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 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
Additional Options	
Text to clock in/out:	5¢ per clock punch

What you should know

- Clients maintain their own accounts, but cannot access another client's account.
- From the main account, you can enter all sub accounts as an Admin
- 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.
- All invoices will post to the main account on the 15th of the month.
- You can lock sub accounts (hiding all reports) if the client has a delinquent payment.

Getting Set Up

Step One: Create Your Reseller Account

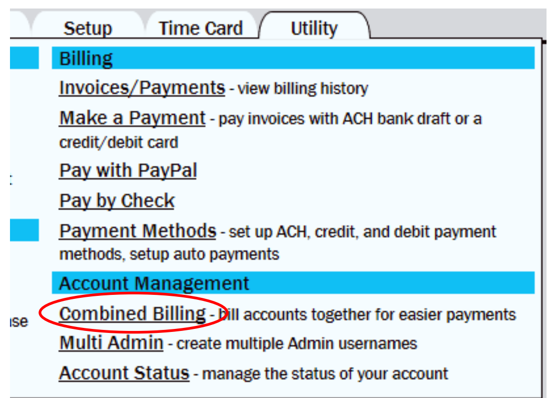
This is the account you will use to pay the invoices for your clients' usage.

- Visit www.easytimeclock.com and click 30-Day Trial
- 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
- 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

When combined, the sub account will not see any billing information.

- Log back into your Reseller Account
- Go to the **Utility** tab and **Combined Billing**
- Enter the **Company Login** and **Password** for the Sub Account
- Save Changes

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 Accounts

Utility tab, Combined Billing

When managing accounts, you have the ability to see basic information.

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	Uncombine	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

⚠ **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.**

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.

Combined Billing

Favorites | Features | Reports | Setup | Time Card | Utility

Click here to move readers between your combined accounts.

Combine An Account

If shipping the reader to your client, check this box before saving. This will turn the “Reader Offline” emails off until the next time the reader is connected to the internet.

Reader Serial Number	Move to Company	Set to Shipped
6695143800010 Reseller Account (reseller)	Select Company Select Company Business Company (BusiCo) Reseller Account (reseller)	☐

Supporting your Clients

Utility tab, Sub Support

Enter client accounts from the Sub Support page.

Account Management

Combined Billing - bill accounts together for easier payments
Sub Support - login to sub accounts to make changes or provide support
Multi Admin - create multiple Admin usernames
Account Status - manage the status of your account

Combined Accounts

Support	Company	Company Login	Start Date	Active Employees	Status
Enter Account	The Business Company	TheBusiCoSub	12/15/2018	23	No Problem

You will have full Admin access of the account. In the Access Report, all activity will be logged as "~Admin" (or whichever username from the main account is accessing the sub account).

Action	Employee
~Admin: Display Page	Admin
~Admin: Display 8/10/2018 - 8/23/2018, Location: BusiCo	Admin
~Admin: Time card updated for Bathory, Elizabeth on 8/14/2018 In Time 9:00 AM, Out Time from blank to "12:48 PM"	Admin

Return to the main account at the top, right corner of any page.

Back To Main Account | Menu | Logout

Features tab, Administrative Access

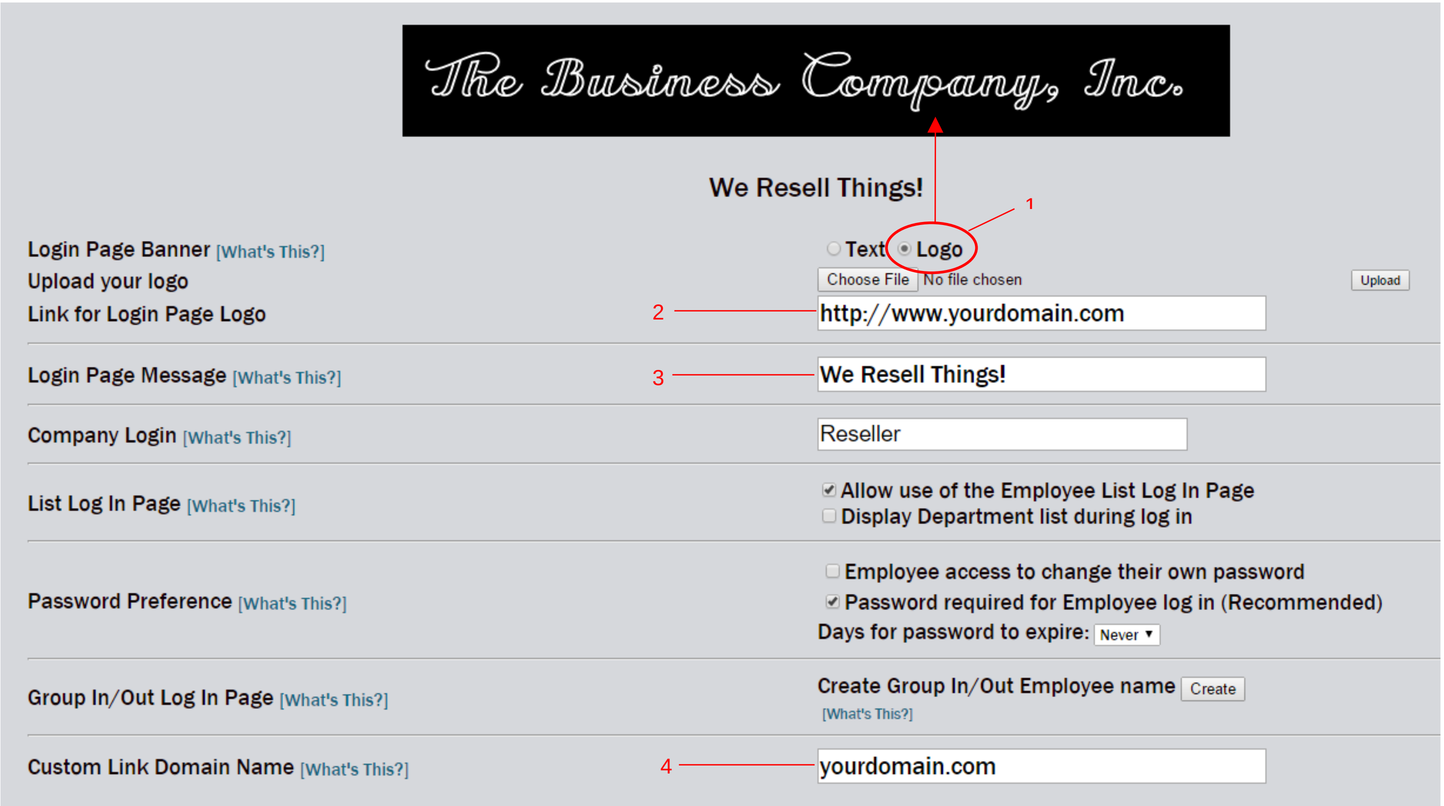
Grant access to Sub Support for your employees to enter client accounts.

Utility	Access
Combined Billing	☐
Billing pages	☐
Sub Support	☑

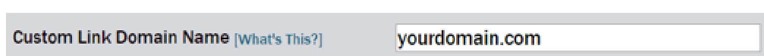
Link us on your Website

Setup tab, Company Login

Log in as Admin to your master account



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**



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