

GETTING STARTED GUIDE

MobileServe is available as a mobile app in the App store and Google Play and can be used on most smart phones and tablets. If you'd rather not use the mobile app, you can create and manage your MobileServe account from any internet-connected device at: app.mobileserve.com. Simply skip the download instructions below and start with Create Your Account.

DOWNLOAD THE APP

1. Go to the App Store or Google Play.
2. Search "MobileServe"
3. Tap the Get or Install button next to MobileServe App.

CREATE YOUR ACCOUNT

1. Open the app or go to app.mobileserve.com. & select Sign Up.
2. Enter your name, birthday, and create a password. You can skip the Employer / Organization box.
3. Select Next.
4. Add an optional photo to your profile or skip.
5. Select Next.
6. Enter the 6-digit code corresponding to your group (see below).
7. When it pops up, select Join.
8. To join additional Groups or if you already have a MobileServe Account:
 - a. Go to your Settings page.
 - b. Click on Organizations.
 - c. Click "Join Organization" and enter the next code.
 - d. When your Organization name pops up click "Join".

LOG YOUR HOURS

After joining your organization(s), be sure to categorize your service log within the correct organization, or multiple organizations at once, by checking the box next to the org. name and selecting the correct service category

CODES:

Class of 2024- 10523F

Class of 2025- 9F583E

Class of 2026- 375C04

Class of 2027- 958DB0