

# DIGITAL BUSINESS CARD SETUP

Haystack is a digital business card application (app) recruiters can utilize to easily share their information with prospects. Follow the steps to below to download the app and create a professional account on your issued mobile phone.

## DOWNLOAD THE APPLICATION

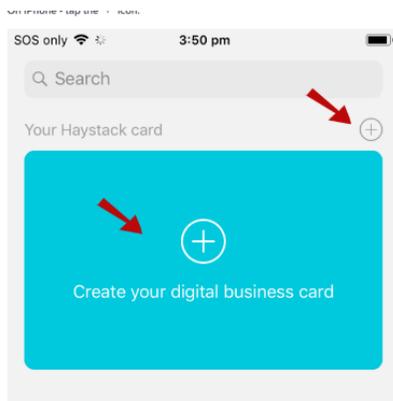
1. On your unlocked mobile device, open up the App Store
2. Select the “Search” icon in the bottom right 
3. In the “Search” menu, type in “Haystack business card”
4. Select the Haystack app (icon below), press the “Get” button



5. Select “Install”
6. Enter your Apple ID password from the pop-up menu
7. Select “Sign In”
8. Once downloaded, select “OPEN”

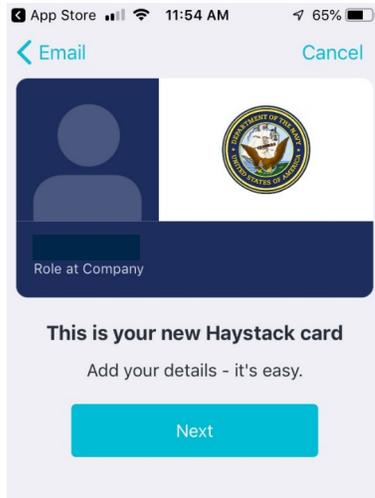
## CREATE AN ACCOUNT

1. From the Haystack app, select the “Get started” button
2. Tap “I agree” to the terms and conditions
3. Select the “+” from the landing page



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4. Enter your @navy.mil email address into the designated space
5. Press “Next”
6. The initial business card layout will populate



7. To further edit your business card, select the “Next” button
8. From the options provide, edit the following fields (where applicable):
  - a. Profile Picture: Include a professional photo
  - b. Role: Add your role/recruiting title
  - c. Phone #: Include one phone number of your preference, work cell or office
  - d. Website: Include [www.navy.com](http://www.navy.com)
  - e. Street Address: Allow application to access your location. Insert your NRS address.
  - f. Social Media: Include your social media profiles if applicable/you prefer to do so
9. Once all the above fields are edited, click “Save” in the upper righthand corner
10. Select “Sign In With Email” and enter @navy.mil address
11. Click “Next”
12. On the Welcome screen, enter your selected password
13. Select “Create Account” and your account will be complete