

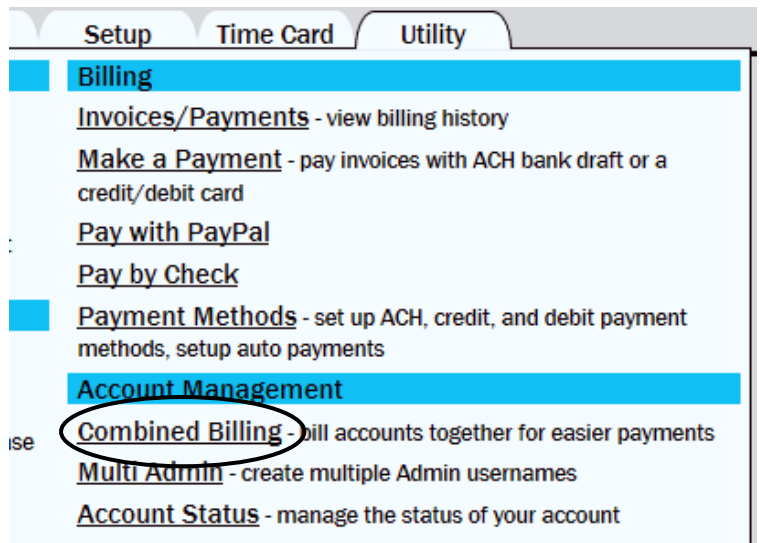
If you have multiple companies that want to utilize Easy Time Clock, save some money by using Combined Billing! When using this feature, your employee count is based on all of your accounts together. So you can take advantage of our tiered pricing.

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

Set Up:

1. Select one of your accounts to be the main account. This is where all billing will be done.
2. Login as Admin. Go to the Utility tab, Combined Billing.
3. Enter the Company Login and Admin password of the sub account, then Save Changes.
4. Once your sub accounts have been combined in, invoices for each account will start posting in the main account on the 15th of the month.



The screenshot shows the 'Utility' tab selected in the top navigation bar. Below the navigation bar, there are several menu items under the 'Billing' section:

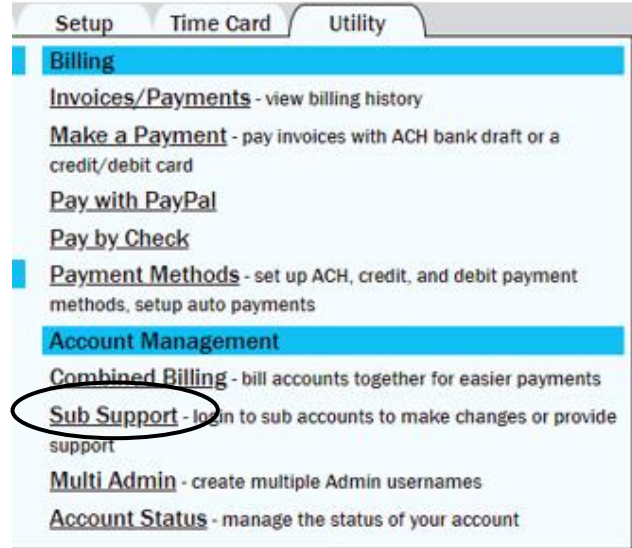
- Billing** (highlighted in blue)
 - [Invoices/Payments](#) - view billing history
 - [Make a Payment](#) - pay invoices with ACH bank draft or a credit/debit card
 - [Pay with PayPal](#)
 - [Pay by Check](#)
- Payment Methods** - set up ACH, credit, and debit payment methods, setup auto payments
- Account Management** (highlighted in blue)
 - [Combined Billing](#) - bill accounts together for easier payments (circled in red)
 - [Multi Admin](#) - create multiple Admin usernames
 - [Account Status](#) - manage the status of your account

Managing Accounts:

Sub Support

Enter sub accounts from the main account.

★ Access to this page can be granted to other usernames in your main account! Go to Features tab, Administrative Access.



