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**Accessing the Mobile Application**



The Mobile Application allows users to access the application with a mobile device such as a mobile phone or tablet. This job aid shows how to access and log into the mobile application.

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| **1 - Download App - Android** |  | **1 - Download App - Apple iOS** |
| * Access **Google Play**
* Search for “**HCMToGo**”
* **Download** and **Instal**l the application to your device
 | 1 | * Access the **Apple App Store**
* Search for “**HCMToGo**”
* **Download** and **Install** the application to your device
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| **2 - Setting Up the Mobile App** |
| * Open the mobile application on your device
* **Select your region** from the list
* Enter **Company Shortname** “**XXXXX**”
* Press **CONTINUE**

\* Request your Company Shortname from payroll  |

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| **3 - Logging In**  |
| * Enter **Username** (first initial of your first name and your entire last name. For example. John Smith would be jsmith)
* Enter **Password** (First time Users enter last 4 digits of SSN)
* Press **LOGIN**
 |
| **­­­Changing Your Password** |
| Password must be at least **8 characters** and must contain **each** of the following:* **Upper Case Letter**
* **Lower Case Letter**
* **Number**
* **Symbol**

Example: Password1! |

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| **5 - Success!**  |
| The following message should appear once you have successfully logged into the mobile app.  |



TIP  Make sure Location Services is turned on in your device settings

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| **4 - Virtual Code / Register Device** |
| * **Select your preferred method** for receiving a code. Text Message, Voice (Phone) or Email
* **Press Send** Text Message/Send Email/Send Call
* Enter the 6 digit **verification code**
* **Check the Box** to remember the device (Recommended)
* Press **CONTINUE**
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