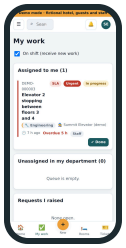
Contractor

Your jobs, your record, faster sign-off

One-page sheet | For: Outside trades and service companies



Sign in

1. 🌐 Open the ExpTix address the hotel gave you.
2. 🔑 Type your username and password.
3. 🆕 First time? Pick a new password. 12 characters or more.

Do your job

1. ✅ Open **My work**.
2. ▶️ Arrive? Tap **Start**.
3. 📷 Tap **Add photo or file**. Add a photo before you start.
4. 🛠️ Do the work.
5. 📷 Add a photo after.
6. ⏱️ Under **Log time and parts**, type your minutes. Tap **Log**. Add parts.
7. ✔️ Tap **Resolve**. Write what you did.

What you can see

- 👀 Only jobs given to you or your company.
- 🚫 No guest names. No other teams' jobs.

If something is wrong

- ⏸️ Need a part? Tap **On hold**. Say why.
- 🙈 Cannot see your job? Call your hotel contact.
- 😕 Cannot sign in? After 5 tries, wait 15 minutes.
- 🚨 Danger? Call 911 first.

Why this helps you: a clear record of time, parts and photos means the hotel signs off faster and pays faster.