

## How to Manually Set-Up an Employee's User Name and Password

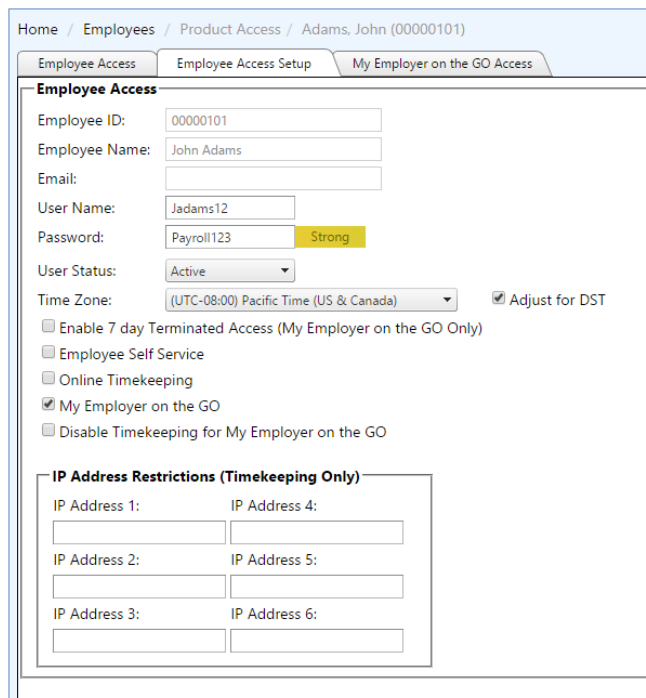
Employers will manage the payroll at this site: <https://employeronthego.com/?PL=20101029>

Employees will clock in/out at this site: [my.employeronthego.com/](http://my.employeronthego.com/)

1. On the **Employee** drop down screen, choose **Product Access**.



2. Click the employee name and then go to the **Employee Access Setup** tab. At the bottom right of the screen, click **Edit**.
3. Enter in a **User Name** and **Password** for the employee.
4. Make sure **User Status** is **Active**, and that you choose the correct **Time Zone**.
5. Depending on the features selected by your company, choose the proper **check boxes** to allow the employee to have access. If you are unsure of what to choose, please contact your payroll processor.



The screenshot shows the 'Employee Access Setup' form for John Adams (Employee ID: 00000101). The form includes the following fields and options:

- Employee ID: 00000101
- Employee Name: John Adams
- Email: [Empty]
- User Name: JAdams12
- Password: Payroll123 (Strong)
- User Status: Active
- Time Zone: (UTC-08:00) Pacific Time (US & Canada) [Adjust for DST checked]
- Enable 7 day Terminated Access (My Employer on the GO Only) [Unchecked]
- Employee Self Service [Unchecked]
- Online Timekeeping [Unchecked]
- My Employer on the GO [Checked]
- Disable Timekeeping for My Employer on the GO [Unchecked]
- IP Address Restrictions (Timekeeping Only):
  - IP Address 1: [Empty]
  - IP Address 2: [Empty]
  - IP Address 3: [Empty]
  - IP Address 4: [Empty]
  - IP Address 5: [Empty]
  - IP Address 6: [Empty]

Employer will edit transactions in the **Timekeeping** area of the employer login.