ezClocker Business Signup

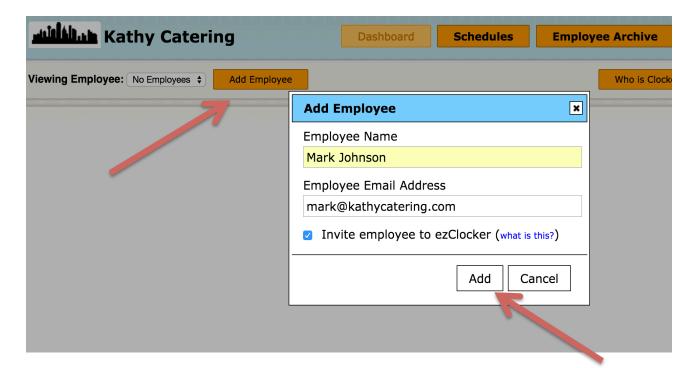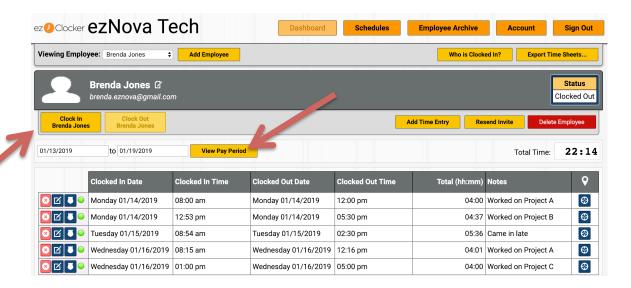1. Visit https://ezclocker.com and signup by entering: name, email and password. This will be the admin/employer account.

2. Press the Add Employee button and enter the employee name and email. The check box titled "Invite employee to ezClocker " will send an email to the employee to signup.
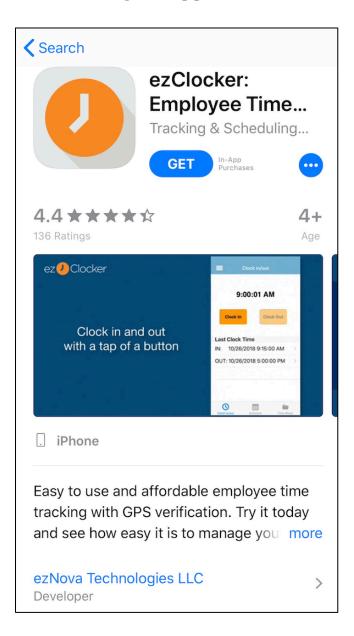
3. After adding all employees, you can view their time sheet and clock them in and out or add a new time entry.
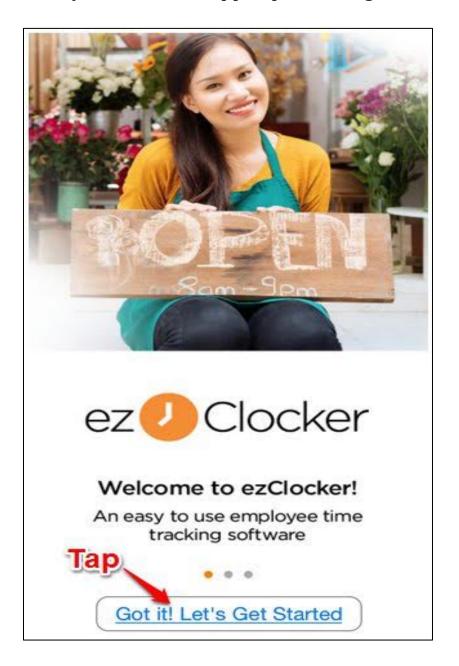

4. Other screens you can use:
   a. Schedules: Create a schedule for your employees that they can view using their phone.
   b. Employee Archive: use this feature if you have seasonal employees that you wish to remove from the system temporary vs. deleting them.
   c. Account: is where you will find all the subscription plans and system options like changing the schedule start date.
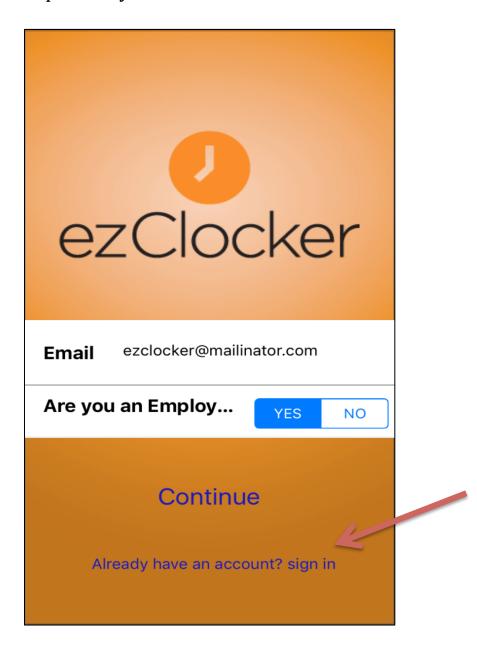
App Install

If you'll be using the ezClocker app to view your employees' timesheets then you can download the app from the AppStore by searching for *ezclocker employee time track* and then downloading the app.

After you launch the app, tap the let's get started button

Tap already have an account

After signing in, you should see all employees and if you select an employee you should see all their time sheets.

Employee Signup

1. When an employee opens the invite email they will click the Create Employee Account button:

2. After clicking the Create Employee Account they will enter their password in the next screen:

Employee Account
Accept Invitation

Your Name

Brenda Jones

Your Email Address

brenda.eznova@gmail.com

Create Your Password

Cancel   Sign Up

By accepting this invite you agree to ezClocker Terms of Service.

Privacy Statement | Security Statement

3. If the employee is using a tablet or computer this will take them straight into the employee dashboard where they can clock in/out or check schedule. If they are using their mobile device then they will be taken to the AppStore to download the ezClocker app.

IMPORTANT NOTE Instruct your employees not to download the app until they get the invite email. This is how we link their account to yours.

DONE!!