Field Mobile App
Quick Reference Card

MATRIX SERVICE COMPANY

To communicate with field employees, an app has been developed for MSI and MNAC personnel. This will relay information similar to what admin staff see on MyMatrixMatters.

Install App

1. In the Apple App Store for iPhones (or Google Play Store for Androids), search for either **MyMSI** or **MyMNAC** app depending upon the employee's reporting company.

2. **Tap Get** to install.

3. Complete the installation.

Create Account

The app can be accessed by Matrix employees (with and without company-issued email address) and non-Matrix (public) individuals. Below is a breakdown of the methods for each situation.

Matrix Employee with Email Account

1. Open the app.

2. Enter in your **employee ID***.

3. Tap the **checkbox** next to *I Agree to Terms of Service*.

4. Choose **Next**.

5. **Your email** will appear.

6. Enter in a **password** and **confirm this** in the fields provided.

7. Tap **Create Account**.

8. An email is sent to the address reflected in Step 5. Go to this and select *Click here to verify*.

   Note: Depending upon the app selected, this email will reflect the appropriate company logo.

9. The account is created.
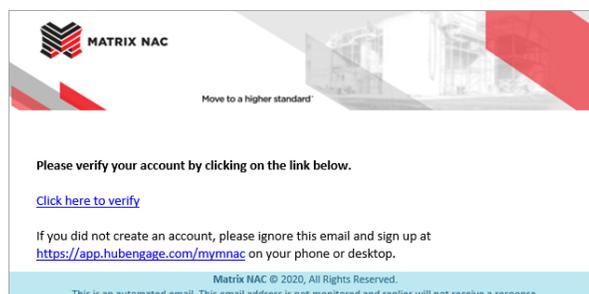
10. Return to the app and login using the employee ID and password.

*If employee ID contains leading zeros (i.e., 008778), this can be added (or not) when creating the account or logging in.

Matrix Employee without Email Account

1. Open the app.
2. Enter in your **employee ID***.
3. Tap the **checkbox** next to *I Agree to Terms of Service*.
4. Tap **Next**.
5. Enter in a **personal email address**.
6. **Type** in a **password** and **confirm this** in the fields provided.
7. Tap **Create Account**.
8. An email is sent to the address reflected in Step 5. Go to this and select *Click here to verify*.
9. The account is created.
10. Return to the app and login using the employee ID and password.

*If employee ID contains leading zeros (i.e., 008778), this can be added (or not) when creating the account or logging in.

Non-Matrix (Public) Individual

1. Open the app.
2. Create a **username**.
3. Tap the **checkbox next** to *I Agree to Terms of Service*.
4. Tap **Next**.
5. Include your **First** and **Last Name** in the appropriate fields.
6. Enter in an **email address**.
7. Type in a **password** and confirm this in the fields provided.
8. Tap **Create Account**.
9. An **email is sent** to the address reflected in Step 6. Go to this and select *Click here to verify*.
10. Return to the app and login using the username and password set in Steps #2 and #7.
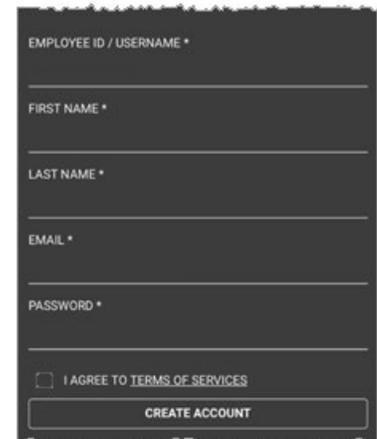
Download App via QR Code

1. Open the camera on your smart device.
2. Center the appropriate QR code (below) in the view finder.

3. Tap on the prompt that appears at the top of the screen to go to the app location for download and installation.