

Subcontractor Onboarding Guide.

This project uses Breadcrumb to manage safety documents, orientations, and site check-ins. Use this quick guide to get started.

 Onboarding sent

DCON (via Breadcrumb)

Subject: Complete your onboarding for 555 Safety Street

Upload Documents

 RAMS submitted



New Site Alert for 555 Safety St!

Just now

9:41



You are checked in!

What is Breadcrumb?

Before we get into the how-tos and step-by-step guides, we wanted to give you a bit of context about what Breadcrumb is and how it's used on projects.

Get Safety-Cleared, Faster



Skip the Morning Bottleneck

Helping your team complete key onboarding steps faster, so they can start work sooner.



No More Paper Forms

No more paper permits or PTPs. Copy a previous one, use voice-to-text, and get to work.



One Record, Every Project

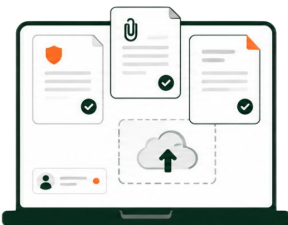
Your crew's profiles and docs stay with the GC, so you're set up and ready before day one.

How It Works

Off-Site

1

Upload Required Documents

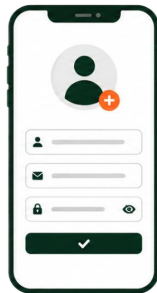


Once invited by the general contractor, your admin uploads safety plans and any required documents in Breadcrumb for review.

Off-Site

2

Prep Foreman

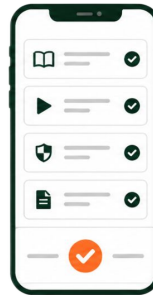


If you know who your foreman will be, please ask them to download the Breadcrumb app ahead of time. They'll be responsible for using it on site.

On-Site

3

Day 1: Orientations



On the first day on site, **everyone** on your crew will scan the QR code and complete an orientation.

On-Site

4

Daily: Check-In



Every day your crew is on site, the foreman will check in everyone who's entering the site with him.

For Subcontractor Admins

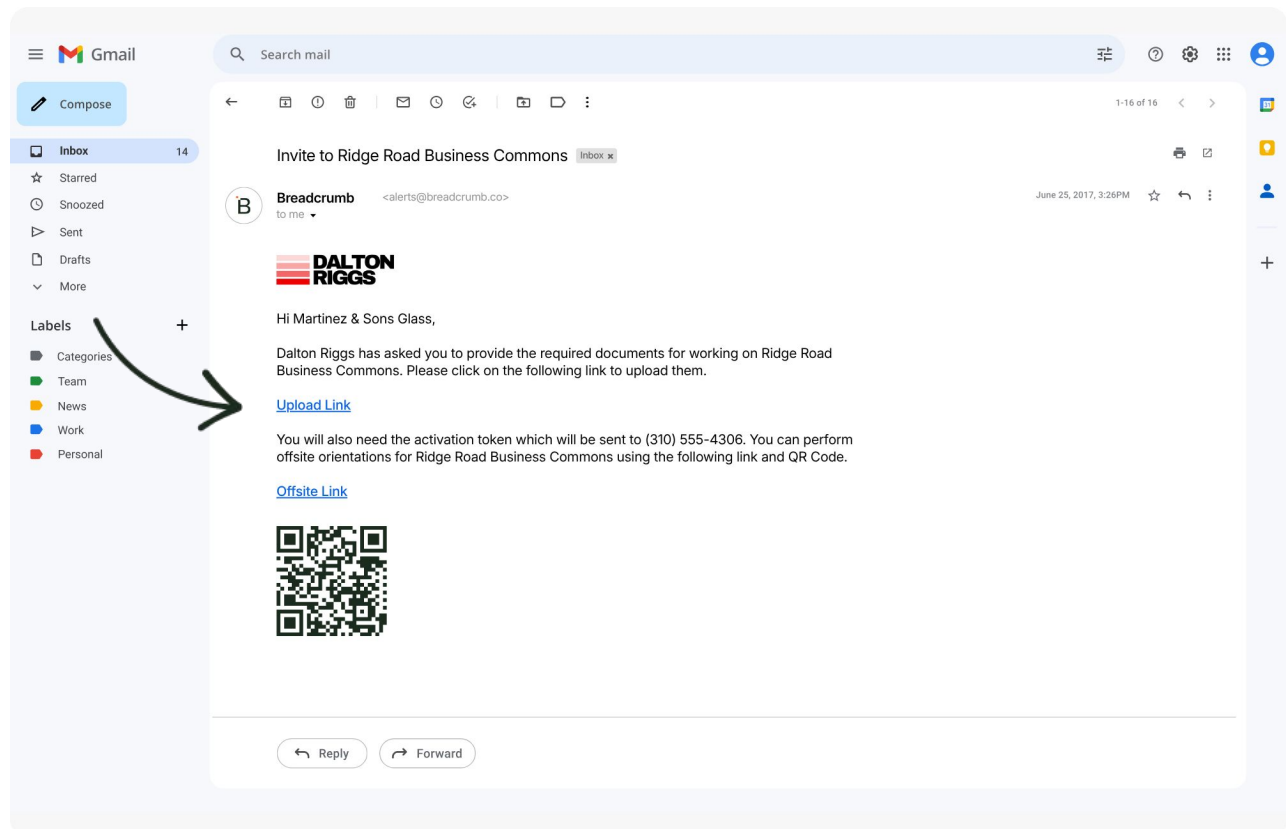
If you're the person sending safety documents to general contractors in order to get your crews site-ready, this section is for you.

