

# EMPLOYEE USER MODE



CheckIn2Work

1. Download CheckIn2Work from the designated app store (Apple/Android). The app can also be accessed via the website at CheckIn2Work.com.

<https://www.checkin2work.com/>



WEB VERSION

2. Your account has been generated using your company network username and password. Upon activation of your account, you will receive an email similar to this:

From: CheckIn2Work by Axiom Medical <[checkin2work@axiomilc.com](mailto:checkin2work@axiomilc.com)>  
Sent: Thursday, May 28, 2020 5:48 AM  
Subject: Welcome to CheckIn2Work

This message is from an EXTERNAL SENDER. BE CAUTIOUS, particularly with links and attachments.

Dear BJ Employee,

Welcome to CheckIn2Work!

Here you will start the quick and easy, self-service attestation to screen for potentially infectious or contagious conditions before going to work.

Visit [www.checkin2work.com](https://www.checkin2work.com) to set up your account and get started. You can also click on the images below to download the CheckIn2Work app on your Android or iOS device. Have confidence knowing you are protecting yourself and the workplace today!

Your user account is: BJACCOUNT@BJSERVICES.COM

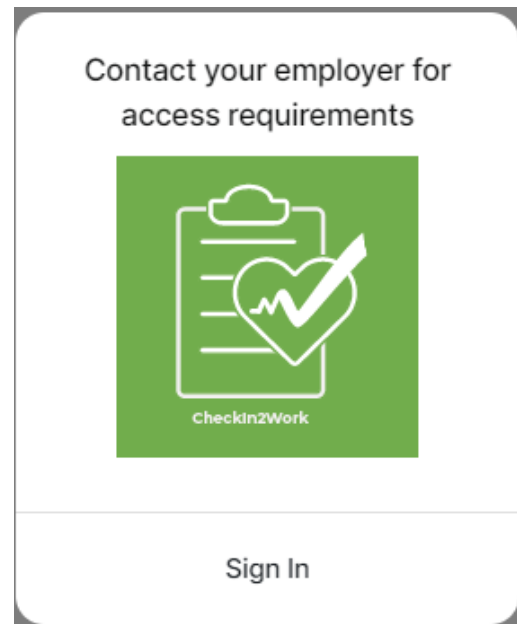
Please do not reply to this email for assistance. For assistance with your sign-up, please contact your Axiom account manager or email us at: [bdj@axiomilc.com](mailto:bdj@axiomilc.com)

