

TAMCOST | Account Setup Guide

Registration, Login & Password Reset

Before You Begin

You must have a Registration Code before you can create an account. Each code is unique and single-use, issued by your administrator. Contact your admin to obtain one before proceeding.

⚠ Registration codes cannot be reused. If your code has already been used or is invalid, ask your admin to generate a new one.

Registration Fields

When creating a new account, you will need to fill in the following fields:

FIELD	WHAT TO ENTER
Registration Code	The unique, single-use code provided by your administrator.
Company Name	Your company's full name (e.g. Acme Construction). This creates your private workspace.
Email	Your work email address. This becomes your login username.
Password	Choose a secure password — must be at least 8 characters long.
Confirm Password	Re-enter your password exactly as above to confirm.

i Each company gets its own private, isolated workspace. All users within a company share the same workspace.

Creating Your Account

Follow these steps to register a new account:

1. Navigate to the app URL — you will land on the login page.
2. Click Create one below the sign-in form.
3. Enter your Registration Code exactly as provided by your admin.
4. Enter your Company Name — this becomes your team's private workspace label.
5. Enter your Email address and a Password (minimum 8 characters). Re-enter the password in the Confirm Password field.
6. Click Create Account. You will be logged in automatically and taken to your Estimates dashboard.

Logging In

Once your account is created, you can sign in at any time:

1. Navigate to the app URL — you will land on the login page.
2. Enter your Email and Password.
3. Click Sign In. You will be redirected to your Estimates dashboard.

Resetting Your Password

If you forget your password, you can reset it yourself without contacting your admin:

1. On the login page, click the Forgot password? link below the sign-in form.
2. Enter the email address associated with your account and click the submit button.
3. Check your inbox for a password reset email. Click the reset link in the email.
4. Enter and confirm your new password, then click Reset Password.
5. You will be redirected to the login page. Sign in with your new password.

i The reset link in the email is time-limited. If it has expired, return to the Forgot Password page and request a new one.

Common Error Messages

If you encounter an error during registration or login, refer to the table below:

ERROR MESSAGE	WHAT IT MEANS
Invalid registration code.	The code you entered doesn't exist — double-check the exact value with your admin.
This registration code has already been used.	Registration codes are single-use. Ask your admin to generate a new one.
All fields are required.	One or more fields were left blank. Fill in everything and try again.
Passwords do not match.	Your password and the confirmation field don't match — re-enter both carefully.
Password must be at least 8 characters.	Choose a longer password that meets the minimum length requirement.
That email is already registered.	An account with this email already exists. Try signing in, or use the Forgot Password link.