

Logging In

Step One:

Visit www.easytimeclock.com

f t in y (405) 314-2436

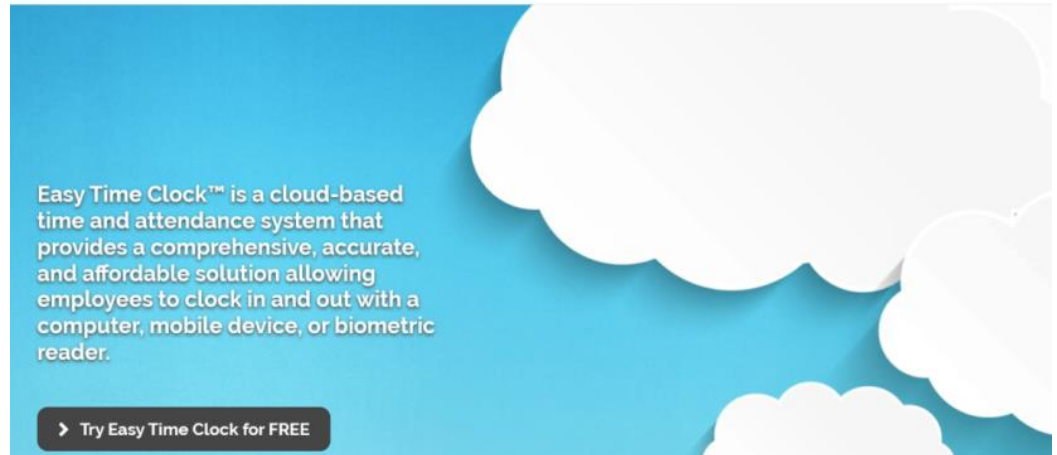
Log In



Features ETC Payroll Pricing **Try ETC Free**

Step Two:

Click Login



Step Three:

Enter Login Credentials

Click "Log In"

Company Login

Username

Password

Log In

Every employee shares the same **Company Login**.

Each employee has his or her own **Username**.

If an employee has not been provided a **Password**, one may not have been set up by the Admin. This means the employee can create their own (see next page).

Company Login and **Username** are space and character sensitive.

ie. If username is *Bathory, Elizabeth*
...comma and space must be included!

Password is case, space, and character sensitive.

Setting a Password

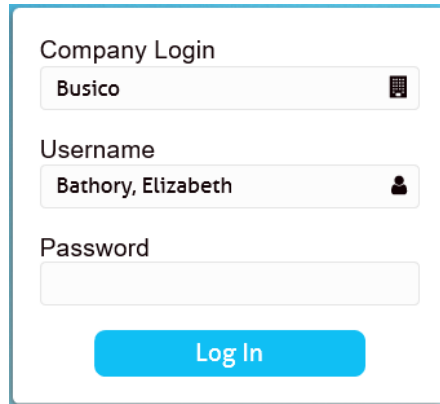
If the Admin left the password field blank when setting up your username, you have the ability to set your own password.

Step One:

Enter Company Login and Username

Leave Password blank

Click "Log In"




The screenshot shows a 'Company Login' form with three input fields: 'Company Login' containing 'Busico', 'Username' containing 'Bathory, Elizabeth', and an empty 'Password' field. A blue 'Log In' button is at the bottom.

Step Two:

Type in a secure password

Retype password to verify

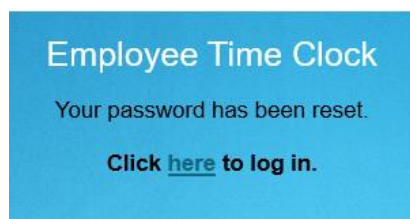
Click "Reset Password"



The screenshot shows a blue background with the title 'Employee Time Clock' and the message 'Your account requires a password to log in, please create one.' Below are two input fields: 'New Password' and 'Retype Password', both containing five dots. A blue 'Reset Password' button is at the bottom.

