

## ShareTrak – Document Distribution & Tracking Launch Email

To enable us to share company policies and documents with you we will be using BCarm document distribution and tracking system ShareTrak.

This will allow you to confirm you have read and understood or not understood a document/policy and raise any queries you have.

You will be receiving / have received an email with login details and a link from [info@bcarm.co.uk](mailto:info@bcarm.co.uk). If you can't find it just check your Junk folder. When you first login you will be asked to setup a PIN.

You will see the documents in your reading list, simply:

- Click on the document and download it
- Confirm you have read and understood or not understood
- Leave a comment about the document if you want to

If you have forgotten your password please go to [www.bcarm.co.uk](http://www.bcarm.co.uk) select Log-In and then add your email address into the field provided and click Resend Password. A password will then be sent to your registered email address. If you've forgotten your Pin, this can be reset by following instructions after you've logged into the system.

Telephone support is available from the BCarm Engagement Team to talk and walk you through any setup problems or queries. Call them on 0800 879 9981 or email [info@bcarm.co.uk](mailto:info@bcarm.co.uk)