

Employee Mobile App

There are six steps to activate the Worklio Employee Mobile App. **Then the employee can access the app with the same login credentials that they use for the Employee Portal.**

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”.



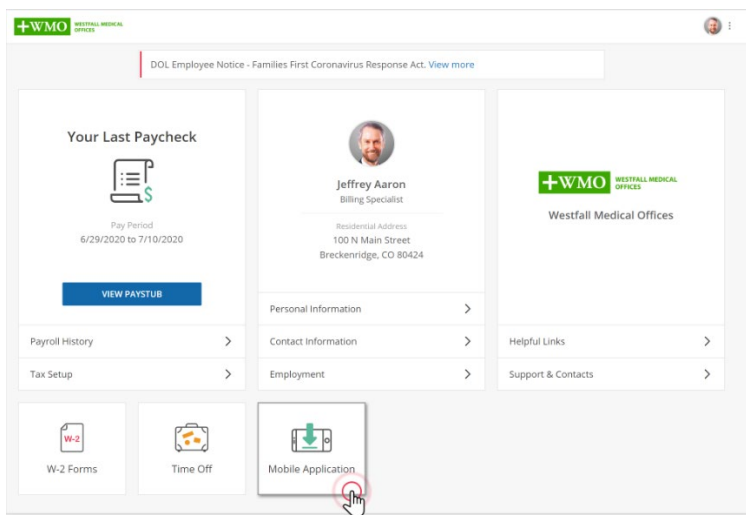
The direct URL for the App Store is: <https://apps.apple.com/us/app/id1513906083>

The direct URL for the Google Play Store

is: <https://play.google.com/store/apps/details?id=com.worklio.employee> Download and install the app. It should only take a few moments.

STEP 2: Access the Employee Portal

Log into the Employee Portal.



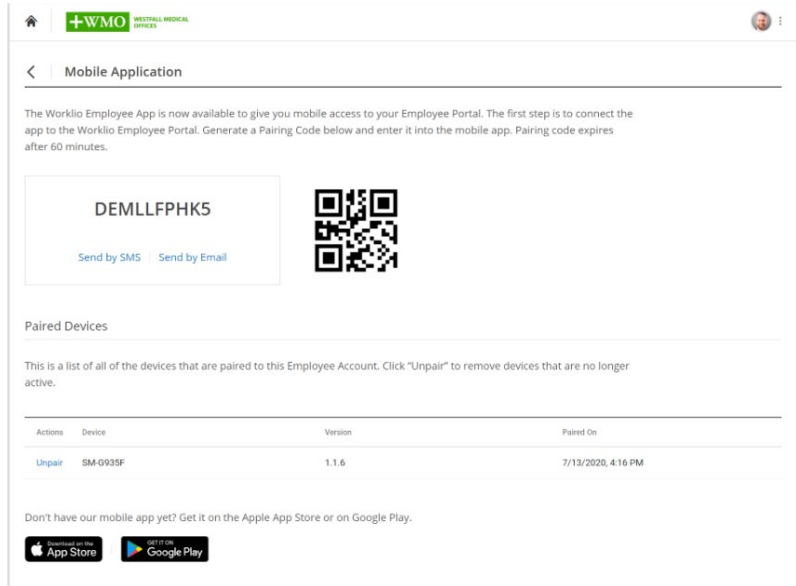
Click the Mobile Application widget at the bottom.

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STEP 3: Generate a Pairing Code

The Worklio Employee Mobile App shows the information from the Employee Portal. They must be connected.

On the Mobile Application page, find the Pairing Code information in the middle.

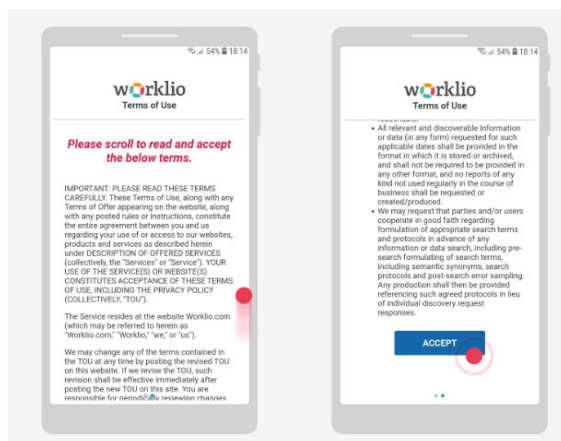


Pairing Codes expire in 60 minutes. If necessary, go to the Employee Portal Mobile Application page and click "Generate" for a new one.

STEP 4: Open the Worklio Employee Mobile App

On the smartphone, open the Worklio Employee Mobile App. On the Welcome page, click "NEXT".

STEP 5: Accept the Terms of Use



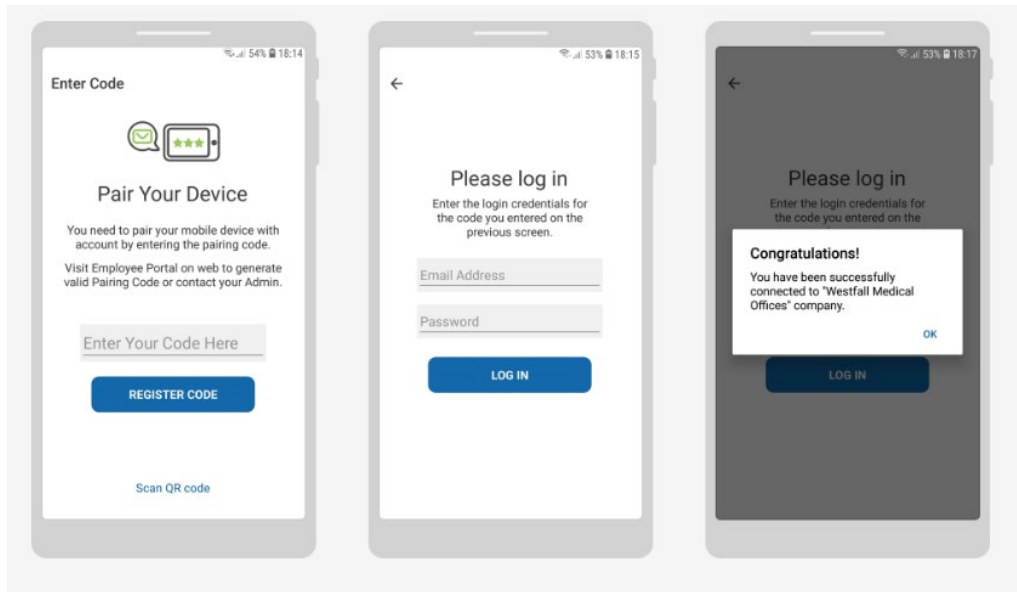
Read the Terms of Use. At the bottom of the page, click "ACCEPT".

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

There are two options for pairing the app to the Employee Portal.

- 1 Use the phone to scan the QR Code on the Employee Portal.
- 2 Enter the Pairing Code.



Pairing the device connects the Worklio Employee Mobile App to the Employee Portal. Multiple smartphones 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 of the paired devices will be listed on the page. Click “Unpair” to remove access (i.e., if the phone is lost or replaced).

The same email and password that is used for the Employee Portal provides access to the Worklio Employee Mobile App.