



# SpeakUp®

## How To Report via Web

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People Intouch B.V.



*"TO CONNECT AND PROTECT PEOPLE AND ORGANISATION"*

# SpeakUp How To: Leaving a report

## Via Web

1. Visit the SpeakUp webpage with the URL and/or QR code your organisation has communicated.
2. Click on '+ New report' to start a trusted conversation.  
In case you already have an open report, select 'Log in'.
3. Select the language in which you want to leave your message.
4. Note down your unique 'Report number' and create a password for your report.
5. Type your message  
You can upload attachments via the clip icon found in the top-right corner.
6. Click 'Send message' and your message and attached files will be processed.
7. You have the option to leave your email if you'd like to be notified when there is a response. After adding your email, you'll be asked to type the verifying code sent to the provided email address.

