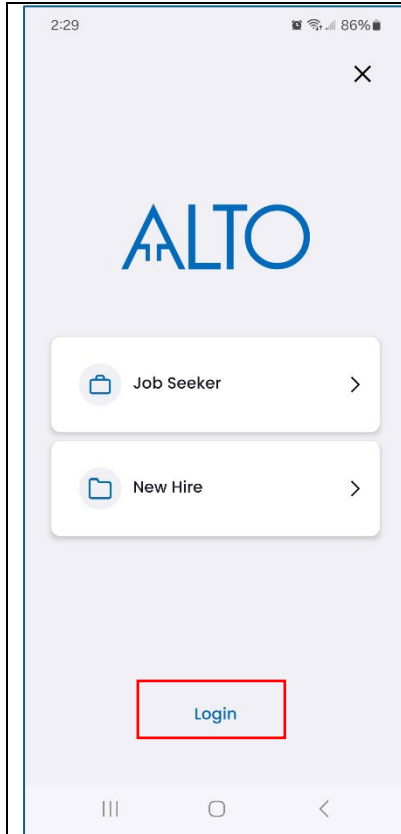
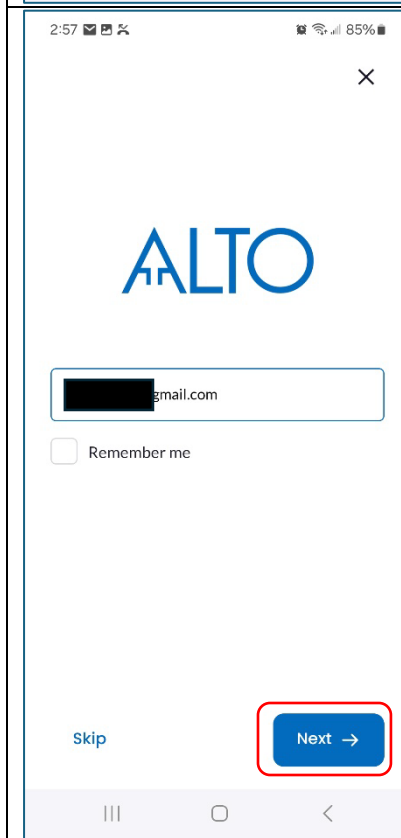


AltoStaff App Shift Overview



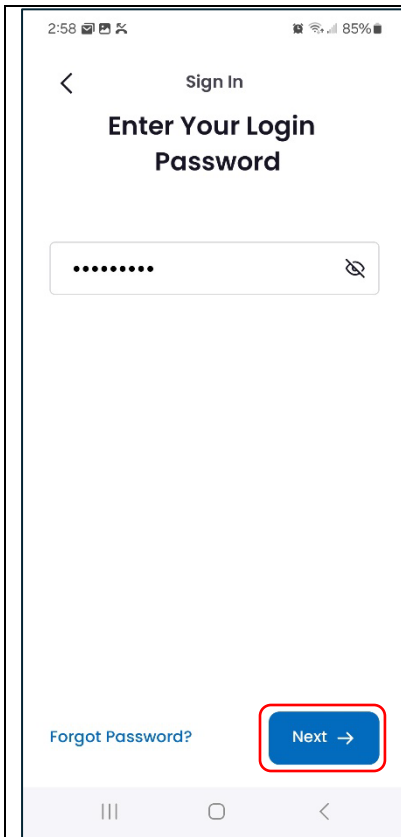
Once you download the Altostaff app from the Google Play Store or Apple Store, you'll arrive at this screen. If you click "Login" below, it will take you to your login page.

(For your login, the username is your email, and the password will be the same password you used to complete your compliance paperwork or access your candidate portal. If you haven't done this, you should have received an email with a link and a temporary password. If you can't locate the password, you can contact Alto at (937) 228-7007.)



