

Steps to Download and Activate the Worklio Employee Mobile App

Reminders:

- **To use the Mobile App, you must have enabled your Worklio Web Employee Portal and have your personal email in your profile.**
- **The same Login Credentials - email and password - that you use to access the Web App provides access to your Employee Portal on the Mobile App.**

There are 6 steps to activate the Worklio Employee Mobile App.

STEP 1: Install the Worklio Mobile App

Go to the App Store for Apple products (i.e., tap the Apple Store icon on an iPhone) or the Google Play Store for Android products (i.e., tap the Play Store icon on an Android phone). Search for “Worklio Employee”.

The direct URL for the App Store is: <https://apps.apple.com/us/app/id1513906083>

The direct URL for the Google Play Store is: <https://play.google.com/store/apps/details?id=com.worklio.employee>

OR Scan the QR below from your phone:

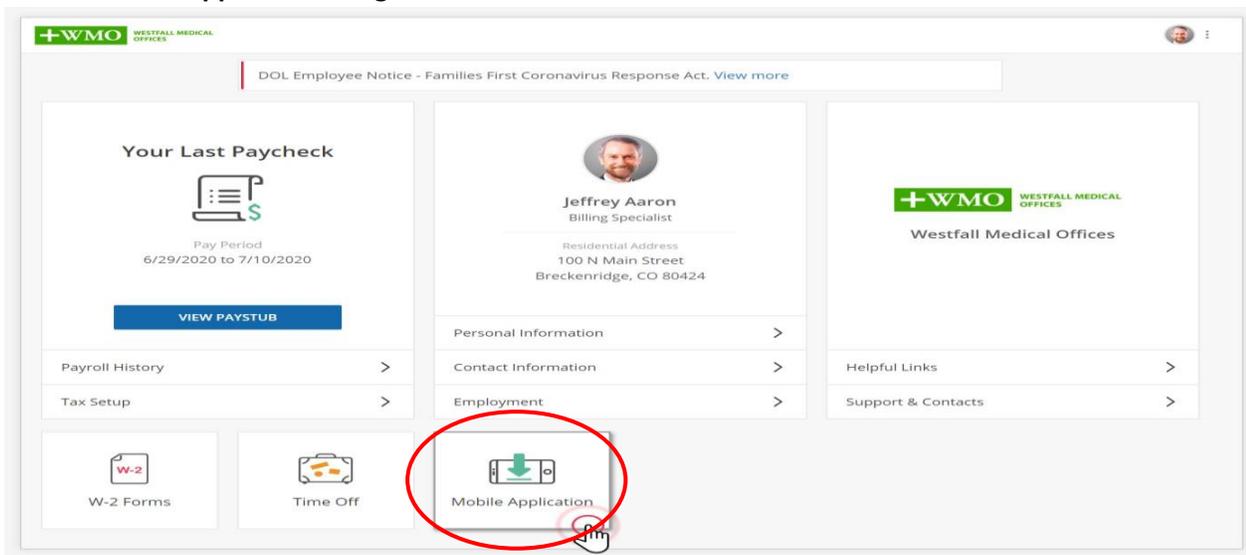


Download and install the app. It should only take a few moments.

STEP 2: Access your Employee Portal on the Web

Login to your Worklio Web Employee Portal.

