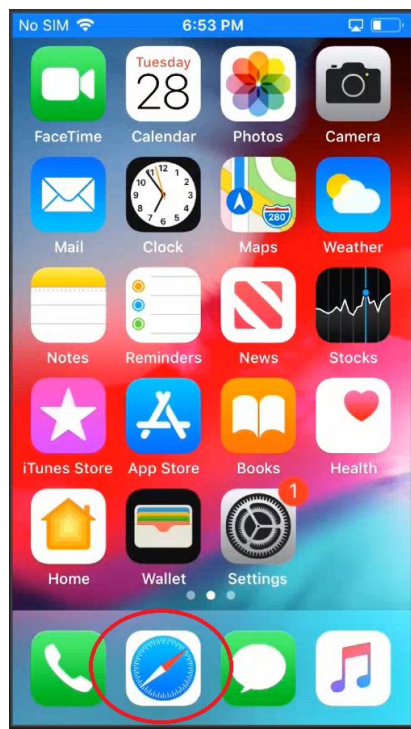# CenPoint Mobile Setup for iPhone/iPad

Please Call CenPoint Support at (801) 478-6822 opt. 4 if you have any questions
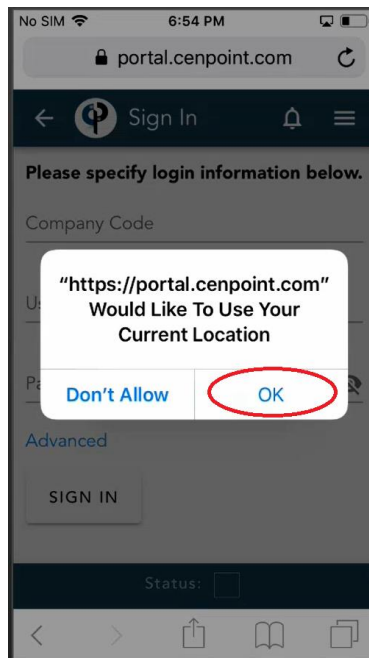
Revised on March 3, 2020

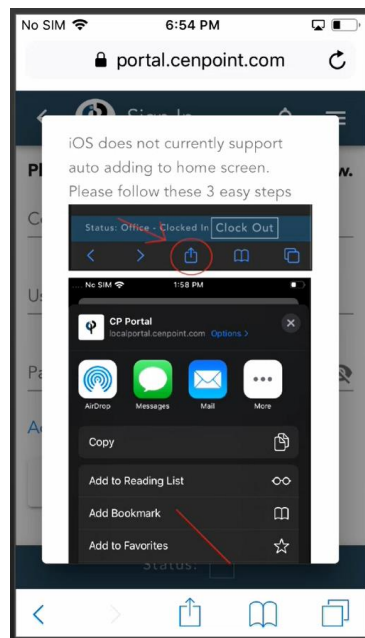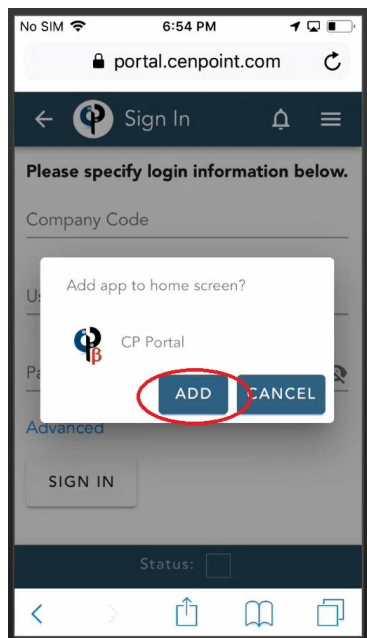Below are the instructions for setting up CenPoint Mobile App for iPhone / iPad:

1) Ensure your device has access to the internet through either Wi-Fi or a Data Plan with your provider. You will also need your Company Code, Username, and Password. Contact your office for the company code, username and password if you do not have them. If you use the desktop version of Cenpoint you will use the same login and password for the CenPoint Mobile App.

