

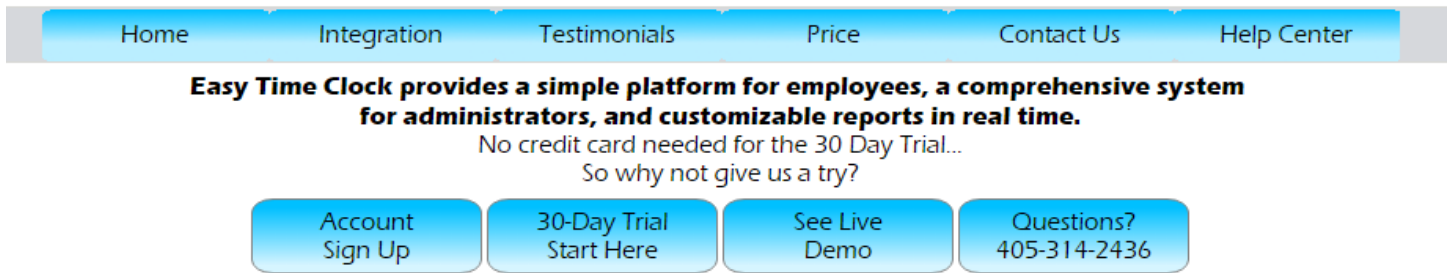
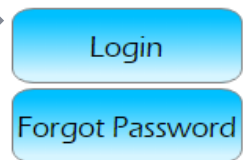
**Employee Login**

**Step One:**

Visit [www.easytimeclock.com](http://www.easytimeclock.com)

**Step Two:**

Click Login



Company Login

Username

Password

Remember Company Login  
 Remember Username  
 Use Mobile Device Formatting

[List Login](#) | [Create Shortcut](#) | [Forgot Password](#)

Every employee shares the same Company Login.

Each employee has his or her own Username.

First Time Login: If Admin has not assigned a password, leave the password field blank. It will prompt you to create a password for future use.  
\*Passwords are case sensitive.

**Employees:**  
Enter your Company Login and Username. If you are unsure of these, ask your Administrator. **Leave the password field blank** the first time you log in, unless your Admin has assigned a password to you.

**Admins:**  
The Company Login can be found under the Setup tab, in Login Setup. The Username can be found under the Setup tab, in Employee Setup.

**Step Three:**

View Timecard

4/24/2016 - 4/30/2016 [Print Report](#)  
[Approve For Payroll](#) [\[What's This?\]](#)

Date	In	Out	Hours	Type	Entry Note	Day	Week	Pay Period	Payroll Hours	Mileage
The current time is 4/27/2016 12:55:22 PM										
<input type="button" value="Clock In"/>										
Entry Note: <input type="text"/>										

Clock In here.

4/24/2016 - 4/30/2016 [Print Report](#)  
[Approve For Payroll](#) [\[What's This?\]](#)

Date	In	Out	Hours	Type	Entry Note	Day	Week	Pay Period	Payroll Hours	Mileage
Wed 4/27/2016	12:57 PM	<a href="#">Time So Far</a>	0h 0m	Work	•				Salary	
The current time is 4/27/2016 1:03:40 PM										
<input type="button" value="Clock Out"/>										

See your clock-in time here.

Click here to view your total hours so far.

For further assistance with logging in, contact Customer Service.

(405) 314-2436 • [support@easytimeclock.com](mailto:support@easytimeclock.com)