If the Admin does not pay the ETC 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.

Setup tab, **Employee Setup**

Step One: Create a username

Username ▲	Employee #	Change or Clear Password	Email	Status	Department	Last Activity	Delete
Bookkeeper		******** Clear	Send[?]	Active / Inactive / Terminated	None		Delete

Setup tab, **Contact Information**

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

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!

Features tab, **Administrative Access**

Step Three: Grant billing access

Clay	
Time Card	**Access**
Admin Approval	☐
Setup	**Access**
Employee Setup*	☐
Automatic Lunch*	☐
Payroll Setup*	☐
Reader Download	☐
Fingerprint and Badge Readers	☐
Monitor*	☐
Access*	☐
Features	**Access**
Departments	☐
Assign Depts & Sups	☐
Shifts	☐
Assign Shifts*	☐
Projects	☐
Breaks	☐
Assign Projects & Breaks*	☐
PTO Assignment & Accrual*	☐
PTO Balances*	☐
PTO Accrual Edit*	☐
Leave Categories	☐
Leave Assignment*	☐
Utility	**Access**
Combined Billing	☐
Billing pages	☑
Sub Support	☐

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