Uploading Company Documents

1 You'll Receive an Email Invitation to Upload Documents

Before your team starts work on site, the general contractor will send your company an onboarding invitation through Breadcrumb. This invitation will be sent by email from alerts@breadcrumb.co and will include a link to your Breadcrumb Subcontractor Portal.

Click the link in the email to begin uploading your documents.



2

Upload Files Through Breadcrumb Portal

After clicking the link, you'll arrive to the Breadcrumb Subcontractor Portal with the "Supplier Documents" tab already open. This is where you'll upload your Site Safety Plans, SDS, and any other documents requested by the general contractor.

Before uploading, check that you're using the correct and more recent document versions. When you're ready, **drag and drop the files** into the correct upload area, or click "**Browse Files**" to select them from your device.

The screenshot shows the 'View/Update Document Version and Permits' interface. At the top, it displays 'Site: 345 California' and 'Supplier: Diamond HVAC'. Below this, there are three tabs: 'Supplier Documents' (selected), 'Permits', and 'Supplier Document Archive'. The main area is divided into two columns. The left column is for 'SSSP' files, with a dashed box containing the text 'Drag and drop your SSSP files here or' and a 'Browse SSSP Files' button. Below this, it states 'Supported file types include PDF and images.' The right column is for 'SDS' files, with a dashed box containing the text 'Drag and drop your SDS files here or' and a 'Browse SDS Files' button. Below this, it also states 'Supported file types include PDF and images.'

3

Review Document Details

Review the document title shown in Breadcrumb and rename it if needed so it is clear and specific. Once everything is correct, **submit the document**.

The screenshot shows the 'Upload SSSP Documents' modal window. At the top, there are buttons for 'Group', 'Ungroup', and 'Remove'. Below these, there is a section for 'Upload File For:' with two radio buttons: 'New Document' (selected) and 'Existing Document'. Underneath, there are two input fields: 'Document' with the value 'Site Safety Plan - Diamond HVAC' and 'Version Date' with the value '06/26/2026'. Below these fields, there is a file preview section showing 'Site Safety Plan - Diamond HVAC.pdf [198136 bytes]' with a 'Remove' button. At the bottom of the modal, there is a large green 'Select Files' button and a blue 'Submit' button. A message at the bottom states 'Supported file types include PDF and images.'

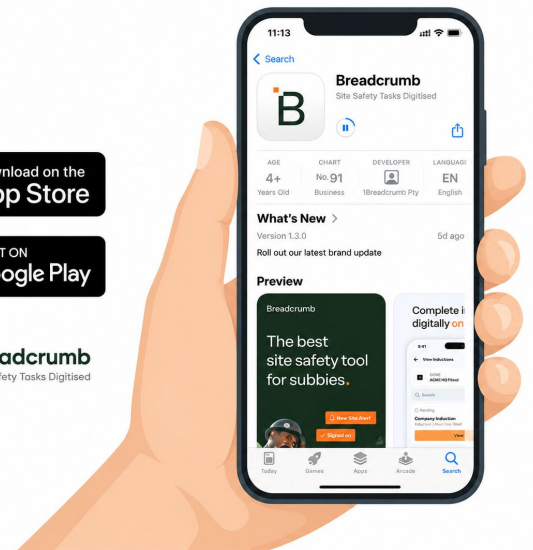
Getting Your Team Ready (Especially the Foreman)

1

Encourage Your Foreman to Download Breadcrumb

The only person who will need to download Breadcrumb is your crew foreman. It works best if you let them know to download the app and set up their profile ahead of time.

