

## Valmont Digital Business Card User Guide

1. The Valmont Digital Business Card app is a paperless alternative to the traditional business card. This app is for all Valmont employees.
2. The app works on iOS and Android devices and is for Valmont employees only. You must download the app from these links.

- a. **Apple** <https://apps.apple.com/us/app/valmont-vcard/id1660908634>



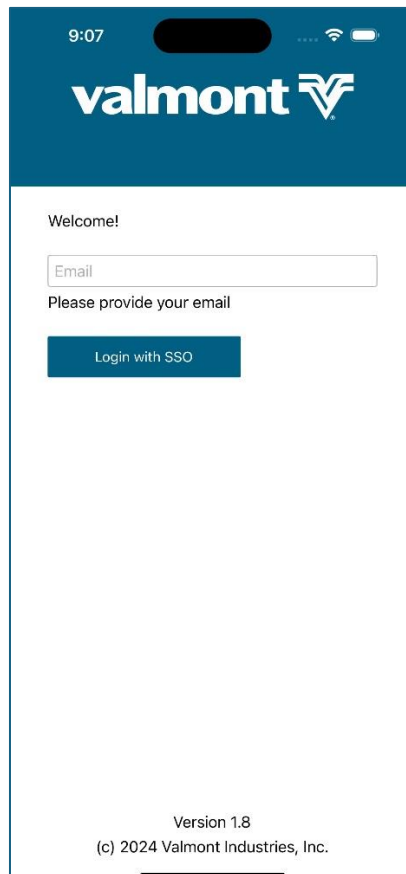
Scan above QR code to install the iOS application.

- b. **Android** <https://play.google.com/store/apps/details?id=com.valmont.vcard>

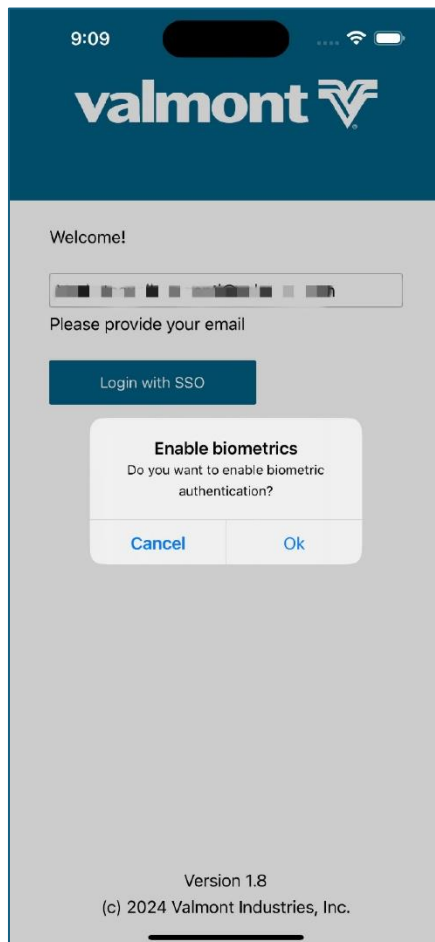


Scan above QR code to install the Android application.

3. Once you've downloaded and open the app, you will be presented with the login screen as shown below. You must use the Valmont account to login to the application.



4. Upon successful login, an alert will be shown to enable the biometrics to the application. If you select “OK”, biometrics like FaceId or Fingerprint based on the device compatibility will be enabled. Using this biometric authentication, you can login to the application without entering credentials until you have a valid session (session will stay valid for 24 hours).



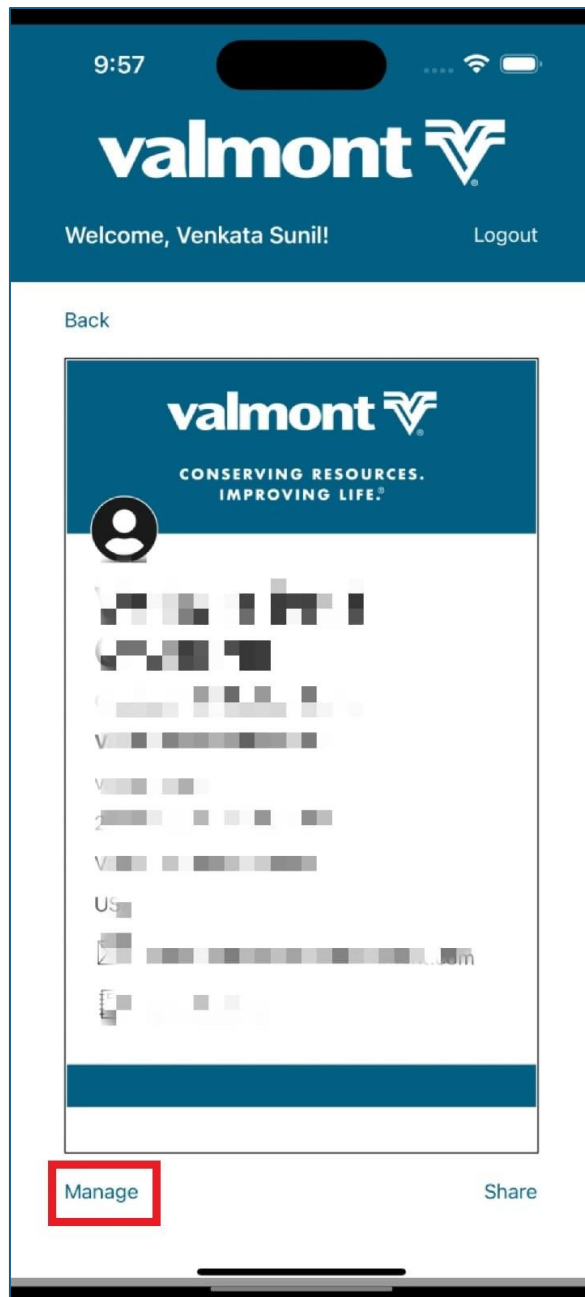
5. If you click “Cancel”, biometrics will be disabled, and you will be directly navigated to the home page from the login page if you have a valid session (session will stay valid for 24 hours).
6. After logging in to the application, you will be navigated to the Homepage where the QR Code of the digital business card will be shown. This QR Code can be saved to Device Gallery using “Save QR” option below the QR Code.



