

Looking for an affordable, comprehensive online time clock for your clients? With our Combined Billing feature, you are able to combine all of your clients' separate accounts into one low monthly bill. This means you can take full advantage of our discounted pricing tiers!

Easy Time Clock Pricing

Account Prices	
Employees	Price per Month
1-99	\$1.00 per employee
100-499	75¢ per employee
500-1,999	50¢ per employee
2,000+	25¢ per employee

Example:

You have three clients – Company 1, Company 2, and Company 3.

Company 1 has 66 employees (\$66.00)

Company 2 has 182 employees (\$136.50)

Company 3 has 9 employees (\$9.00)

When paying separately, all three accounts total to **\$211.50** per month.

When combined together, all accounts qualify for the 75¢ per employee rate, totaling to **\$192.75** per month.

The more clients you have, and the more employees each client has, the larger the discount you receive!

What you should know

- Clients maintain their own accounts, but cannot access another client's account.
- Clients can receive support from you or from our friendly customer support team.
- Billing will only be visible to you, giving you the freedom to invoice the client independently.
- You can manage the status of sub accounts from the master account.

Getting Set Up

Step One: Create Your Reseller Account

This is the account you will use to pay the invoices for your clients' usage.

- Visit www.easytimeclock.com and click 30-Day Trial Start Here
- Enter the contact information for your company
- Create a Company Login for your reseller company
- Set an Admin password for yourself
- Customize the settings for your account
- Click "Create Account"

Step Two: Create Your Sub Accounts

Most resellers create their clients' accounts, but you are welcome to have your client create their own account.

- Again, visit www.easytimeclock.com and click [30-Day Trial Start Here](#)
- Enter the contact information for your client's company
- Create a Company Login for the client
- Set an Admin password for the client
- Customize the settings for the account needs of the client
- Click "Create Account"

Step 3: Combine Account

Your client's account (Sub Account) will not see any billing information.

- Log back into your Reseller Account
- Go to the **Utilities** tab and **Combined Accounts**
- Enter the **Company Login** and **Password** for the Sub Account
- Save Changes
- Optional: Make a custom time clock link on your website (refer to last page for more information on Custom Link Domain)

Step 4: Transfer to Client

Hand over the account information to the client so that they can start managing the account.

They will need:

- Company Login
- Username: Admin
- Admin Password

Managing Combined Billing

When managing accounts, you have the ability to see the following:

Combined Accounts								
Company Name	Company Login	Contact Phone	Contact Name	Start Date	Active Employees	Status	Uncombine	Request to Close
Business Company	BusiCo	405-314-2436	Admin Person	12/15/2017	20	No Problem ▾	<input type="checkbox"/> Uncombine	<input type="checkbox"/> Request to Close

Change the status for your accounts if the client has failed to pay.

Status
No Problem ▾
Lock Everyone ▾
No Problem
Lock Admin
Lock Everyone

Lock Admin: Admin will not be able to retrieve reports and will see the alert:

Close X

Balance Past Due Notification.

Your reports are locked, but your employees can still clock in and out. Please contact Admin Name at The Business Company for more information.

Lock Everyone: Admin will not be able to retrieve reports and employees will not be able to view their time cards.

Date	In	Out	Hours	Type	Entry Note	Day	Week	Pay Period
<p>You can still clock in and out, but you will not see the report because the account is locked. Please ask Admin Person to contact support at (405) 314-2436 to unlock the account.</p>								
The current time is 12/20/2017 11:23:00 AM								
Client Management ▾			Clock In					