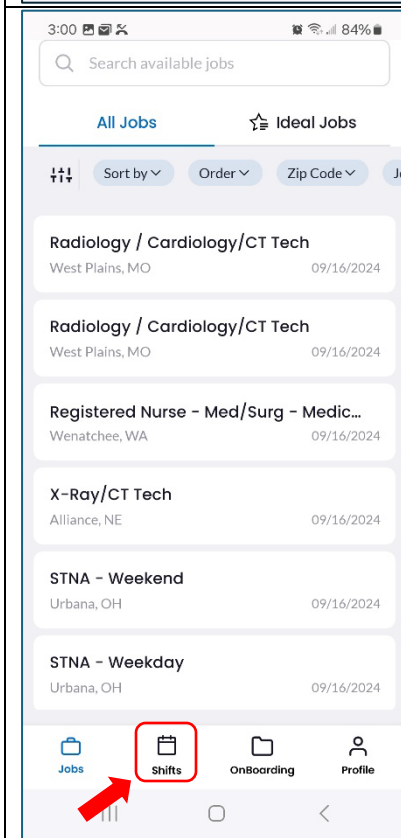
Next screen, you will insert your email.

(This is the same email you used for onboarding or to access the new Alto candidate portal.)

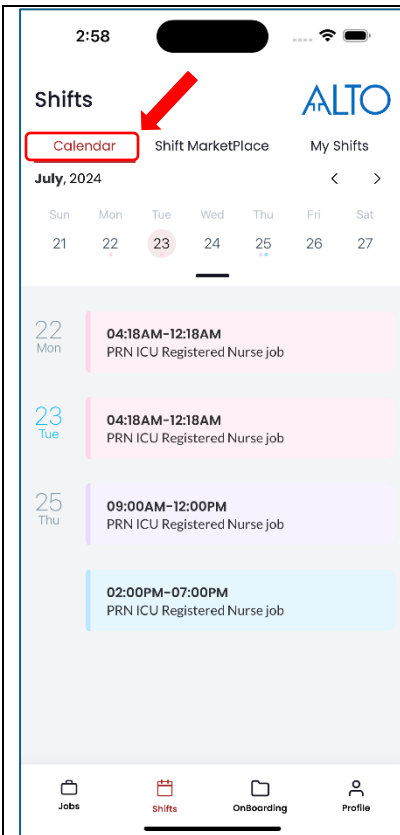


Next screen, you will enter your password.

(This is the same password you used for onboarding or to access the NEW Alto candidate portal. If you've never logged in before, you should have received an email from Alto with a link to our portal and a temporary password. Or simply click "Forgot Password" to reset your account.)

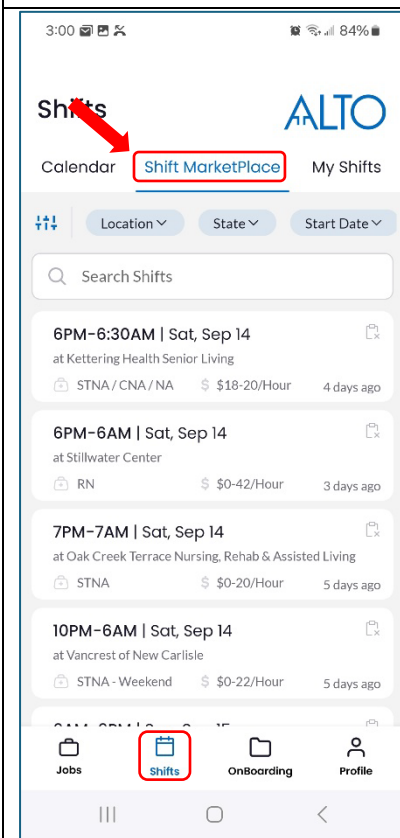


When you first log in, you will default to our open jobs screen. This is our general job openings, but it is not where you book PRN shifts. To access the PRN shift booking page, select the box highlighted in the example to the left called "Shifts" at the bottom of your screen.