2) Launch Safari and type in: portal.CenPoint.com
   a. If you can't find it, go to Cenpoint.com-> Downloads-> CenPoint Portal
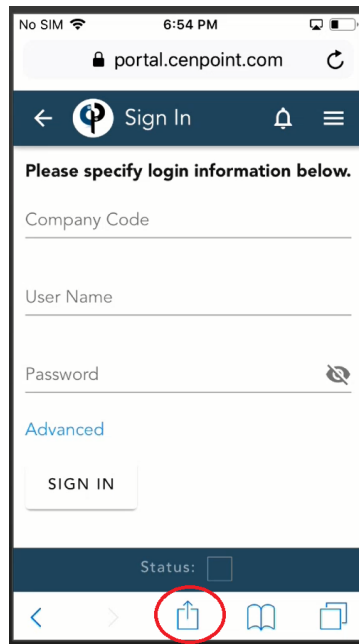
3) If prompted click OK to use location. You must have your location on for the CenPoint Mobile App to work properly.

4) Save the App to the Home Screen
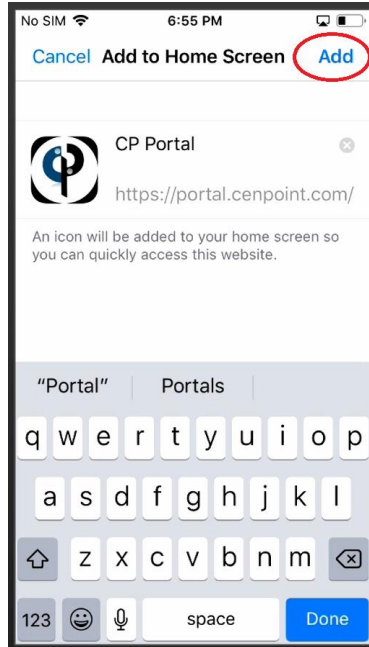   a. click "Add" if prompted

b) If not prompted to add Cenpoint to the home screen Click the "Share" button.
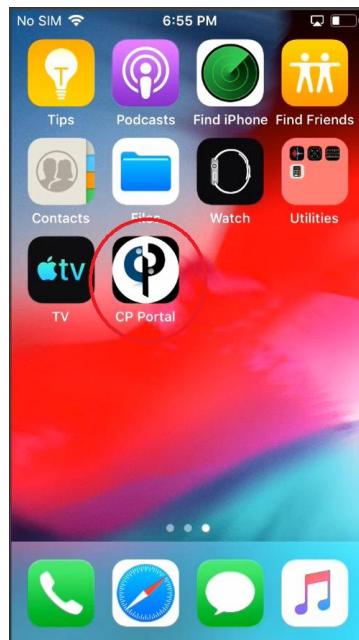(it's the icon that looks like a box with an arrow sticking out from it).

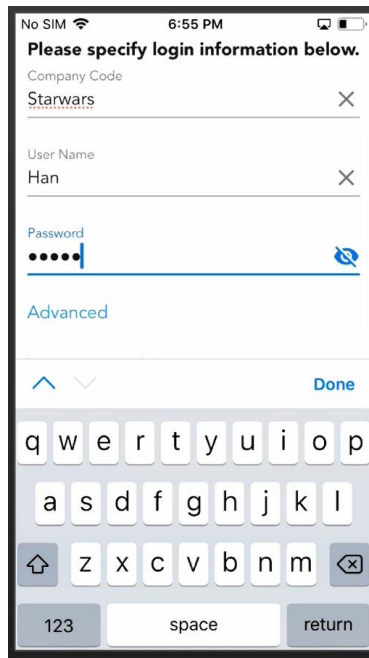c. Next click "Add to Home Screen"

d. Now click "Add"

e. CenPoint has been added to your home screen.

5) Login in with your Company Code, Username, and Password

Congrats! You are now ready to use the CenPoint Mobile App.

If you encounter any errors, try the following steps to fix it.

Make sure your location services are enabled for your device: Go to Settings->Privacy->
Location Services-> Make sure location services are turned "On". Now click Safari Websites-> click
"While Using App". Next verify that CenPoint Portal is granted permissions, in the browser
you will see two A's Click on those, go to Website Settings, Click Location, Select Allow.