

To keep your account at a seasonal status, follow these simple steps:

**Step One:**

*Set the account to Seasonal Status.*

This will tell the system not to flag the account for inactivity until there has been a full year of no activity.

**Utility tab, Account Status**

Activate	Deactivate	Special Requests
<input type="button" value="Make Advance Payment"/> <input type="button" value="Set Auto Pay"/>	<input type="button" value="Request to Close"/>	<input type="button" value="Check Pay"/> <input type="button" value="Seasonal Status"/>
Current Status: Activated		

Check the **Seasonal Status** button.

**Step Two:**

*Inactivate employees in the off-season.*

During the season that you do not need the system, you will want to make sure you are not still charged for active employees every month. Rather than clicking "Inactive" for each employee, mass inactivate!

**Setup tab, Employee Setup**

**Employee Setup**

[Add additional usernames, remove users, set the password, and set the status.](#) [?]

**Add New Employee**

e #	Password (Optional)	Email (Optional)	Location	Depa

Click the small [?]

**Freeze** - Temporarily put all usernames on hold if account will be inactive for over a month. Remember: Account will also need to be set to Seasonal Status.

(Blank)	<input type="checkbox"/> Clear	tarry@easytimeclock.com	<input type="checkbox"/> Send [?]	<input type="radio"/> Inactive	Busin
				<input type="radio"/> Terminated	

Click "Freeze" at the bottom of the popup.

**Step Three:**

*Reactivate employees in the on-season*

Just click the button... that's it!

**Setup tab, Employee Setup**

**Employee Setup**

All usernames are frozen and inaccessible. To restore all, click "Unfreeze."