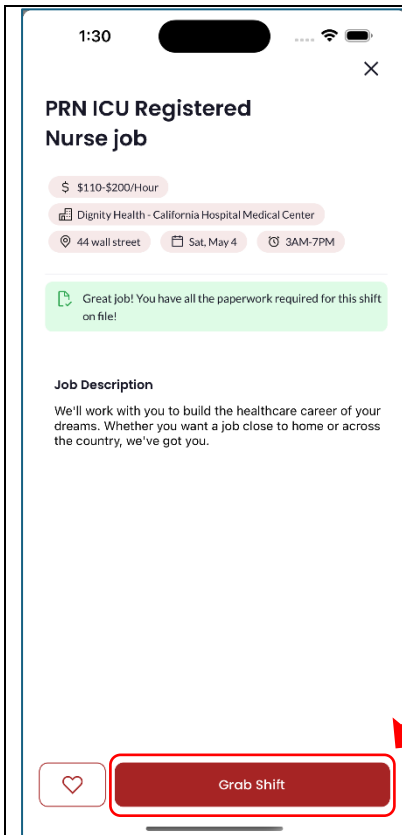


Once in our Shift Marketplace, it will start at your calendar. This shows all shifts you have already scheduled for that week. You can click into any of these shifts to view details like date, time, location, and facility. To see the address on a map, click on the address link.

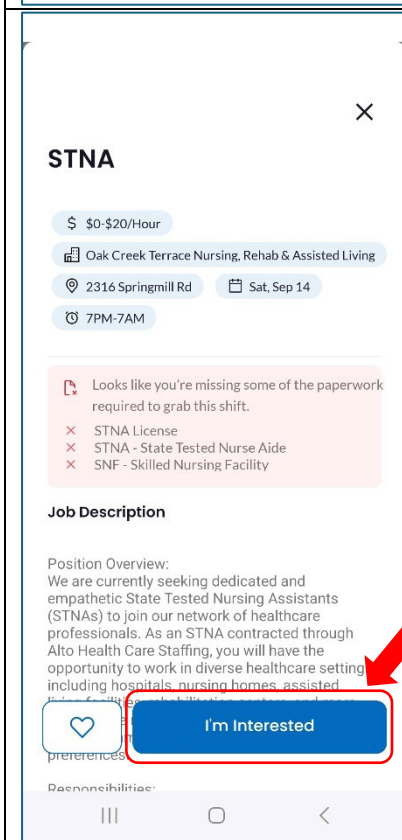
(To book yourself for open shifts, click on the "Shift Marketplace" button at the top of the screen, as shown in the example below.)



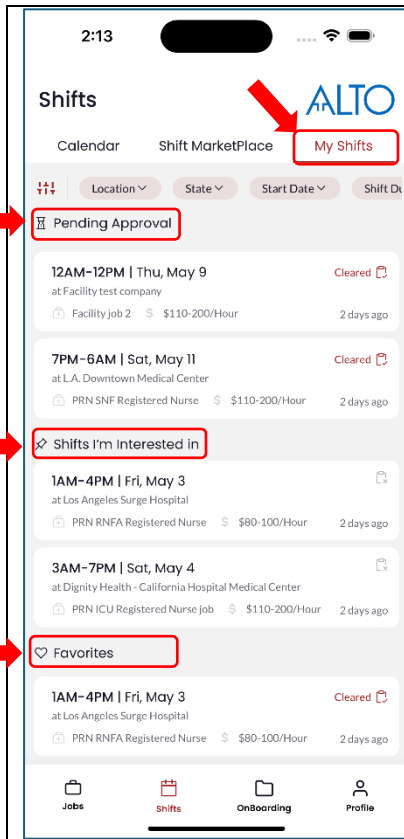
To go to the Open Shifts to book yourself, you will click on the Shift Marketplace at the top of the screen, as shown in the example to the left.



If you click on any shift, you'll see detailed information about it. The system will also check if you meet all the requirements for that shift. If you're 100% compliant, as shown in the example on the left, you can 'Grab the Shift' and immediately be booked and confirmed.



If you do not meet all the requirements of this shift, we will indicate what is missing. You will only have the option to say you are interested. Click 'Interested' which will send an email to our compliance team to get the necessary documents.



This last screen or section is called My Shifts. It shows all your booked shifts, shifts that you've expressed interest in and are awaiting approval due to compliance, or any shifts you've marked as a favorite that you might want to book later after checking your availability.