

SHOW ME HOW

to Log In to Manager on-the-Go® with Quick Login



STEP 1

From the Paycom mobile app, log in using your Quick Login method, such as face, fingerprint or PIN.

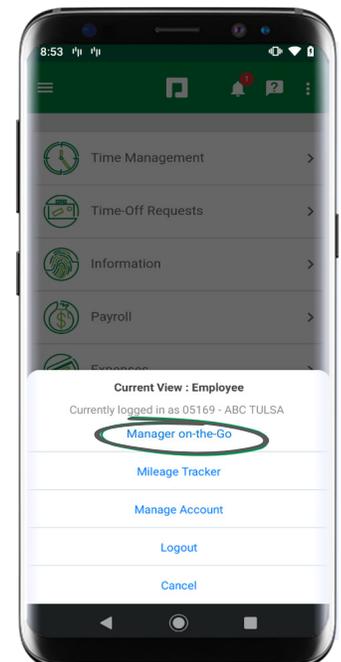
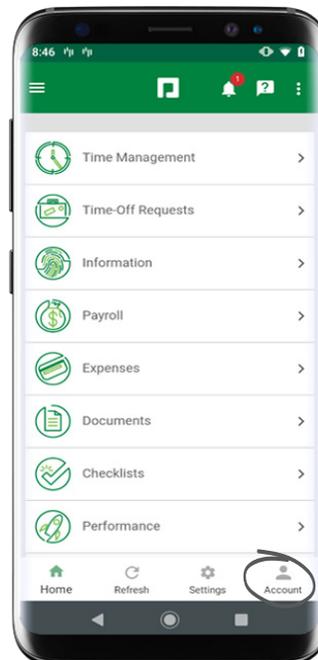
Note: To access Manager on-the-Go, you must update your Paycom app to the most up-to-date version.



STEP 2

To navigate to Manager on-the-Go, tap "Account." Then, tap "Manager on-the-Go."

Note: Based on your settings, you may have the ability to navigate to Manager on-the-Go directly from the Paycom app landing page.



MANAGERS

Visit the Help Menu for the most up-to-date version of this guide.



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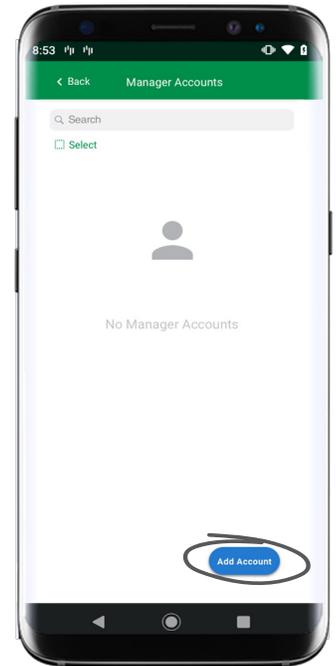
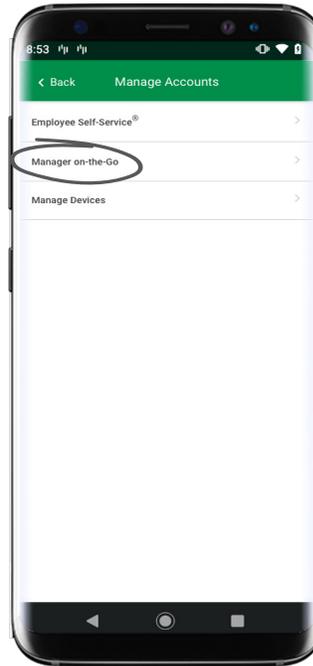
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STEP 3

