

If the Admin does not pay the Easy Time Clock invoices, access to the billing pages can be granted to another username. This access can be given to a special “bookkeeper” username or to an existing username.

Step One: Create a username

Setup tab, Employee Setup

Username ▲	Employee #	Change or Clear Password	Email	Status	Department	Last Activity	Delete
Bookkeeper		***** <input type="checkbox"/> Clear	<input type="text"/> <input type="checkbox"/> Send[?]	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated	None ▼		<input type="checkbox"/> Delete

Step Two: Send invoice reminder emails to bookkeeper’s email

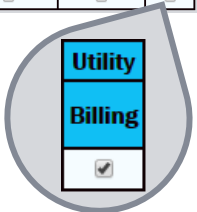
Setup tab, Contact Information

Contact Name	Admin Person
Contact Phone Number	405-314-2436
Contact Email Address	admin@easytimeclock.com
Billing Email Address	bookkeeper@easytimeclock.com
Company Name	Business Company
CEO/Company Owner	Owner Person
Company Address	Address!

Step Three: Grant billing access

Features tab, Administrative Access

Employee	Time Card	Setup						Features										Utility	
		Admin Approval	Employee Setup	Automatic Lunch	Payroll Setup	Reader Download	Monitor	Access	Departments	Assign Depts & Sups	Shifts	Assign Shifts	Projects	Breaks	Assign Projects & Breaks	PTO Assignment & Accrual	PTO Balances		PTO Accrual Edit
Bookkeeper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Now the employee sees:

Business Co Time Card - Bookkeeper

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For further assistance with Bookkeeper Login, contact Customer Service.

(405) 314-2436 • support@easytimeclock.com