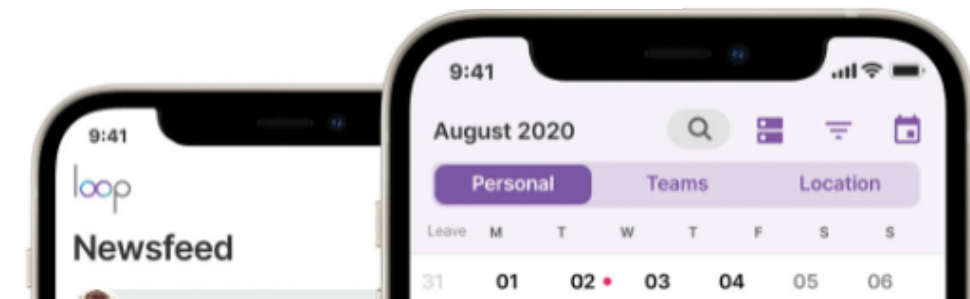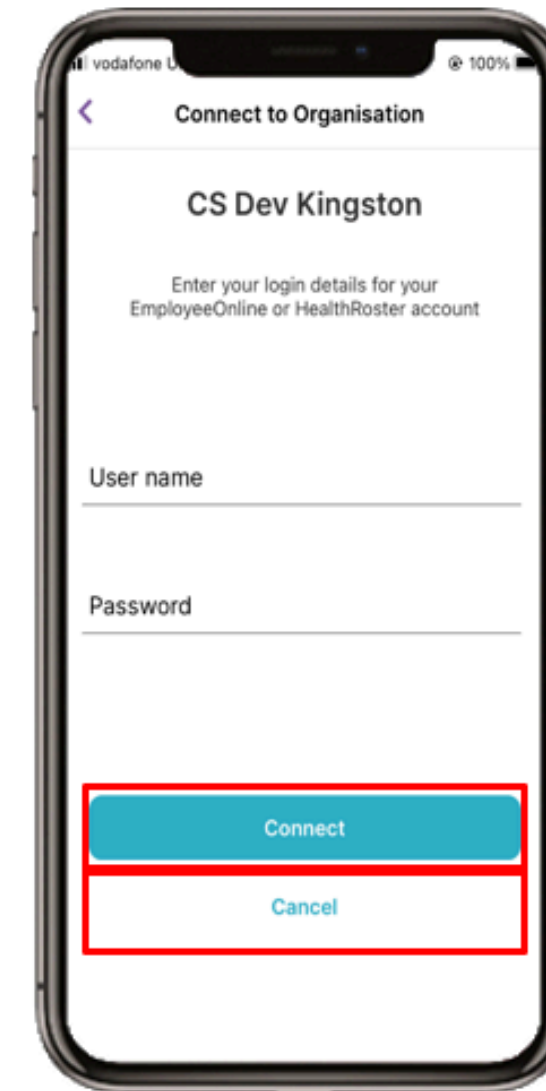
Loop -Add New Organisation

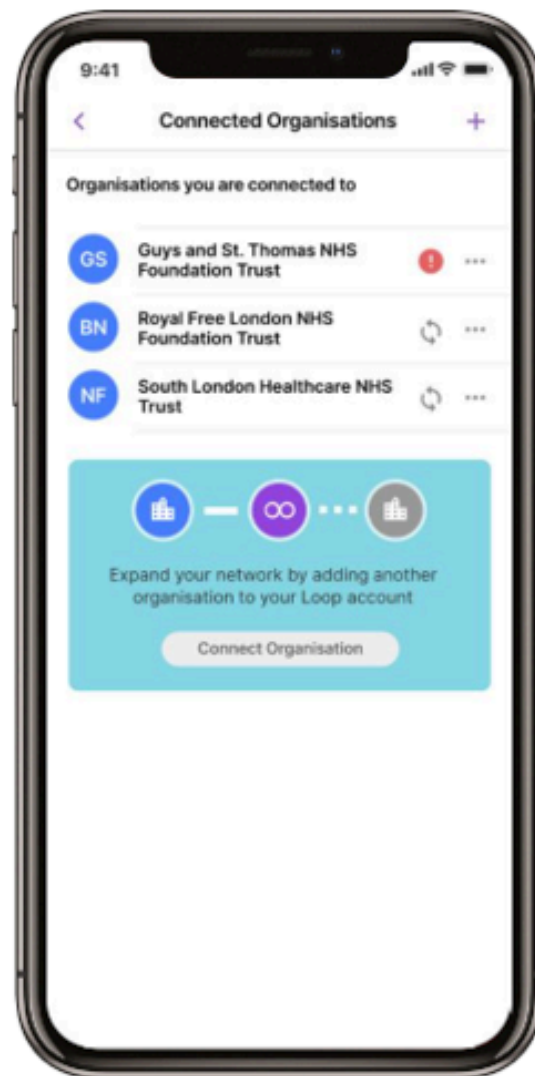**Search** for the organisation you want to connect to or **choose** from the list