The other workers on the crew won't need to download the app. They will go through a no-login, passwordless onboarding flow, so they will need a phone.



2

Prep Your Foreman On Responsibilities

Make sure your foreman understands that they will be checking in their crew **every day they are on the jobsite** using the Breadcrumb app. Depending on the General Contractor requirements, they may also be doing permits and/or safety forms like PTPs or JSAs. Make sure they know what's expected of them.

PTP

Submitted By: Michael Donovan
Submitted: 05 Mar, 8:32 AM
Company: Blue Line Piping

Submit New Form

All Onsite Offsite

Marco DeLuca
Granite Concrete
(209) 555-2184

Jose Castillo
Granite Concrete
(442) 555-7710

For Foremen

If you're a crew foreman attending site, this section will help you download Breadcrumb, check-in on site, manage your crew, and complete any safety tasks the GC requires.

Before Arriving to Site

1

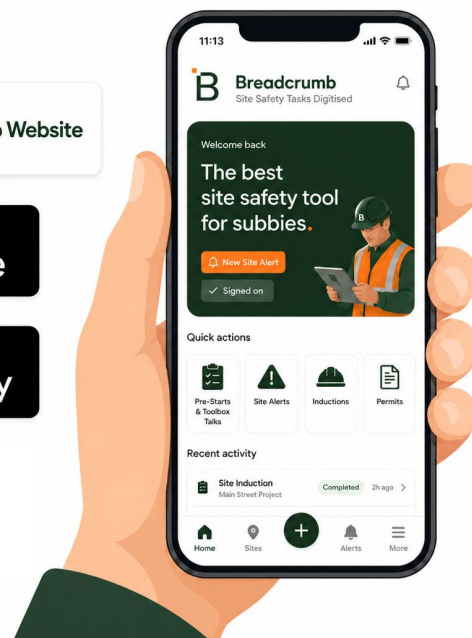
Start By Downloading the Breadcrumb App

Download the Breadcrumb app before travelling to site so you are ready to complete your orientation, check in, and sign any documents if required.

Download here: [App Download](#)

Alternatively, scan the QR code below.

You can also find the direct app store links at the bottom of the Breadcrumb website at www.breadcrumb.co



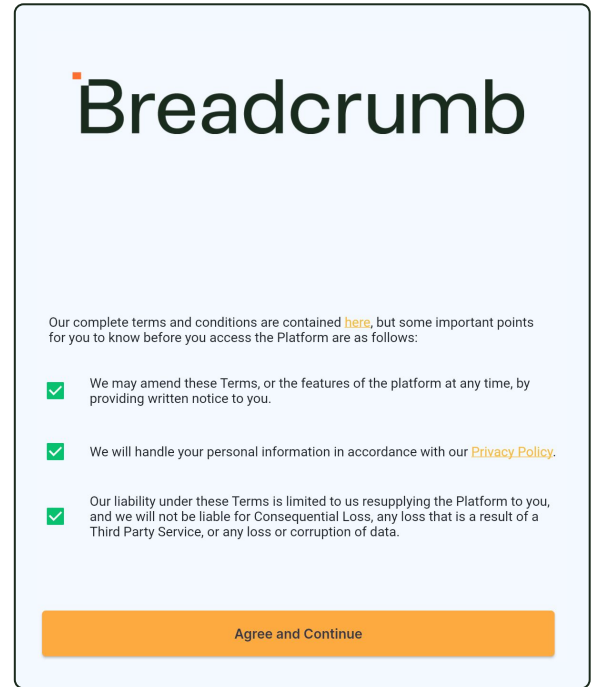
2

Setup Account

After you download the app, open it and follow the instructions to setup your account. You'll only have to do this one time and can reuse your account across any Breadcrumb-enabled sites.

If you need additional support:

- If you're viewing this guide digitally, [click this link](#) to open "Getting Started with the Breadcrumb App."
- If you're using a printed copy, visit support.1breadcrumb.com/contractors and search "Getting Started." It should appear as the first result.



3

Complete Your Orientation

Your site orientation may be completed **before arrival** or **when you arrive on site**, depending on the general contractor's process.

You can access the orientation by scanning the site QR code with the Breadcrumb app or your device camera, opening an offsite orientation link from your onboarding email, or using a QR code shared by your employer.

