

Has an employee forgotten her password? Follow these steps in the Admin account to reset or clear the password.

**Option One:**

To enter the new password yourself, type it into the Password column and Save Changes.

**Setup tab, Employee Setup**

Username ▲	Employee #	Change or Clear Password	Email	Status
Bathory, Elizabeth	13	iforgot ← Clear		<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated

For security, the password will turn into 7 asterisks when you Save Changes. The employee can now use this password.


Username ▲	Employee #	Change or Clear Password	Email	Status
Bathory, Elizabeth	13	***** ← Clear	<input type="checkbox"/> Send[?]	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated

**Option Two:**

To clear the password and allow employee to change it herself, click the box next to "Clear" and Save Changes. Now you will see "Password is blank."

Change or Clear Password	Change or Clear Password
<input type="checkbox"/> Clear	<input type="checkbox"/> Clear (Password is blank)

Now when the employee logs in, she will leave the Password box blank and click "Login." It will then prompt her to create a new password.



The Business Company, Inc.  
Easy Time Clock  
Company Login  
BusiCo  
Username  
Bathory, Elizabeth  
Password  
Login

Welcome to the The Business Company, Inc. time clock  
Before using the system, you must set your password

New Password  
\_\_\_\_\_  
Retype new password  
\_\_\_\_\_  
Save Changes

For further assistance with Password Reset, contact Customer Service.

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