

# Authorize a Pick-Up Quick Reference Card

Construction Managers & General Contractors

## Login to the AIMSPlus App

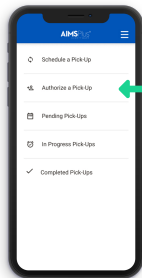
Visit [aimsplusapp.tellworks.com](https://aimsplusapp.tellworks.com) and login. If you do not have an account, please Request an Account.

## Need Help?

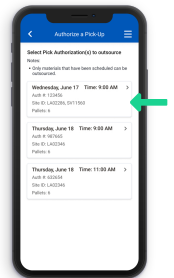
Visit <https://aimsplusapp.tellworks.com/#/help> for additional training and user guide information.

## Authorizing a Guest Pick-Up

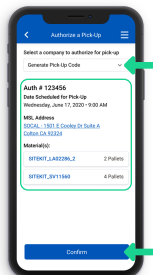
- 1 Navigate to Authorize a Pick-Up**  
After logging into the app, select "Authorize a Pick-Up" from the home menu.



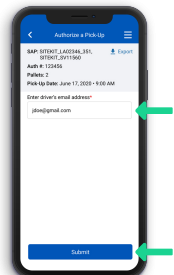
- 2 Select a Pick-Up Card**  
All pick-ups are in order by date with the most current date at the top of the page. Only material that has been scheduled can be authorized for pick-up. All pick-ups have a Pick-Up Date & Time, Pick-Up ID, Site ID, Pallet Count, and Pick-Up Authorization Indicator.



- 3 Authorize a Company**  
Select 'Generate Pick-Up Code' from the dropdown to authorize a guest for pick-up. Pick-up details include the pick-up appointment date and time, the pick-up location, and materials. Select 'Confirm' to continue.



- 4 Enter Guest Information**  
Enter the driver's email address that will be picking up the materials and then select 'submit'.



- 5 Confirm Guest Pick-Up**  
After submitting the guests' email address you will receive a confirmation page stating that your request has been submitted.



The guest will receive a unique login code to the email you provide. This code must be presented upon arrival at the MSL.