



# PROVIDER'S FIRST TIME GUIDE



## 1. Sign Up for Swiftworks

(If you already have an account go to [step 3](#))

- Go to the Swiftworks landing page: <https://app.swiftworks.us/supplier>
- Click on the "**Sign Up**" button.
- Select "**Service Provider**" (Don't select "Customer").
- Enter your business email address, create a password, and fill in your name and company name. Then provide your business address.
- Click "**Sign Up**".



## 2. Confirm Your Account

- Check your email for a **confirmation message** from Swiftworks.
- Click on the **confirmation link** in the email to verify your account.



## 3. Log In to Swiftworks

- Return to the Swiftworks login page.
- Enter your **email** and **password**.
- Click "**Log In**".



## 4. Add Customers

- Navigate to the "**Customers**" tab.
- Click on "**Add Customer**".
- Fill in the required fields (establishment name, address, grease control device).
- Select "**Savannah, GA**" from the list of authorities.
- Choose the device type and service frequency.
- Click "**Send**".



## 5. Submit Pumpouts

- Go to the "**Compliance**" tab.
- Click on "**Submit Report**".
- Select the customer and the specific grease control device.
- Enter the pump out details (date, volume, vehicle, disposal location, etc.).
- Click "**Save and Send**".