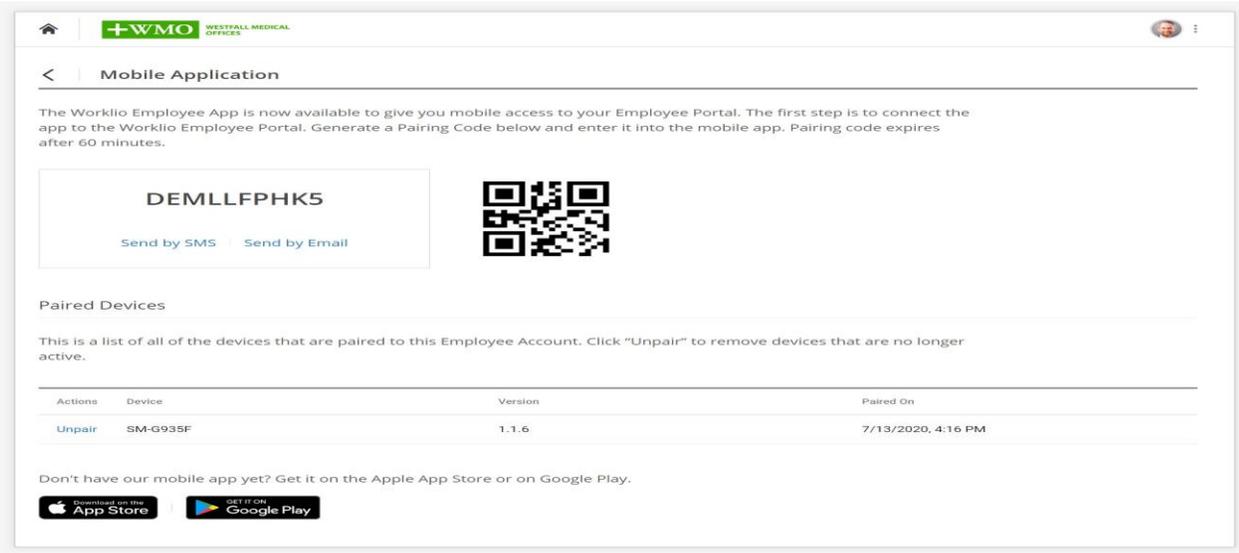
Click the Mobile Application widget at the bottom of the screen.



STEP 3: Generate a Pairing Code

The Worklio Employee Mobile App shows your information from the Employee Web Portal. They must be connected. **On the Mobile Application page of your Web Employee Portal as shown in Step 2, find the Pairing Code information.**

Example of what you will see:



Pairing Codes expire in 60 minutes. If necessary, go to the Employee Portal Mobile Application page and click “Generate” for a new one.

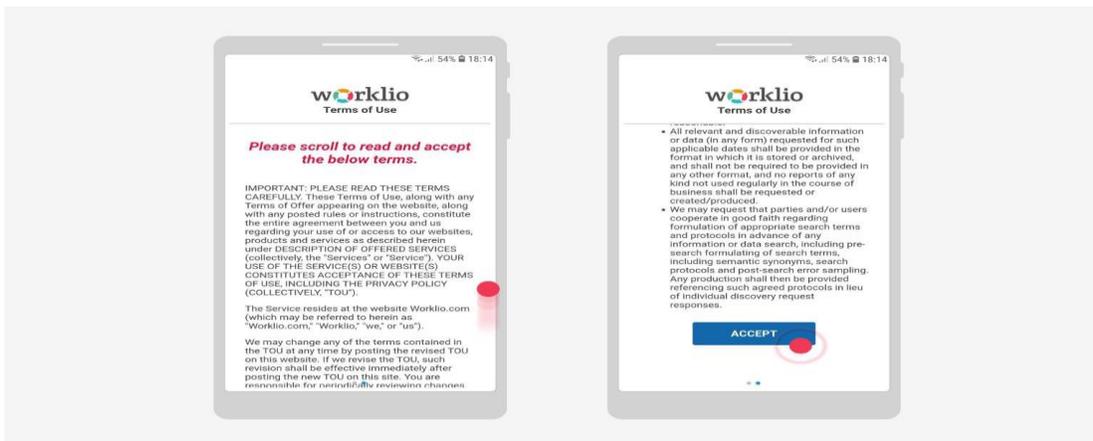
STEP 4: Open your Worklio Employee Mobile App

From your phone, open your Worklio Employee Mobile App. On the Welcome page, click “NEXT”.

Reminder: The same Login Credentials - email and password - that you use for the Web App provides access to the Mobile App.