To complete your orientation:

1. Open Breadcrumb and click '**Scan QR code**' button or scan the QR code with your phone camera.
2. Select the correct visitor type (Subcontractor)
3. Select your company (Supplier)
4. Read and complete the orientation material.
5. Answer all required questions, upload requested cards, review announcements, tick acknowledgements and add your digital signature.
6. Select Submit for offsite orientation or Check In if onsite.

Full orientation instructions with screenshots on the next page →

1

Choose Visitor Type (Subcontractor)

10:41

App Store

Select Visitor Type

Dalton Riggs
Northgate Commercial Development

There is no history available for this site

Subcontractor - English Speaking

Employee

Subcontractor - Spanish Speaking

Visitor

2

Select Your Company (Supplier)

10:41

App Store

Questions

Dalton Riggs
Northgate Commercial Development

Visitor Type
Subcontractor - English Speaking [Change](#)

Mandatory

Supplier

Select Supplier

Inductions

Site Safety Orientation

If this induction is not relevant to you, you may skip it [Skip](#)

Site Safety Orientation Information

3

Acknowledge Safety Requirements

10:48

Questions

These instructions are to be presented to all employees for health and safety orientation

By initialing each item and signing below, I declare that this information was presented, that I had sufficient opportunity to ask questions about each topic, and that my questions were adequately answered. I understand that I may ask health and safety-related questions at any time.

☐ Safety Expectations

☐ PPE Required in the work area

☐ Area Smoking / Tobacco restrictions

☐ AHA / JHA review & signed before work

☐ Location of evacuation assembly point

☐ Emergency evacuation procedures

☐ HAZCOM / SDS Review

Mandatory

4

Sign and Submit

Save & Submit

Clear

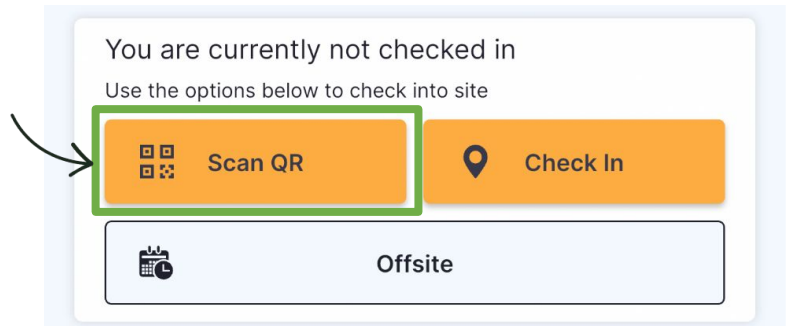
Checking In On Your First Day

1

When You Arrive on Site, Scan the QR Code

If you're using the Breadcrumb app, make sure to select the "Scan QR" button. **Do not select the "Check In" button.**

You can also use your phone camera directly to scan the QR code.



2

Complete Orientation and Check-In

If you didn't complete your orientation off-site, you'll complete it on your first day on site.

1

Confirm Supplier (Your Company)

Make sure you've selected your company from the list.

2

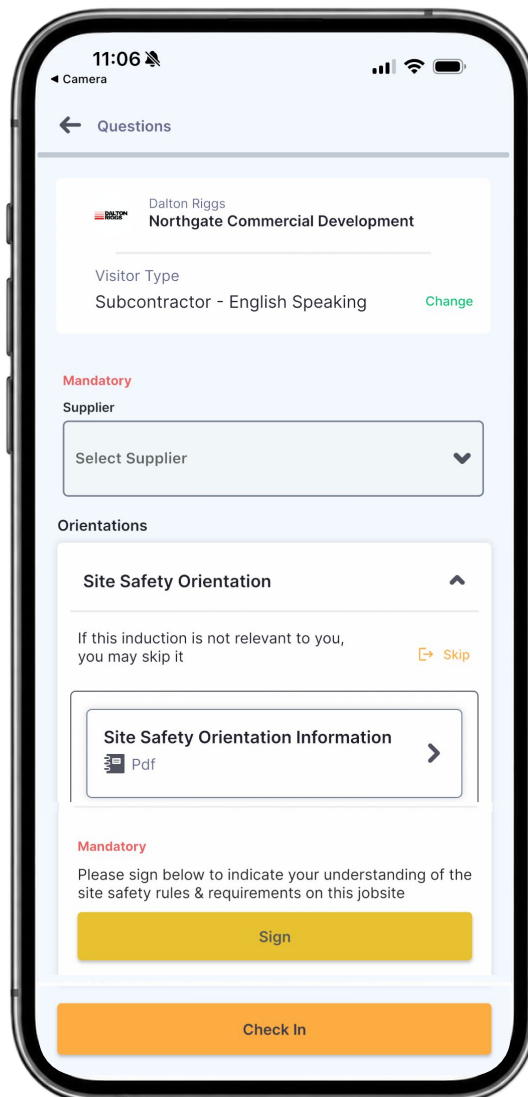
Review & Sign Orientation

Open the files, view, and then confirm.

