



**Q&D CONSTRUCTION**

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## **Creating A Gmail Account**

If you do not have a current email account, you will need to create an online-based email to complete the onboarding process with Q&D Construction. We recommend Gmail from Google, and the steps to get signed up are below.

1. Go to the Google account page: <https://accounts.google.com/signin>
    - a. You can also open a web browser and search “create gmail account”
  2. Click Create account.
  3. Enter your name.
  4. In the "Username" field, enter a username.
  5. Enter and confirm your password.
  6. Click Next.
    - a. Optional: Add and verify a phone number for your account
    - b. NOTE: if you do not have another existing email address, you will want to enter and verify your phone number to be able to regain access to your account if you lose your password. Google requires verification to re-access your account in the event of a lock out.
  7. Click Next.
- Upon creation of your account, you will be brought to your new inbox. You will receive all information to begin onboarding here.
    - If you are being dispatched from a union, you will need to give your new email address to the Q&D Dispatcher.
    - If you are a non-union employee preparing for onboarding, you will contact [Arobinson@qdconstruction.com](mailto:Arobinson@qdconstruction.com) to begin your onboarding.

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