STEP 5: Accept the Terms of Use

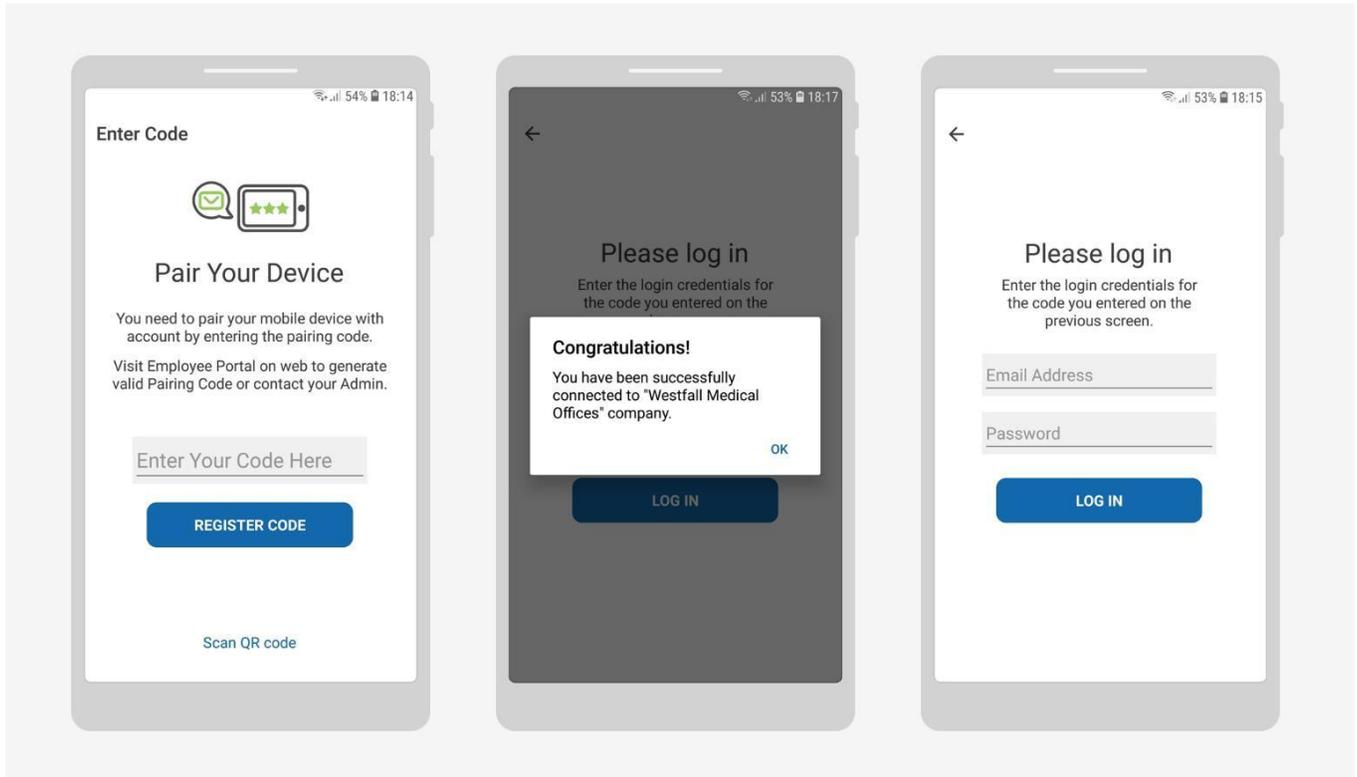
Read the Terms of Use. At the bottom of the last page, click “ACCEPT”.



STEP 6: Connect the Worklio Employee Mobile App to the Web Employee Portal

There are two options for pairing the Mobile App to the Web Employee Portal:

- Using your phone, **scan the QR Code on the Mobile App page of your Web Employee Portal** as shown in Step 3 **OR**
- **Enter the Pairing Code** on the Mobile App page of your Web Employee Portal as shown in Step 3.



Pairing the device connects the Worklio Employee Mobile App to the Web Employee Portal. Multiple mobile phones can be connected to the Employee Portal. Go to the Mobile Application page of the Employee Portal to generate new codes to link them.

All the paired devices will be listed on the page. Click "Unpair" to remove access (i.e., if the phone is lost or replaced).

Reminders:

- **The same login credentials - email and password - are used for both the Web and Mobile Apps.**
- **As a best practice, sign out of your Employee Portal to protect your personal information by clicking the  in the upper right.**