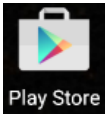


Easy Time Clock offers a helpful way for employees to clock in and out from their mobile phones. This free app is available for Apple and Android devices.

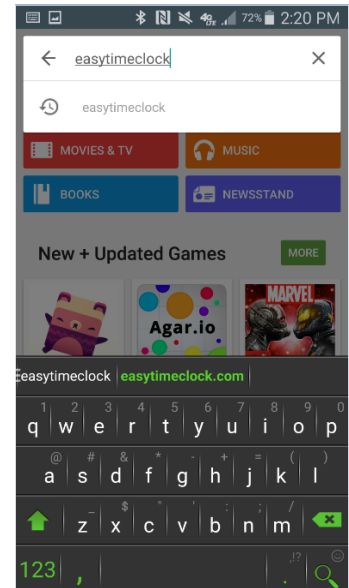
1. Find the App Store or Google Play Store in the apps on your phone.



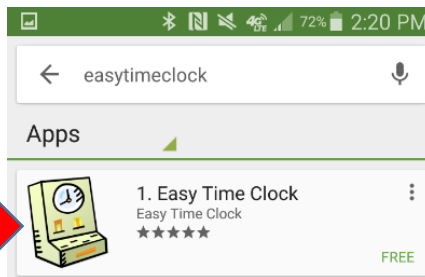
Apple/iPhone users: Go to the **App Store** and search “**Easy Time Clock**”



Android users: Go to the **Play Store** and search “**EasyTimeClock**”

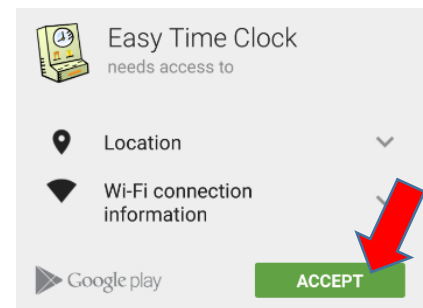
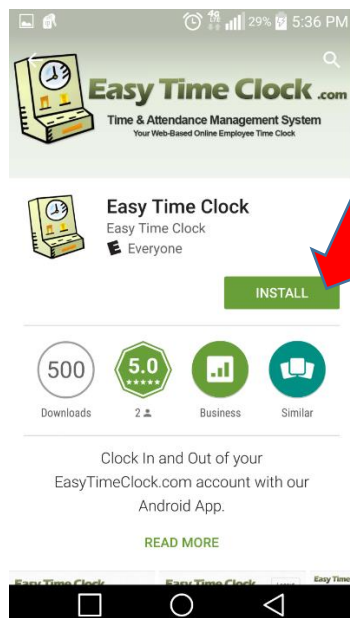


Look for our logo!

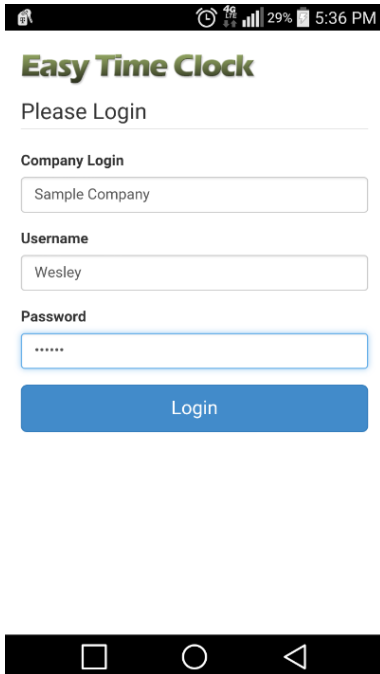


2. Install app.

★ The app will ask to use your Location and Wi-Fi connection information. You must “**Accept**” to be able to use the program. Make sure the **GPS/Location** function is turned **ON** in your phone.

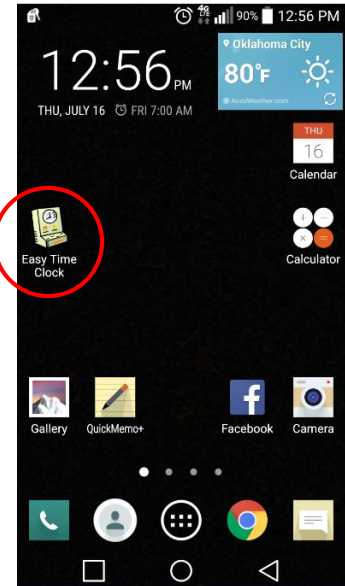


3. To log in, click the shortcut on your phone. It will take you to a login page.



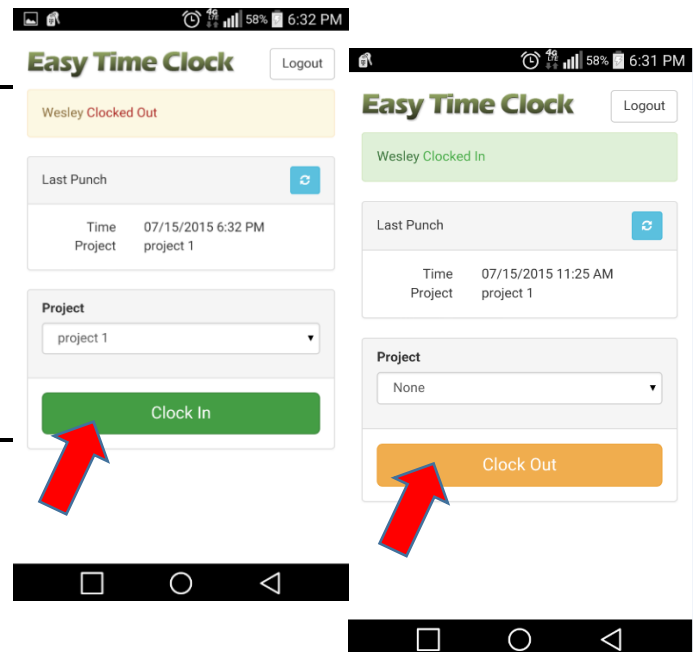
Enter:
Company Login
Username
Password

Click **“Login.”**



★ If you have never logged into Easy Time Clock and do not have a password created yet, you will need to log in on the computer first to create a password. See Help File: **Employee Login First Time.**

4. Choose a Project (if applicable) and click **“Clock In.”**
At the end of your shift, repeat steps and click **“Clock Out.”**



5. Click **“Logout”** after clocking in and out.

For further questions on Installing our Mobile App, contact Customer Service.

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