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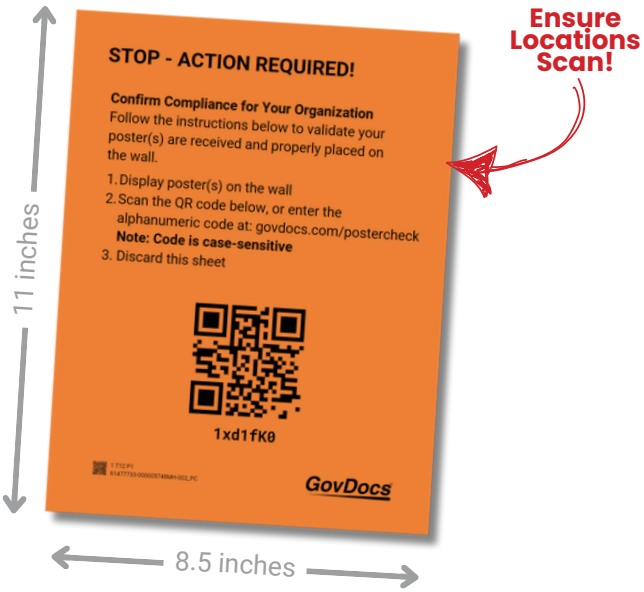
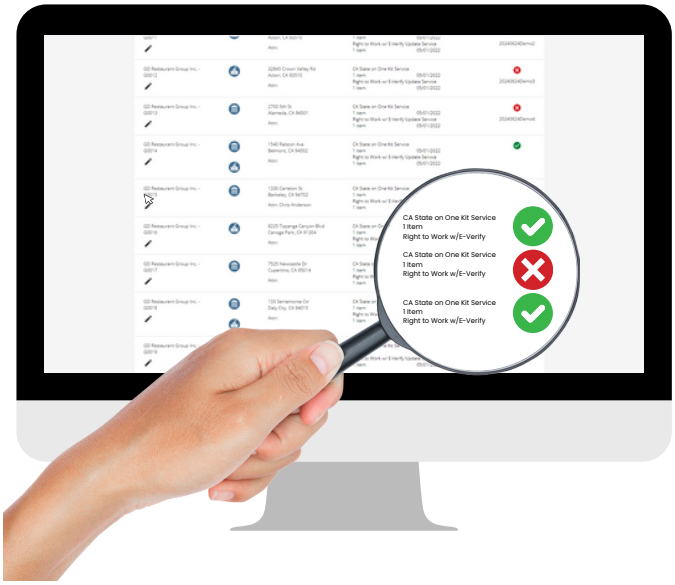
PosterCheck™ User Guide: **Locations**

Introduction

GovDocs PosterCheck™ is a QR code-based resource to help you confirm updated and new labor law posters are delivered and properly displayed in a timely manner.

With PosterCheck, new and updated posters are shipped with an 8.5x11 inch orange insert, including a QR code and alphanumeric code. Once the poster in hung on the wall and code is scanned/entered at the location, the verified display status is available for your Labor Law Program team to see.





Location Receipt & Display

When you receive a new or updated poster shipment:

1. Immediately open the envelope and review the orange insert with the reminder to display the poster.
2. Display the poster in the compliant place.
3. Choose one of two ways to confirm confirmation, either enter the alphanumeric code or scan the QR code with a mobile device.

