



# 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: <u>https://apps.apple.com/us/app/id1513906083</u> The direct URL for the Google Play Store is: <u>https://play.google.com/store/apps/details?id=com.worklio.employee</u>

**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.

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Tax Setup	>	Employment	>	Support & Contacts	>
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# **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:

he Work pp to the fter 60 n	llo Employee App is now available t e Worklio Employee Portal. Generat ninutes.	to give you mobile access to your Employee Po te a Pairing Code below and enter it into the m	rtal. The first step is to connect the object of the objec	
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**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.

	5	¢
Pair Your Device	Please log in	Please log in
You need to pair your mobile device with account by entering the pairing code.	the code you entered on the Congratulations!	the code you entered on the previous screen.
Visit Employee Portal on web to generate valid Pairing Code or contact your Admin.	You have been successfully connected to "Westfall Medical Offices" company.	Email Address
Enter Your Code Here	ок	Password
REGISTER CODE	LOGIN	
Scan QR code		

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 (a) in the upper right.