3

Check In

Once everything is acknowledged and signed, you can check into the site!



Checking In Every Day On Site

1

Scan to Check Your Crew In. Every Day.

Just like you scanned in the first day, you'll use the Breadcrumb app to scan the QR code and check in yourself and your crew every day.



2

Check In Your Crew

When you check in, you'll also be checking in everyone on your crew who is entering the jobsite with you that day. If they've gone through an orientation, their profile will show up under your crew.

1

Tap 'Add Crew'

After scanning the QR Code, tap the "Add Crew" button.

2

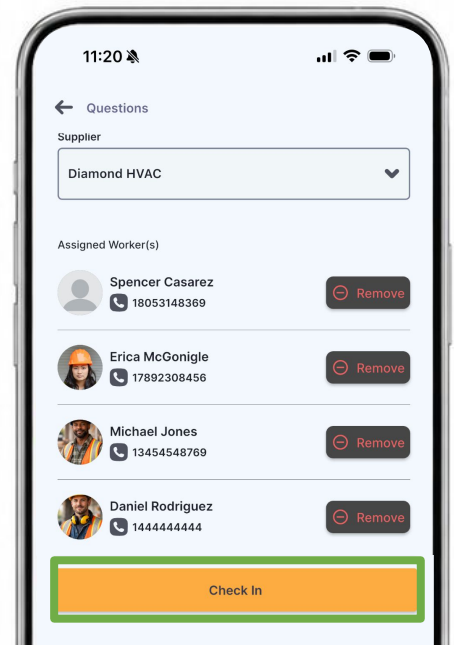
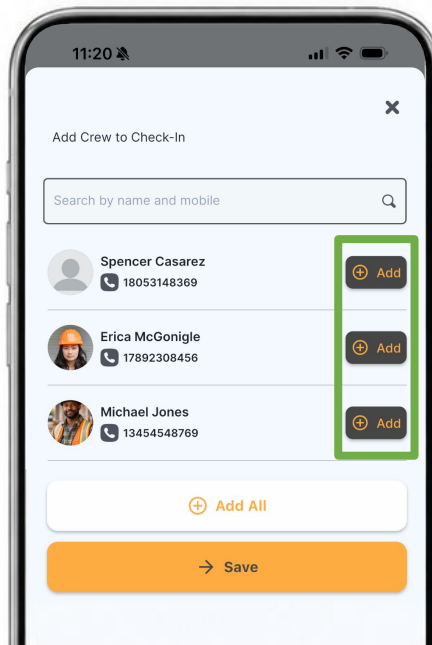
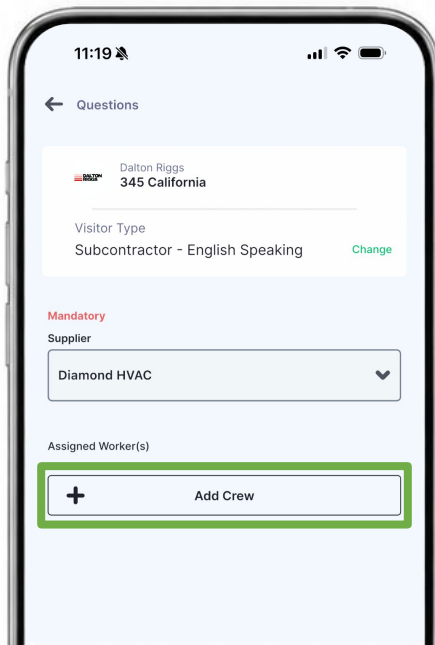
Select Crew Members

Select everyone on your crew who is entering the jobsite with you.

3

Check In

Once you've added your crew members, you can check in to the site.



Troubleshooting & Support

Breadcrumb is very simple to use, but if you have any issues, here's how you can get support.

Support Options



Chat Support

Chat with a live support agent.

Visit www.breadcrumb.co and use live chat button on bottom right.



Phone Support

Call our support team when you need direct assistance.

Call
(628) 304-3793



Email Support

Send us your question and we'll follow up with the right next steps.

Email support@breadcrumb.co



Knowledge Base

Browse help articles, guides, and answers to common questions.

Visit
<https://support-us.1breadcrumb.com/>