

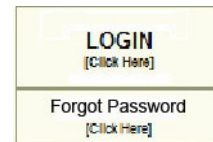


Welcome! You have created an account with **Easy Time Clock**.

HOW TO START YOUR SETUP

SETUP INSTRUCTIONS – This quick easy setup document will give you basic setup instructions for configuring your time clock so you can get started using your time clock. You can use the default settings without having to setup the more advanced features. You can skip the optional features (*) for a quick easy setup and then go back later to setup any of the optional features that you would like to use.

STEP 1 - Login as Admin:

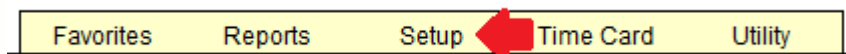


a) **Login Instructions** - Log In into Your Time Clock Account. Click on the **Login** link located on our main website or copy this link <https://www.easytimeclock.com/Login.aspx>

Once you have created an account you will automatically go to a login screen called “**Standard Login**” that has your **Company login Name** and **Username** as “**Admin**” already filled in. All you need to do is type in the Admin’s password that you have just created. The password is case sensitive. If you have forgotten your password, click on the “Forgot Password” link and type in the administrator’s email address to send you a link to reset your password.

STEP 2 – Select the **SETUP** Tab

There is a group of menu tabs in the middle of the banner at the top of the page. Put your cursor mouse over the tabs to view the drop down menu list. To start your setup, select the '**SETUP**' tab and click on **Employee Setup**.



At the bottom right of the screen, click on the **Next Arrow** to go to the next setup page. Fill in the information that you want to use. **Skip the features you do not want to use.**



For an explanation of each feature, click on the '**What's This**' links located in each page.

Employee Setup page

- Type in your employee’s username (required) and password in the Add New Employee text box and then save changes.

If you prefer, you can select Employee Import to import your list of employees from a comma delimited file format (. csv).

See Sample:



BASIC FEATURE ACCOUNT SETUP
Need Help Call Customer Service 405-314-2436



Add New Employee (Bulk import or remove users with the [Employee Import](#) page)

Employee	Password	Email (Optional)	Department	Shift	Status
			None ▾	None ▾	<input checked="" type="radio"/> Active <input type="radio"/> Inactive

We are here to help. Call customer service at 405-314-2436 if you need any assistance with your setup or to get answers to your questions.

Time Clock Setup Column	Optional Features Column
<p>Employee a. Employee Setup</p> <p>Report and Location a. Location Setup b. Report Setup c. Optional Column Setup</p> <p>Company a. Company Setup b. Login Setup</p> <p>Setup Basic Features 5-10 minutes</p>	<p>Report and Location d. *Title Setup</p> <p>Company c. *Fingerprint and Badge Terminals d. *Color Setup</p> <p>Setup Optional Features: 5 minutes</p>