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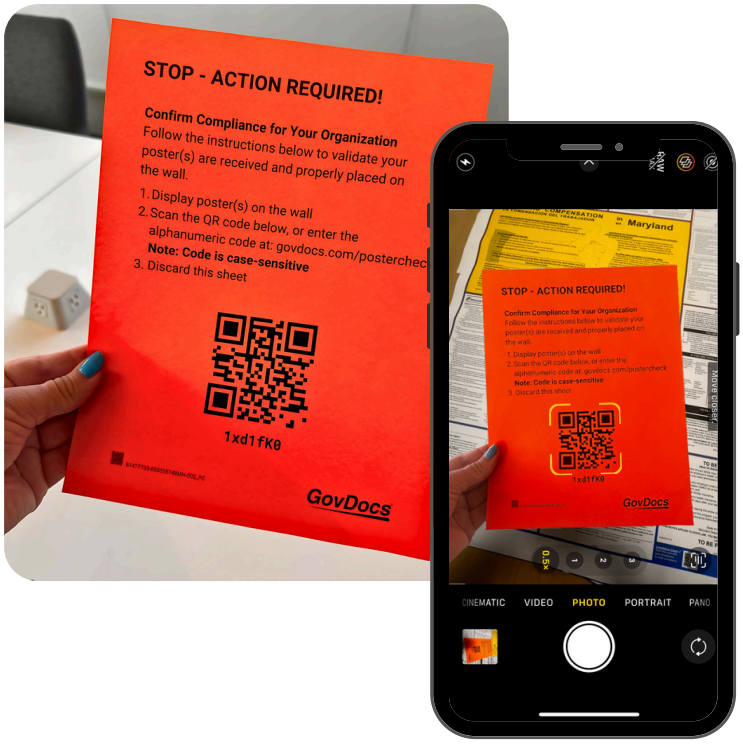
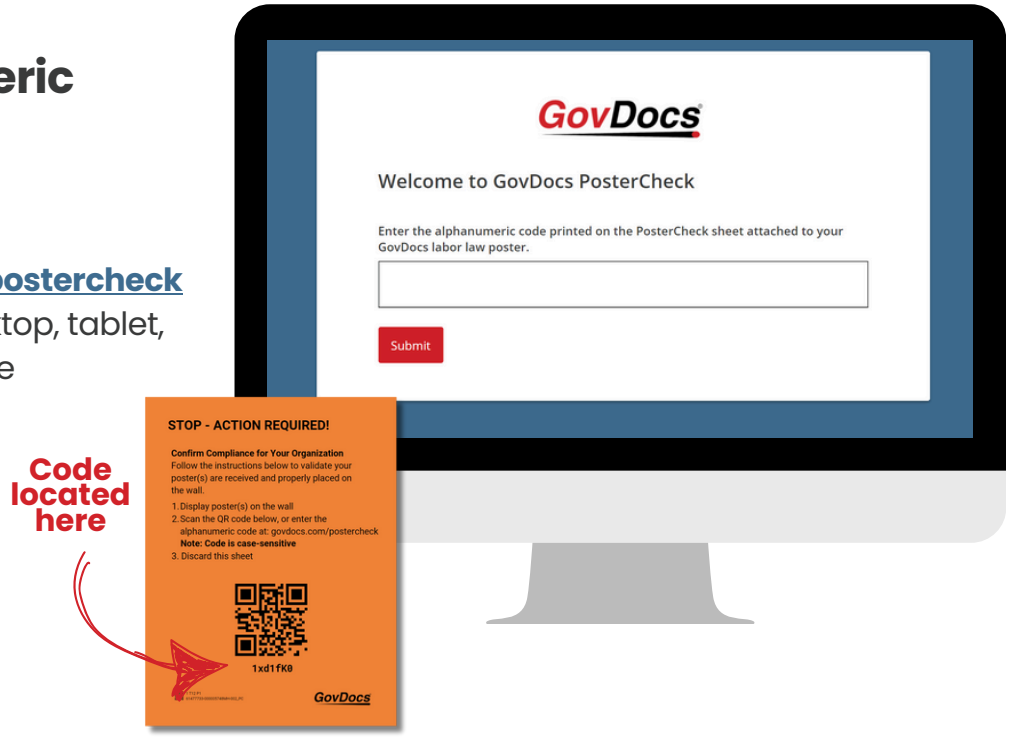
Option 1: Mobile Device

Scan the QR code on the orange insert (using the devices camera), then click the link that appears on the screen.



Option 2: Alphanumeric Code

Go to https://www.govdocs.com/postercheck on a search engine via a desktop, tablet, or mobile device and enter the alphanumeric code.



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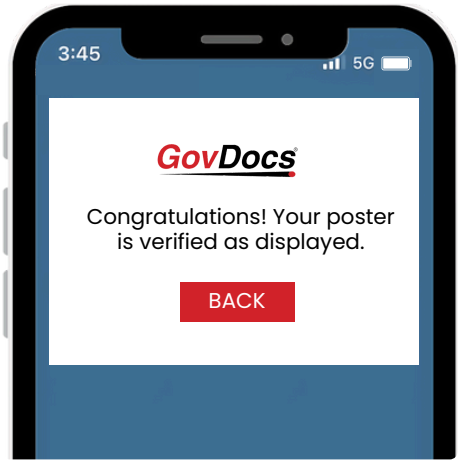
Location Confirmation

Upon receipt of the confirmation screen, you can dispose of the PosterCheck insert. At this point, the **GovDocs Posting Dashboard** has now been updated to verified and your Human Resources team is verfieid.



If you have other questions reach out to your company's labor law poster compliance program or human resource team!

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