Thank You,

Axiom Medical Service Team

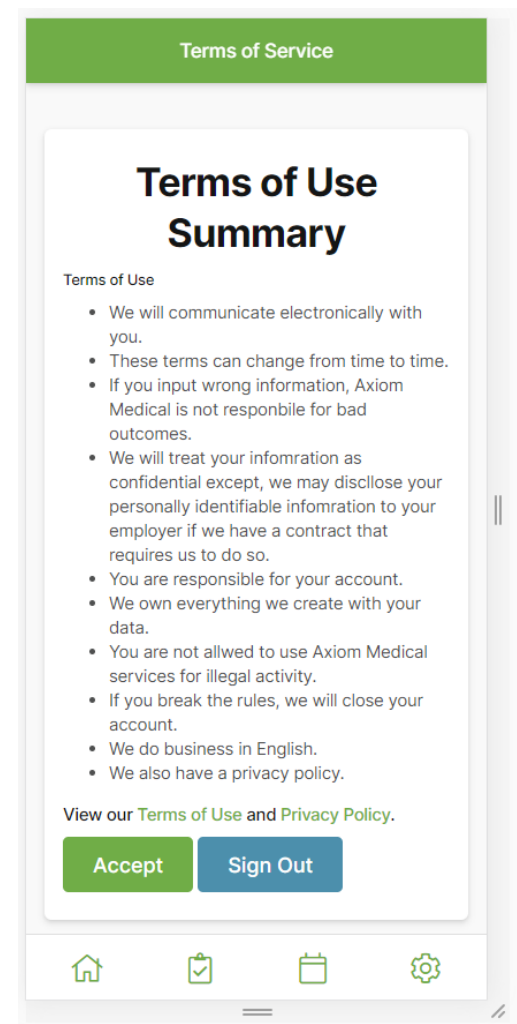


3. Once you open the CheckIn2Work App (or visit checkin2work.com) you will be asked to login – please

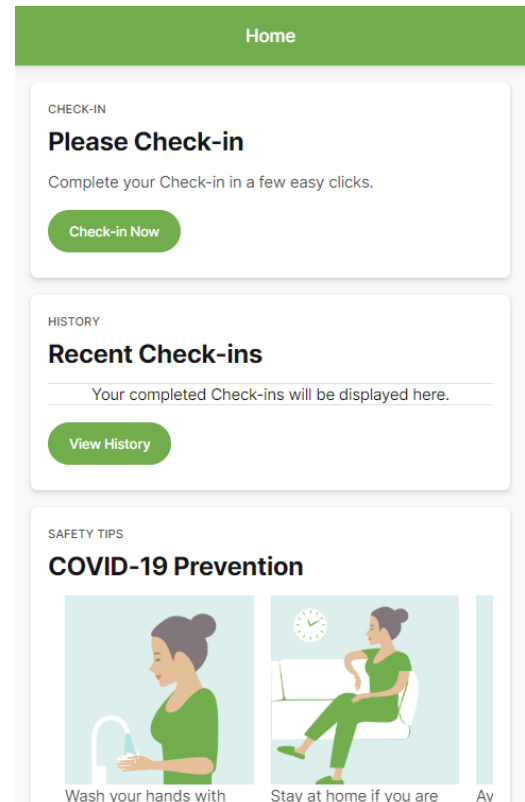


4. Review, then accept, the terms of use.

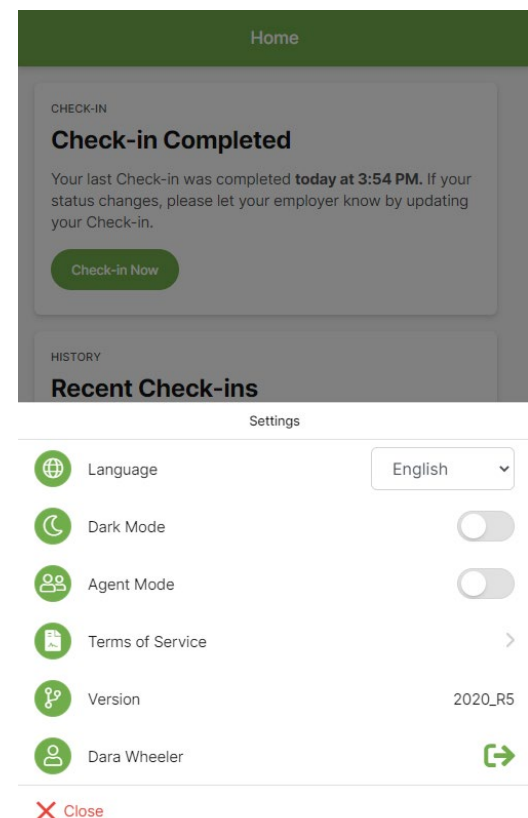
*Other documents are also available on this screen.*



- Once you have logged in, you will be at the home screen.



- You can change settings in the bottom right, if needed. (Language etc.)



7. After selecting the Check-In Now button, you will be taken to the Questions screen. Please read each question carefully and respond to the best of your abilities.

*Please note any specific instructions that may have been provided to you by your company (in regards to the timing of your daily check-in). Additionally, you are allowed to perform additional check-ins during the day, if necessary.*

Cancel Check-in

QUESTION 1

**Do you have any of the following symptoms? (Cough, fever, chills, shortness of breath, sore throat, loss of smell or taste, or gastrointestinal problems, such as nausea, diarrhea, or vomiting)**

Select Answer

QUESTION 2

**Do you live with or, to your knowledge, have you had close contact (defined as within 6 feet for 15 minutes or longer) with someone that has been diagnosed with COVID-19 or has any of the following symptoms: (Cough, fever, chills, shortness of breath, sore throat, loss of smell or taste, or gastrointestinal**

8. Upon saving your answers, you will get either a “green light” or a “red light” with further instructions.

Close Confirmation

CONFIRMATION

**Thank you for completing your Check-in.**

**You have been cleared to report for work.**

Questions or concerns? Please call (281) 419-7063 to speak with an Axiom Medical Case Manager.

Your Reference Code is:  
AR-D72E336

Close Confirmation

CONFIRMATION

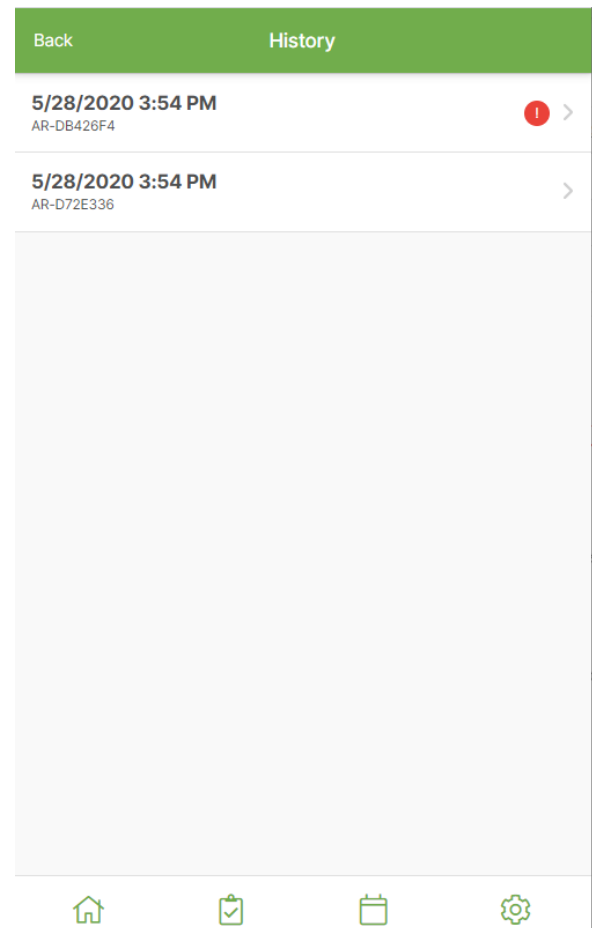
**Thank you for completing your Check-in.**

**Do NOT report for work at this time.**

Call (281) 419-7063 now to speak with an Axiom Medical Case Manager.

Your Reference Code is:  
AR-DB426F4

9. If you get a “red light” do not report for work and (per the on screen instructions) call into Axiom at 281-419-7063. We will ask you some additional questions, and provide you further guidance.



10. If you want to view prior Check-Ins, please refer to the History Section

11. For any other questions, or additional support, please refer to the Employee FAQ document.