



User Guide

Installing the App – for subcontractors

Before using the OnTime app you will need to download and install it onto your smartphone. It's available free from your app store and uses minimal data.

For Apple users only - a 12-digit redemption code is required to download the app.

The code will be provided to you by Wilson Security as part of the OnTime app onboarding process, alternatively you may request it from your manager/ team leader who can obtain one for you.

Android

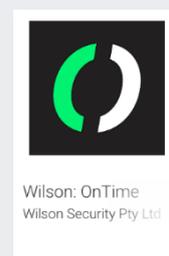
1. To go direct visit <https://play.google.com/store/apps/details?id=au.com.wilsonsecurity.ontime>

Alternatively, from your home screen tap Google Play



Tap the **search** box

Type **OnTime** and **select** it from the options.



2. Tap **Install**

3. It should appear on your home screen. Accept notifications if prompted.



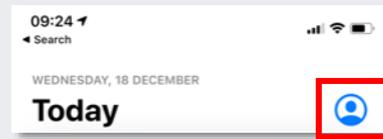


Apple

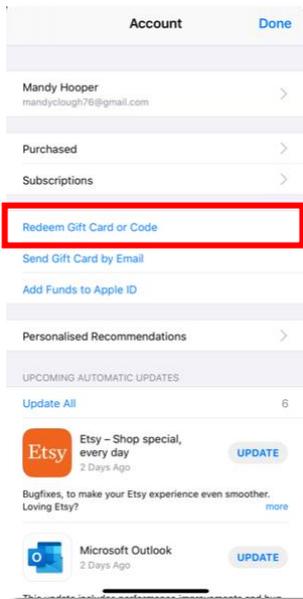
1. On your phone screen, tap **App Store**



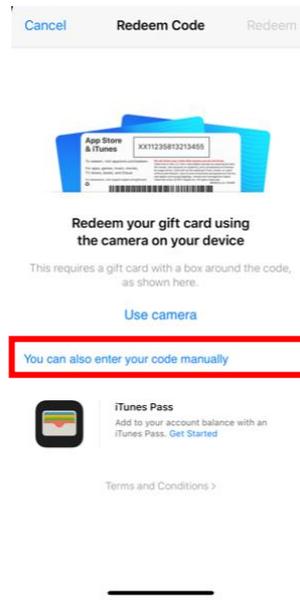
2. Tap the **Profile** icon



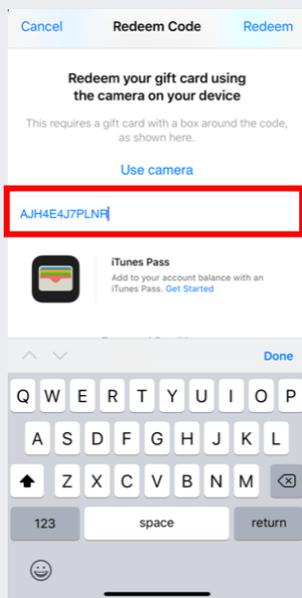
3. Select **Redeem Gift Card or Code**



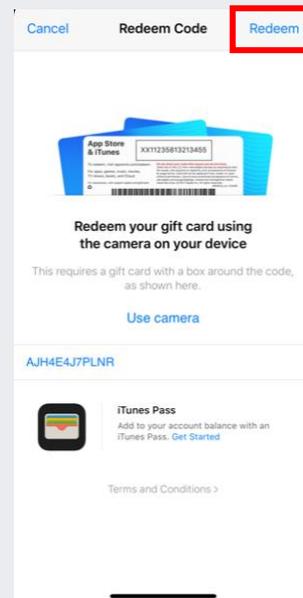
4. Choose **You can also enter your code manually**



5. Type the **12-digit code** exactly as it appears



6. Hit **Redeem**





OnTime Mobile App

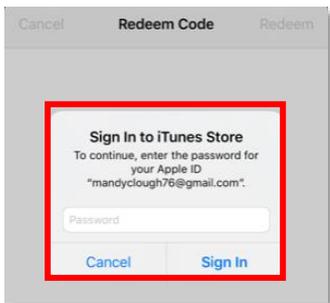
! Redemption codes cannot be shared between users.

The code can only be used one time per person. Each user will require a different redemption code.

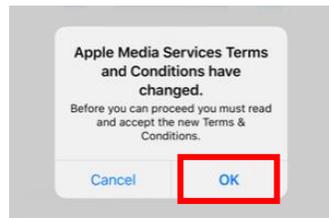
Code not working? Try a few times before contacting your manager/ team leader.

You may be given a different code to try, or referred to IT support for assistance.

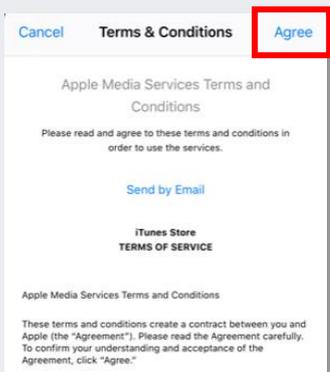
7. Enter your **Apple ID**, hit **Sign In**



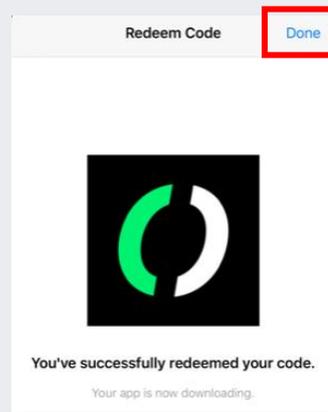
8. Tap **OK**



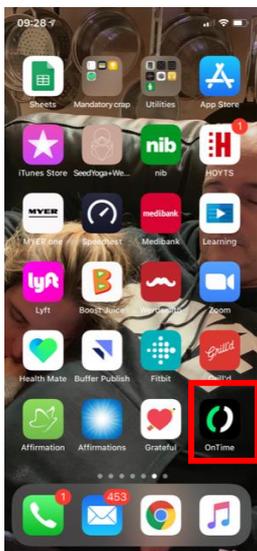
9. Hit **Agree**



10. Tap **Done**



11. Success!



12. Choose **Allow**

