![paycoHCM logo]

PaycoHCM Tips and Tricks: Installing the Mobile App

With PaycoHCM, all of your employment information is right at your finger tips – no matter where you are!

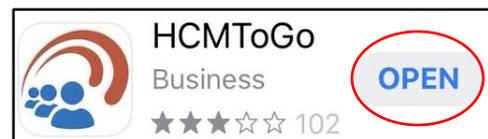*Installing the HCMToGo Mobile App on your device is quick and simple:*

1. Go to the App Store, open the *Search* function, and type in "hcmtogo". From the list of options, select "**hcmtogo**".

2. Click **GET** next to the **HCMToGo** Business app.

3. Once the installation is complete, click **OPEN** next to the **HCMToGo** Business app.

4. Select your region, enter the *Company Shortname* (a 4-5 character alpha-numeric code) provided by your employer, and click **CONTINUE**.

paycoHCM

Log In   12:11 PM [EDT]

Username

Password   Forgot your password?

LOGIN

5. Log in using the same credentials that you use to clock in and/or log in on the web.

Configure Virtual Code Settings

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

Methods:

○ Text Message

○ Voice

○ Email

Text message will be sent to:

SEND TEXT MESSAGE

6. Choose the method by which you would like to receive your verification code and click the **SEND…** button.

Enter Code

☑ By checking this box, the system will not require the entry of a code from this browser and computer with each login.

If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

CONTINUE

7. If you would like the device and browser to be remembered, check the box. Enter the code and click **CONTINUE**.