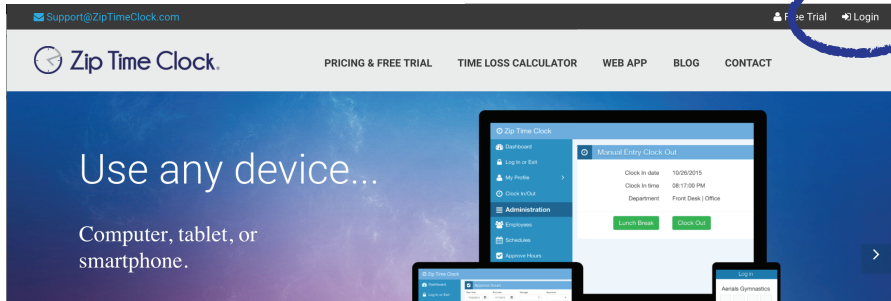


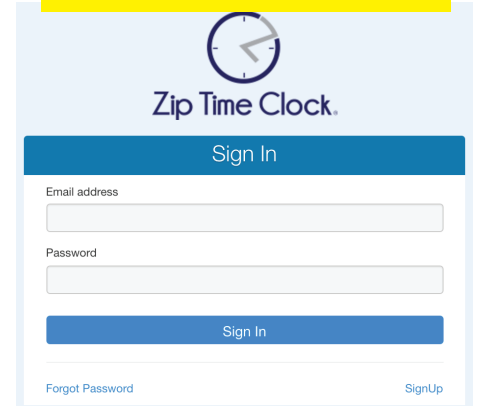
The fastest method to clock in and out is to use the 4 digit pin screen.

- 1 Using a browser on your computer or tablet (**Chrome, Firefox, Safari**) go our website: www.ziptimeclock.com then click **Login**.

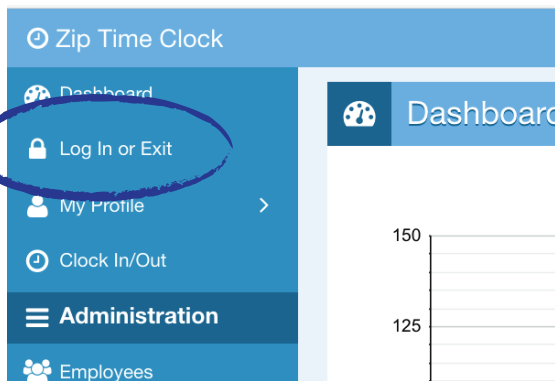


- 2 Enter your email and password.
Click **Sign In**.

HINT: Bookmark this page to make things simpler in the future.

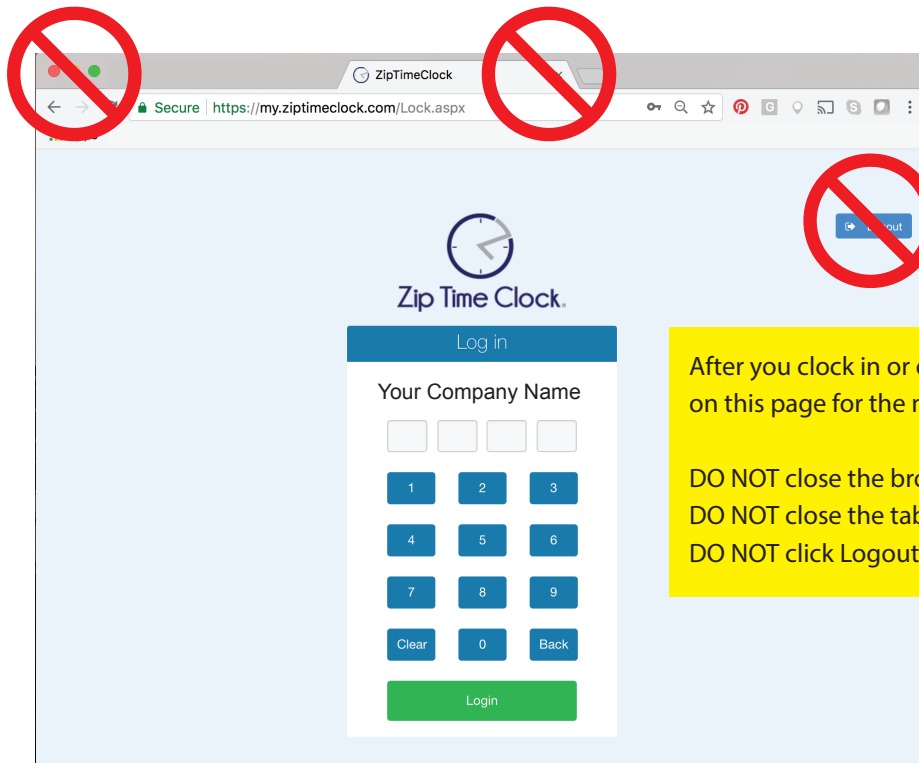


- 3 Click **Log In or Exit** to go to the 4 digit pin screen.



DO NOT CLOSE THE BROWSER WINDOW

DO NOT CLOSE THE TAB



DO NOT CLICK THE LOGOUT BUTTON

After you clock in or out leave the program on this page for the next person to use.

DO NOT close the browser window.
DO NOT close the tab.
DO NOT click Logout.