7. You can share the digital business card through SMS, Email or with any compatible applications using the “Share” option below the QR Code.



8. This app will provide an option to manage the profile. This can be done by selecting the “Manage” option from the Profile page.



9. Here you can modify few details of your profile like address, phone numbers, role etc.

9:11

Manage Profile

Enable Biometrics

Valmont Industries, Inc.

www.linkedin.com/in/

+ Add Link

28800 Ida St PO Box 358

Address2

Valley USA

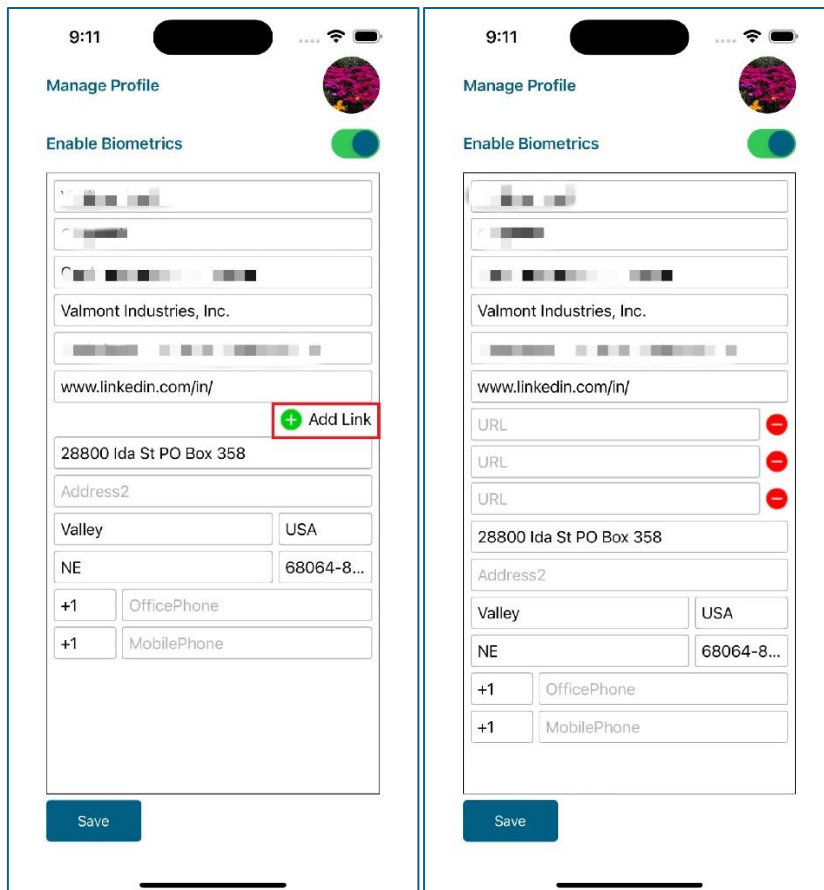
NE 68064-8...

+1 OfficePhone

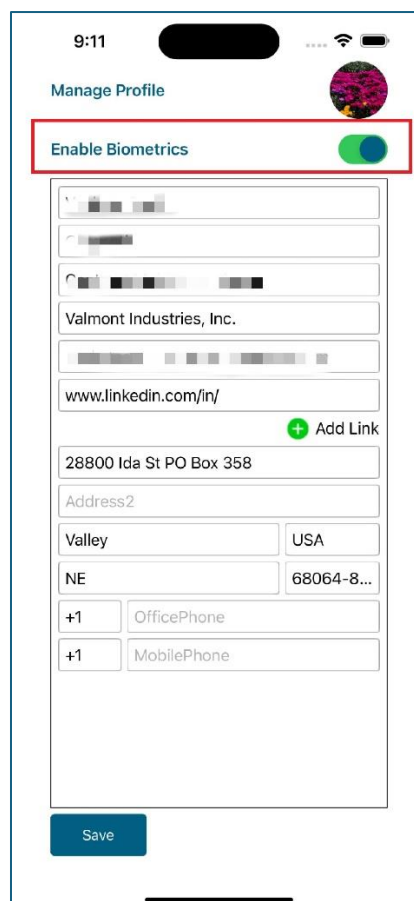
+1 MobilePhone

Save

10. In addition to LinkedIn URL, you can add maximum of 3 URLs using the “Add Link” option.



11. In Manage profile page, you will have an option to enable or disable the biometrics using the “Enable Biometrics” switch control.



Your feedback is needed to make this a success. Please give it a star rating in the feedback popup and fill out the survey you'll receive at the end of the testing phase. If you have questions, please visit the FAQ page, reach out to Global Enterprise Business Application Support team. Submit helpdesk request at: <https://helpdesk.na.valmont.com/> .