Reader Management

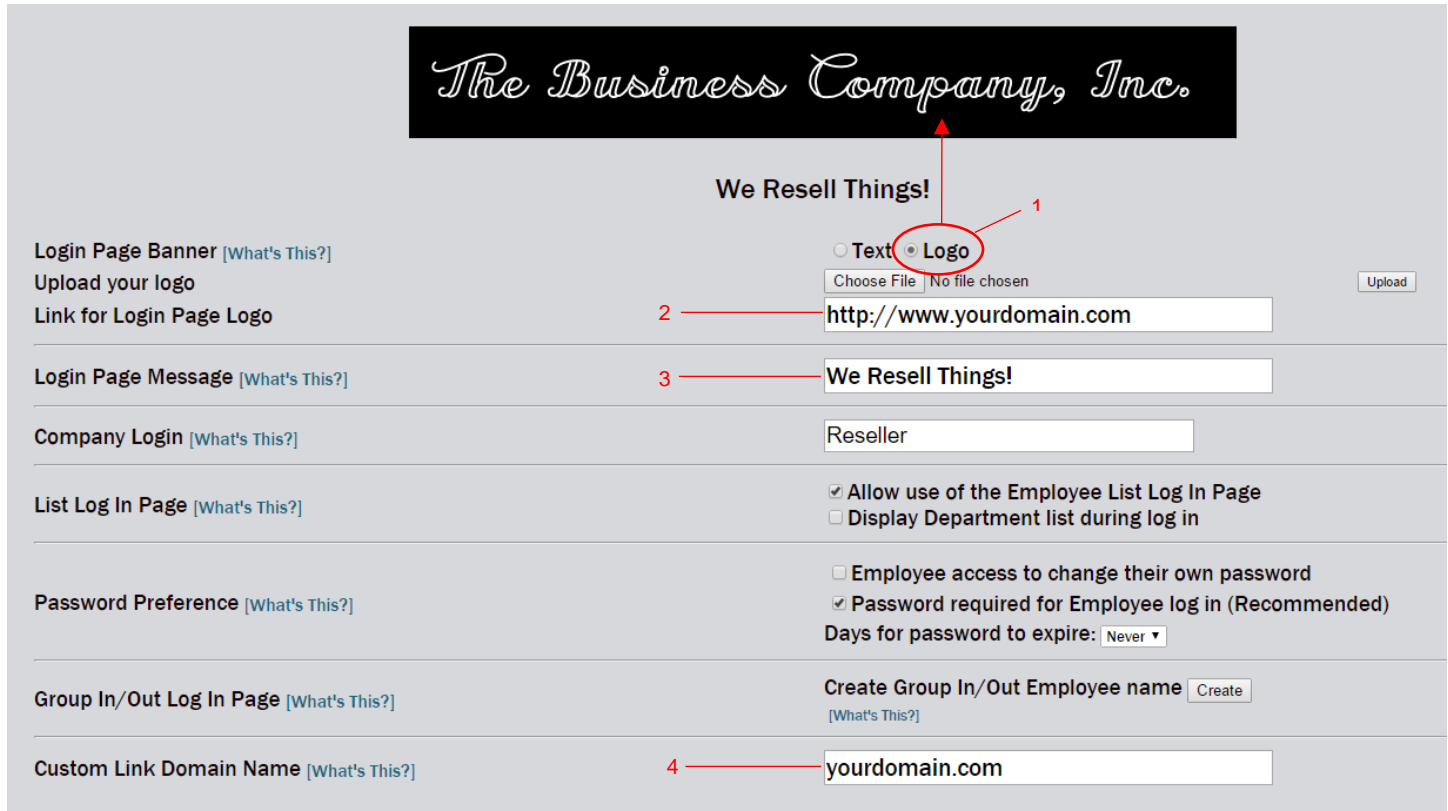
Purchase readers and easily move them to client accounts.

Reader Serial Number	Move to Company	Set to Shipped
6695143800010 Reseller Account (reseller) ▾	Select Company ▾ Select Company Business Company (BusiCo) Reseller Account (reseller)	<input type="checkbox"/>

Create a Custom Time Clock Link for Your Website

Log in as Admin to your master account

Setup tab, Company Login



1. Upload your company logo. This will show up on the time clock login page for all clients.
2. Make the logo an active link back to your website. Enter your domain here.
3. Enter a statement for encouragement, direction, or to represent your company.
4. Enter your domain name to create a link to the time clock login page.
 - a. This option allows you to create a link on your website that makes the time clock look like it is part of your website. The link on your website will look like this:
http://timeclock.yourdomain.com/Login.aspx
 - b. Here are the two steps to make it work:
 - 1) Entered your Custom Link Domain Name like this: yourdomain.com (no http: or www.)
 - 2) At your DNS server for “yourdomain.com” create a **host record** pointing “**timeclock**” to **108.163.216.14**

Custom Link Domain Name [What's This?]

This option makes three changes to the login page:

The page address keeps your domain name

The upper left corner will say that it is provided by your company name

The logo and message will come from this account even if you have combined two accounts together