Enter your **Username** and **Password** and select either **Connect** or **cancel**
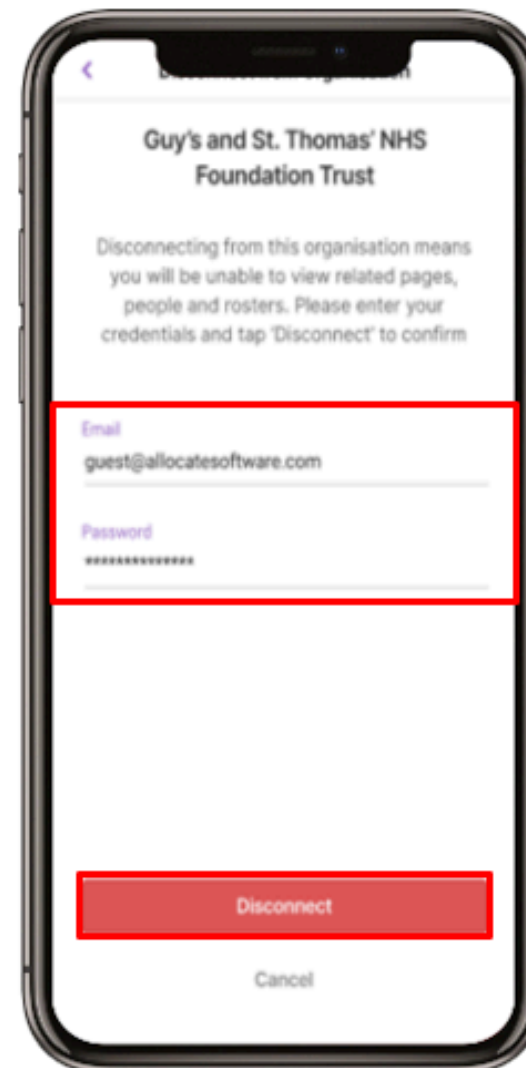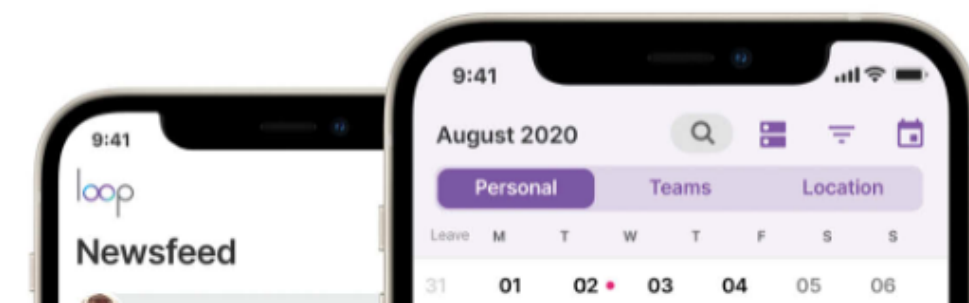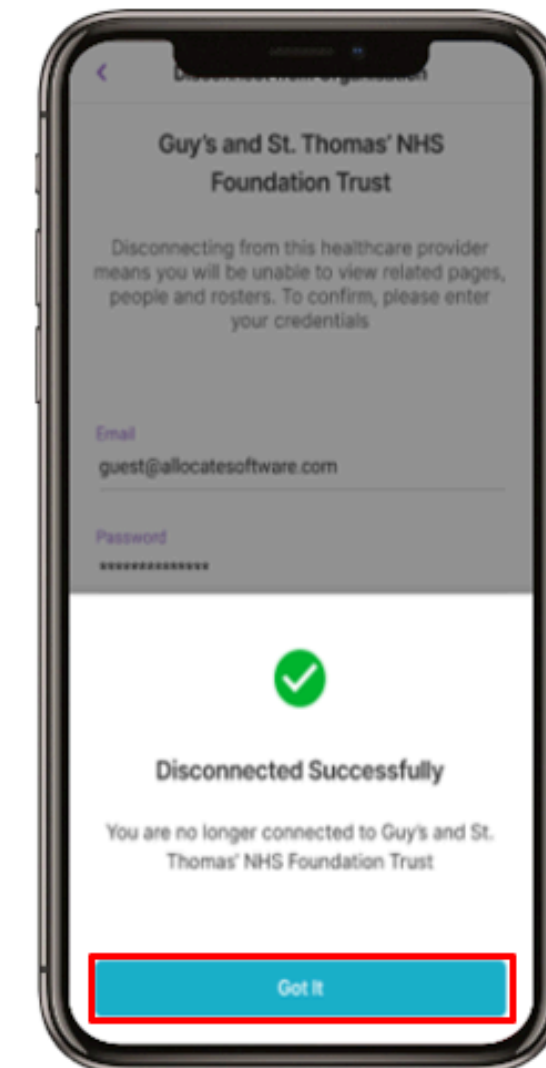
Loop -Add New Organisation

Select the **3 dots (More)** to the right of the organisation to view options

Enter your **Email address** and **Password** and select **Disconnect**

The **Disconnected Successfully** screen will be shown. Select **Got it** to confirm.

THANK YOU

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