Step Three:

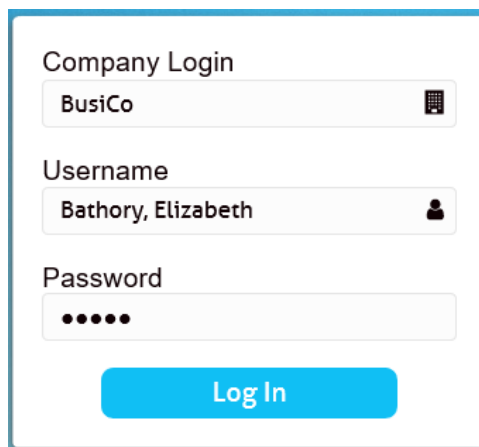
Click the link to log in



The screenshot shows a blue background with the title 'Employee Time Clock' and the message 'Your password has been reset.' Below is a link: 'Click [here](#) to log in.'

Step Four:

Log in with the password you set



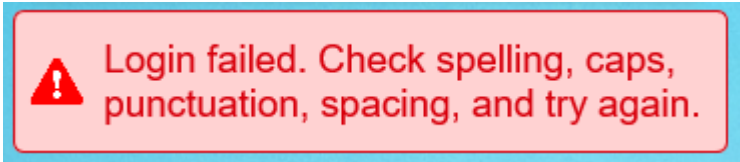
The screenshot shows the 'Company Login' form with 'BusiCo' in the 'Company Login' field, 'Bathory, Elizabeth' in the 'Username' field, and five dots in the 'Password' field. A blue 'Log In' button is at the bottom.


Trouble Logging In

This message means one of your login credentials was not correct.

Company Login

Username
or **Password**



 Login failed. Check spelling, caps, punctuation, spacing, and try again.

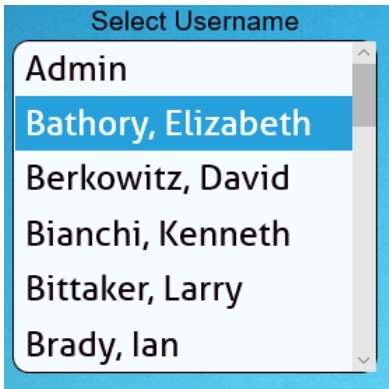
Business Company



Your company name at the top of the page can verify the **Company Login** is correct.



The List Log In page can verify the **Username** is correct.



Select Username

- Admin
- Bathory, Elizabeth**
- Berkowitz, David
- Bianchi, Kenneth
- Bittaker, Larry
- Brady, Ian



If your email address is in the system, and if the Admin allows access for employees to reset their passwords, you can use the “Forgot Password” link to reset your password.

If you do not have access to do this, your Admin will need to reset your password.



Unauthorized Access Attempt

Access has been configured to use only authorized IP Addresses.

Access will be denied if your router or computer is configured for dynamic addressing and you get a new IP Address. If this location should have access to the time clock, contact your time clock administrator (**Admin Name**) for assistance. Your administrator has been notified to help with setup and monitoring.

This message means you have a location restriction, and you cannot log in without meeting that restriction.

Unauthorized Access Attempt

Access has been configured to use the ETC Vault and not **Chrome**.

If you do not have ETC Vault installed, download it [here](#).

If you do not have a Key Code, contact your time clock administrator (**Admin Name**) for assistance. Your administrator has been notified to help with setup and monitoring.

— This line tells you what the restriction is.

— Depending on the restriction, there may be a link available that will offer a solution.

Location Limit In Place

The List Login page is not authorized for this location.

This can happen when laptops move around. If this location should have access to the time clock, contact your time clock administrator (**Admin Name**) for assistance.

If your username should have access from this location, try the [Standard Login](#) page.

This message may appear if you try to use the List Log In page and either...

1. you have not met your location restriction requirements.
2. your Admin does not allow the use of the List Log In page.