



# SpeakUp®

## How To Report via Phone

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People Intouch B.V.



*"TO CONNECT AND PROTECT PEOPLE AND ORGANISATION"*

# SpeakUp How To: Leaving a report

## Via Phone

1. Your organisation has communicated the SpeakUp phone number relevant to your location.
2. Dial the phone number for the country that you are located in.
3. The voice prompts will guide you through the following steps:
  - I. Enter the 'Organisation code' shared by the organisation with you
  - II. Select your language
  - III. You will receive a unique 'Report number'
    - i. Write this down carefully as you will need it to be able to call back and hear a response to your report.
  - IV. Choose a 4 digit PIN code
    - i. Remember it so that you can log back in later
  - V. After the tone simply speak your message
  - VI. Once done, press 1 or simply hang-up
  - VII. You can expect a response within one week. Make sure to call back with your Report number and PIN to check for a response.

