EZBZ WELCOME KIT

the quick and simple basics you need to know to get up and running on ezbz.app

1. DOWNLOAD THE APP OR LOG IN ON THE WEB

After your account is setup, you and your crew will be able to log into the app and the corresponding website.

Search for "Easy Beezy" in the App or Google Play Store.

Or, use the web app: **m.ezbz.app**

2. LOG IN

You will need three things to log in:

- EZBZID - this is a unique company identifier that was created during the sign up process. Everyone in your company will use the same EZBZID.
- username - if you created the ezbz account, your username is the email address you used for signup.
- password - if you created the ezbz account, you will need the password you created during the setup process.

You can view/print/share instructions here: **How to Log In**

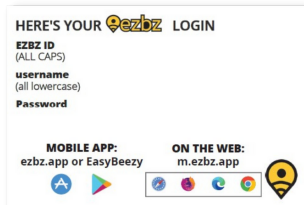Click on the image to watch a tutorial on how to log in

3. ADD USERS

Everyone on your team should have their own username and password. You will need to decide which users will be Admins or Regular users.

You can view/print/share instructions here: **How to Add Users**

To make the process even easier for you, we created **printable log in cards** so everyone on your team has their ezbz login details

HERE'S YOUR **ezbz** LOGIN

EZBZ ID
(ALL CAPS)

username
(all lowercase)

Password

MOBILE APP:
ezbz.app or EasyBeezy

ON THE WEB:
m.ezbz.app

4. ADD CUSTOMERS

There are three options to add customers:
1. Add each customer individually from the Customer menu
2. Add new customers right onto the Route
3. Upload a list of customers

We understand that this can be time consuming, but it will be worth the effort!

You can view/print/share instructions here:

How To Add Customers

Or, click on this image to watch the training video

Or, let us do it for you!
For a one-time charge, we will help you clean up your customer list and get it loaded.

CLICK HERE

5. CREATE & EDIT WORK ORDERS

Before you can send the crew out to do the work, you have to tell them what to do, of course!

After you make your first work order, you will see how quick the process is. We created a helpful document and tutorial video to get you started on the right foot:

You can view/print/share instructions here:

How To Make A Work Order

How To Change Route Status & Name

How To Add Jobs & Route Notes

Or, click on the image to watch the training video

WE'RE TO HELP IF YOU NEED US

Click here to access our How To Guides
https://ezbz.app/support

Or, send us a message:
Support@ezbz.app

Anywhere. Anytime.