Setup Time Card Utility

Billing

- [Invoices/Payments](#) - view billing history
- [Make a Payment](#) - pay invoices with ACH bank draft or a credit/debit card
- [Pay with PayPal](#)
- [Pay by Check](#)
- Payment Methods** - set up ACH, credit, and debit payment methods, setup auto payments

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

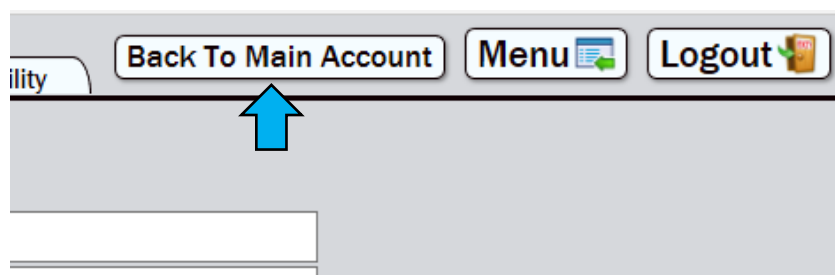
Combined Accounts					
Support	Company	Company Login	Start Date	Active Employees	Status
Enter Account	The Business Company	TheBusiCoSub	12/15/2018	23	No Problem
Enter Account	The Business Company, Inc.	Busico - Joshua	1/15/2019	14	No Problem

Make changes to the sub account just as the Admin would. The Access Report will record your actions.

7/13/2018 12:14:56 PM	Support Left Account	~Admin: Support User Left Account	Admin
7/13/2018 12:14:56 PM	BusiCo - Return To Main Account	~Admin: Display Page	Admin
7/13/2018 12:14:52 PM	BusiCo - Time Card Edit	~Admin: Time card created for Bathory, Elizabeth on 7/16/2018, Hours 8h 0m, Project/PTO Type Sick Time	Admin
7/13/2018 12:13:39 PM	BusiCo - Time Card Edit	~Admin: Display 7/13/2018 - 7/26/2018, Location: BusiCo, Employee: Bathory, Elizabeth	Admin
7/13/2018 12:13:33 PM	BusiCo - Contact Information	~Admin: Display Page	Admin

that's you

When you're ready to go back to your main account, look up in the top, right corner.



ility **Back To Main Account** Menu **Logout**

Manage Readers

Moving readers from one account to another doesn't require a call to ETC Support!

From the Sub Support page, use the link at the top of the page to enter the Reader Management page.

Business Co Customer Support

[Favorites](#) [Features](#) [Reports](#) [Setup](#) [Time Card](#) [Utility](#)

[Menu](#) [Logout](#)

[Click here](#) to move readers between your combined accounts.

Combined Accounts

Support	Company	Company Login	Start Date	Active Employees	Status
Enter Account	Joshua's Business Company, Inc.	Busico - Joshua	1/15/2019	13	No Problem
Enter Account	Sub Business Company	TheBusiCoSub	12/15/2018	19	No Problem

Don't forget to follow the steps on this page!

Reader Management

Transfer Readers Between Your Accounts

When transferring, make sure to delete all usernames and data from the previous account on the reader by following these steps:
 Fingerprint/Badge: **Menu > System > Data Mng > Delete All**
 Face: **Menu > Data Mng > Delete All Data**

Reader Serial Number	Move to Company	Set to Shipped
6695143800010 Joshua's Business Company, Inc. (Busico - Joshua)	Select Company Business Company (BusiCo) Joshua's Business Company, Inc. (Busico - Joshua) Sub Business Company (TheBusiCoSub)	<input type="checkbox"/>

"Set to Shipped" turns *Reader Offline* notifications off until the reader has been reconnected to the internet. This can be handy when taking a few days to move a reader from one location to another.



Billing

Invoices will post on the 15th of the month for your main and all sub accounts. Payment is due upon receipt.

<u>475028</u>	Sub Business Company	7/15/2018	\$6.00			\$6.00
<u>475030</u>	Joshua's Business Company, Inc.	7/15/2018	\$28.00			\$34.00
<u>475031</u>	Business Company	7/15/2018	\$3.00			\$37.00

Are your sub accounts paying you?

If an account is delinquent in payment, you have the ability to lock the Admin from viewing reports, or even lock the Admin and the employees. In this case, employees will not be able to view their time cards, but they can continue to clock in and out.

When "locked out," the Admin will see an alert to contact whoever is listed as the Admin in the main account.

Company Name	Company Login	Contact Phone	Contact Name	Start Date	Active Employees	Status	Uncombine	Request to Close
Joshua's Business Company, Inc.	Busico - Joshua	987-654-3210	Administrator	1/15/2019	13	No Problem	<input type="checkbox"/> Uncombine	<input type="checkbox"/> Request to Close
Sub Business Company	TheBusiCoSub	405-314-2436	Subly Person	12/15/2018	19	No Problem Lock Admin Lock Everyone	<input type="checkbox"/> Uncombine	<input type="checkbox"/> Request to Close