

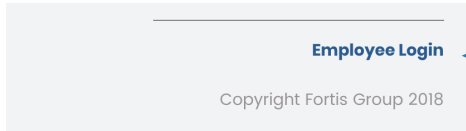
# COMMUNICATION PORTAL

## USER INSTRUCTIONS



### LOGIN

You can access the portal directly with the following link: <https://communication.fortisgroup.ca> OR by clicking on the [Employee Login](#) link in the bottom of the Fortis Group primary website



### VIEW A POST

Once logged in you'll see a list of posts. Feel free to click on the name to view it.

When you're viewing a post you'll notice that there is a section for the post content. This contains:

- 1) A featured image.
- 2) The post name.
- 3) Some details about the post, like who posted it and when.
- 4) The actual content of the post.

Some posts will only have text content, but some may contain files for you to download. If you see links like this:

- [Fortis group org chart full companyrev7](#)
- [Fortis personnel policy manual](#)
- [Fortis policies and procedures](#)

Those files are available for downloading.

### YOUR PROFILE

Once logged in, click the Profile link in the top bar. Upon landing on your profile page you'll see a few fields that you can fill in.

Then, Fill in the following fields below **Info**:

**Name** : Your First and Last name

**Password** : Your Password field is empty for security reasons. Unless you want to change it you can leave this empty.

**Position** : Your Position (optional)

**Email** : Your Email address. This will also be used as your login ID

**Position** : Your Phone Number (optional)

Next you can **add an Avatar** (Profile Picture) by clicking on [Add Avatar](#) and uploading an image. This step is optional. **Recommended size for this image is 300px x 300px**

Finally, click [Update](#) This will update your profile and save the changes you made.

## VIEW RESOURCES

Once logged in, click the Resources link in the navigation bar.

Resources are files that have been made available for you to download or preview. These can be left uncategorized or in some cases they may be grouped into folders.

Click the download icon  to download a file.

## CREATE MOBILE SHORTCUT

First, go to the Login Page : <https://communication.fortisgroup.ca>

On **Android** (chrome): Open Settings by clicking on the settings icon in the top right corner of the screen.  
Then select “Add to Home Screen”

On **iPhone** (safari): Click the Share Button in the bottom middle of the screen   
Then scroll to, and select, “Add to Home Screen”

When prompted for a shortcut name, we recommend changing the name to “Communication Portal” or something else that is easier to remember.

Once that is complete you should notice this  new icon on your homescreen