

ESS MOBILE INSTALLATION

Employee Self Service Mobile (ESS Mobile) offers a convenient way for employees to access their attendance information and communicate with their supervisor using their mobile devices.

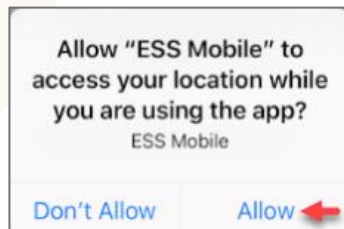
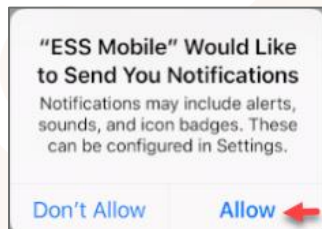
INSTALLING ESS MOBILE APP

You can obtain the free app in Apple's App Store or the Google Play store. Search for the app under the name **ESS Mobile** or **Attendance on Demand**.

Download the ESS Mobile App



Follow the install instructions

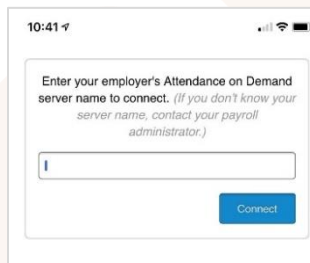


Allow access to Notifications and Location Services.

NOTE: *Android may not prompt until you open the App*

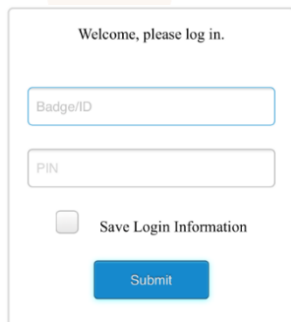
LOG IN

When you first open the App, you will need to enter your companies Server Name



10:41
Enter your employer's Attendance on Demand server name to connect. (If you don't know your server name, contact your payroll administrator.)
[Text Input Field]
Connect

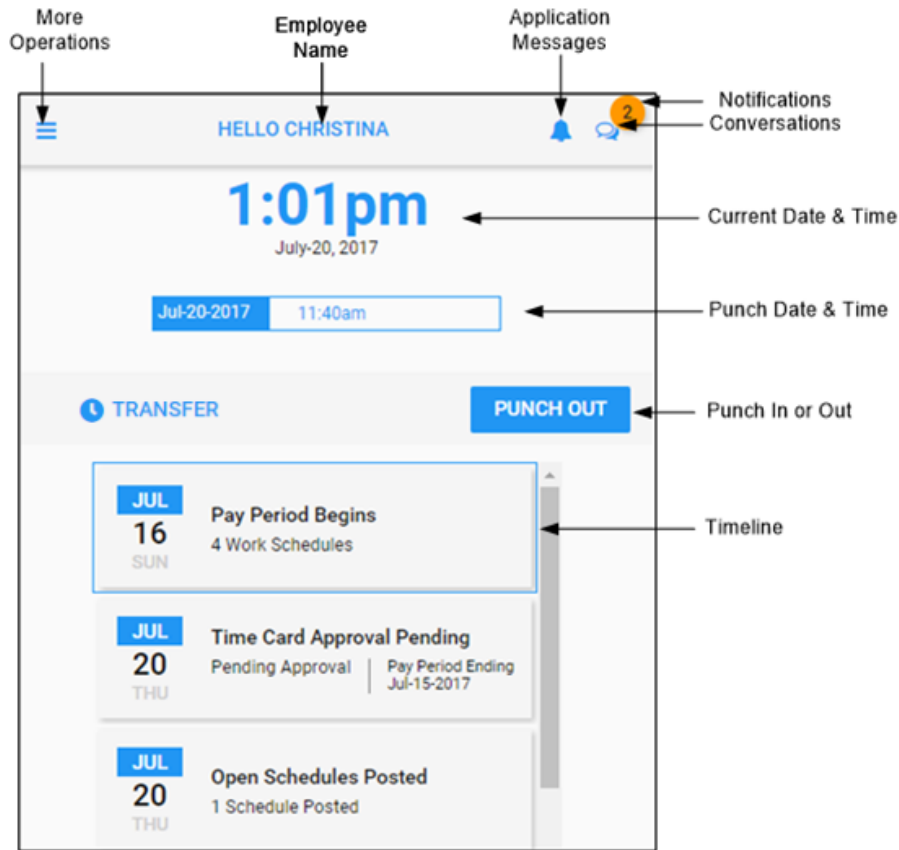
Log in with your ID or Badge number and your personal PIN.



Welcome, please log in.
Badge/ID
PIN
 Save Login Information
Submit

NAVIGATING THE APP

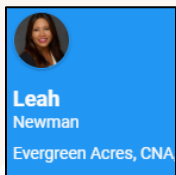
Once installed the HOME screen will display.



PERSONLIZE

Touch  on the top-left corner. The panel containing operations is expanded.

Touch your name to display “My Information”.



OPTIONS IN MY INFORMATION

OPTIONS	DESCRIPTIONS
My Picture	Upload a stored image or take a photo (This is shared with your employer)
Contact Information	Maintain contact information to receive notifications
Contact Preference	Specify communication preferences