

Getting Started

Employees begin with the shared pattern used across KozyOps: find the customer, confirm the location and related record, complete the work, then confirm that it moved forward.

- [Logging in](#)

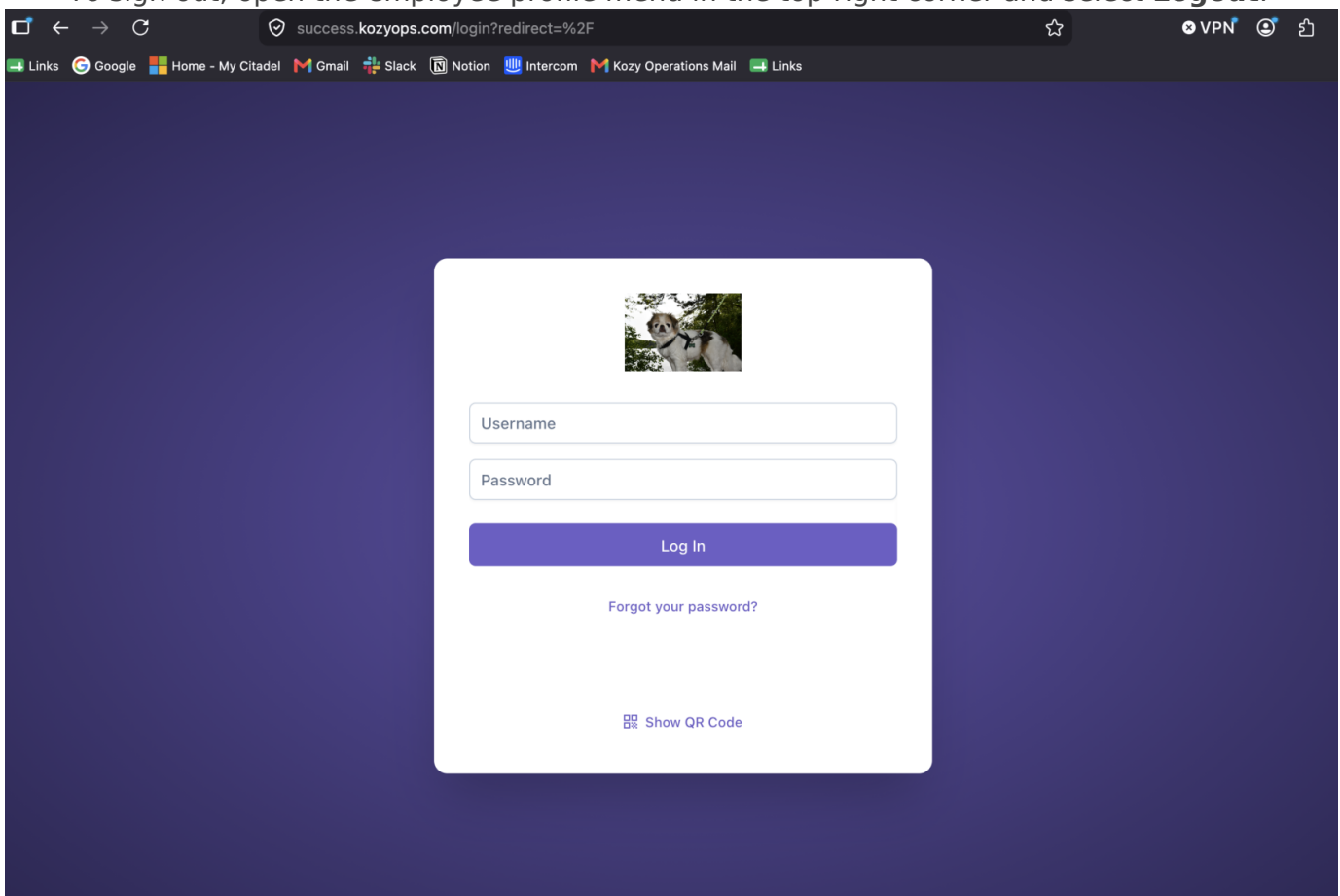
Logging in

Logging In

- Each employee receives their own account URL and login credentials.
- Go to your company's assigned URL and enter your credentials to log in.
- Click **Forgot your password** to request a new one.
- Click **Scan QR Code** for quick mobile setup on your phone.

Important Reminders

- Use an individual login. Do not share credentials with other employees.
- Screens and options vary by role and permissions.
- Drivers and technicians log in through the mobile app and see only what their work requires.
- In the office, the **Admin** tab is the visible difference between roles. Admins and Supervisors confirm their permissions when they attempt to change a setting. Supervisors also have extra settings and ledger rights.
- Use the QR code option only on an approved work device, following company procedure.
- To sign out, open the employee profile menu in the top-right corner and select **Logout**.



success.kozyops.com/login?redirect=%2F

Links Google Home - My Citadel Gmail Slack Notion Intercom Kozy Operations Mail Links

VPN



Username

Password

Log In

[Forgot your password?](#)

 [Show QR Code](#)