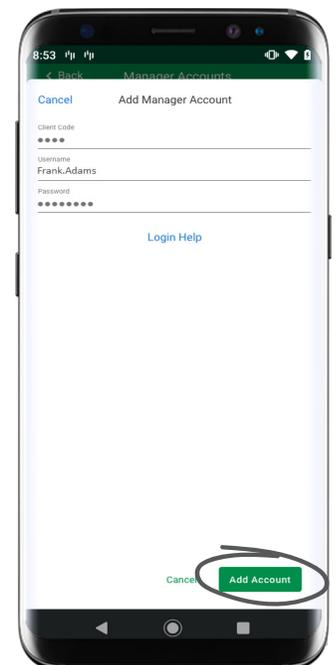
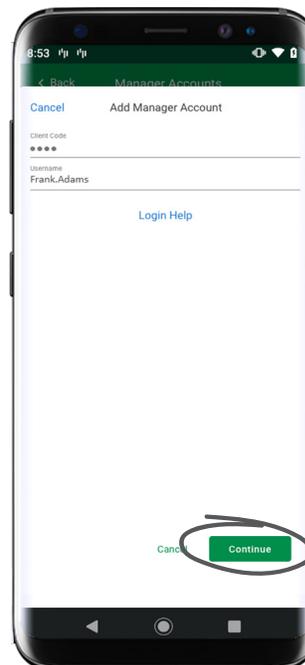
If your employee and manager accounts are not linked, you'll be directed to the Manage Accounts screen.

To link your accounts, tap "Manager on-the-Go." Then, tap "Add Account."



Enter your Client Code and Username. Then, tap "Continue."

Enter your Password and tap "Add Account."



MANAGERS

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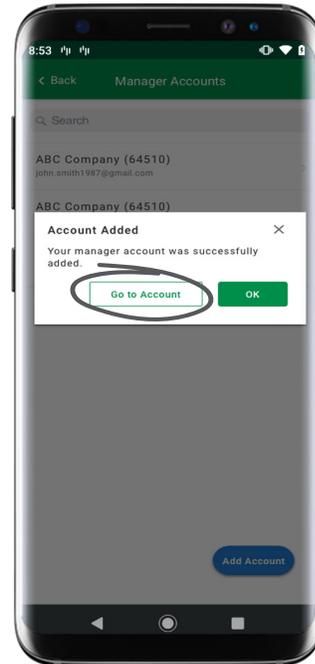
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STEP 4

After your manager account is successfully added, tap "Go to Account" to navigate to Manager on-the-Go.



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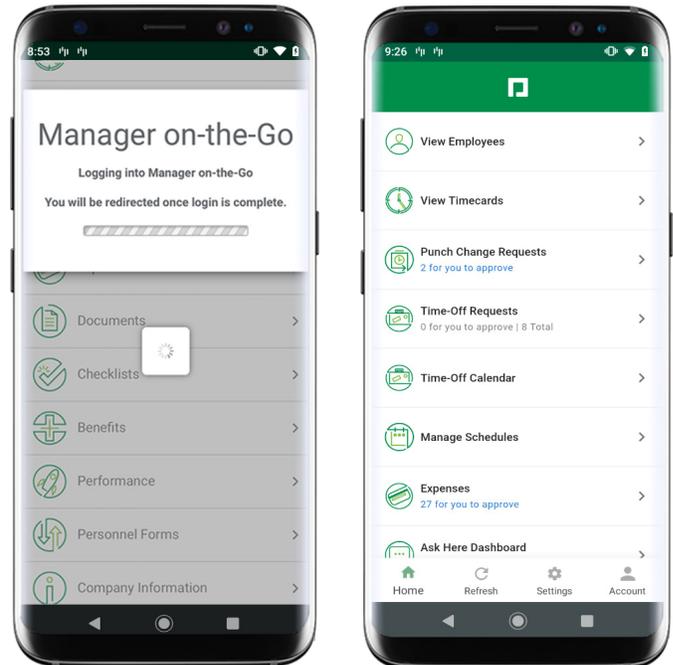
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STEP 5

A loading screen lets you know your account is switching from your employee login to your manager login.

Once login is complete, you will see all the actions you can take as a manager, such as approving time-off requests and employee timecards.



HELPFUL TIPS

- You may need to adjust the settings of your Paycom app in order to see some of the features. Screens will appear differently depending on your specific mobile device.

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