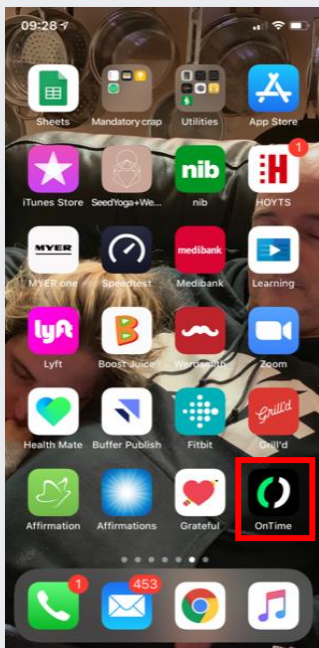# Cheat Sheet

Accessing the app

Using a four-digit security PIN (Personal Identifier Number) to login to OnTime prevents others seeing your work information, but it's still quick and easy for you to gain access.
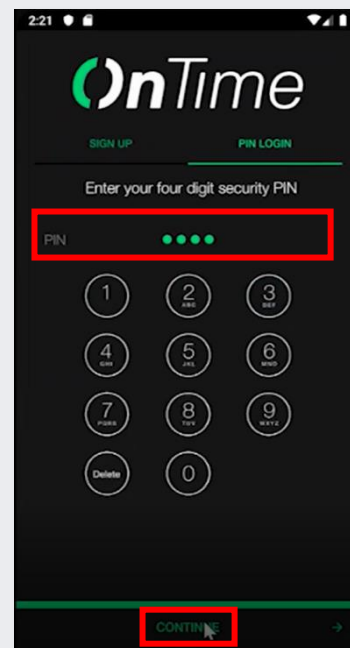
Keep reading to learn how to change your PIN.

Login
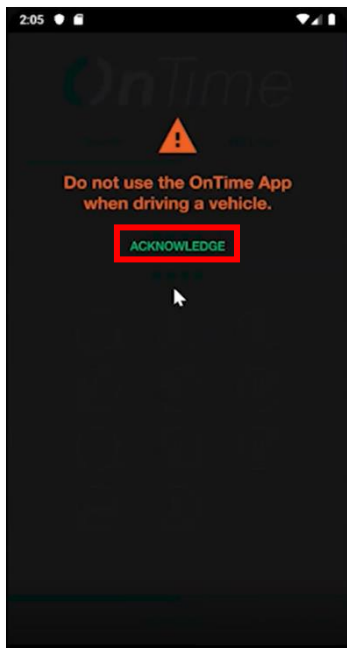
1. Tap to open the app

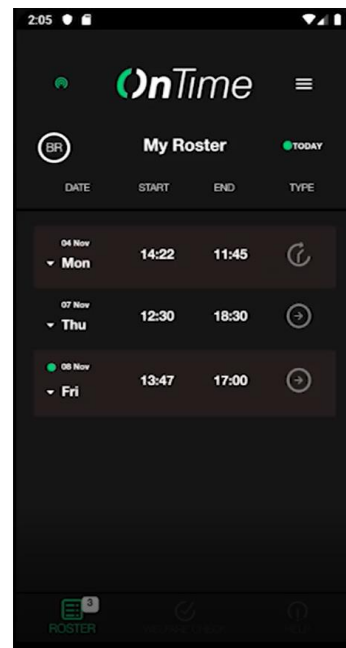2. Enter your four-digit PIN and tap → / **CONTINUE**.

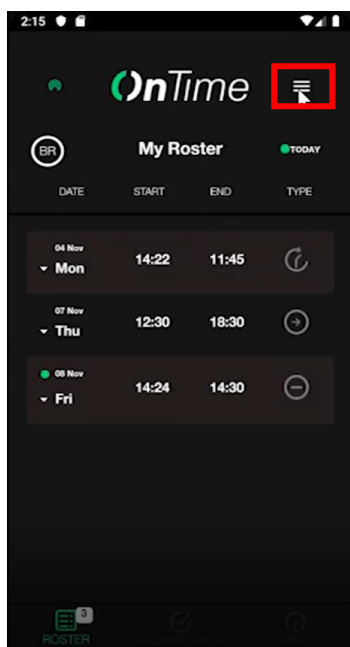# OnTime Mobile App

3. Select **ACKNOWLEDGE**
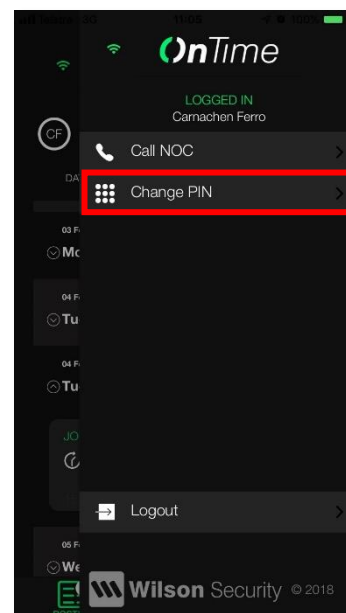

4. You're in!

Change your PIN

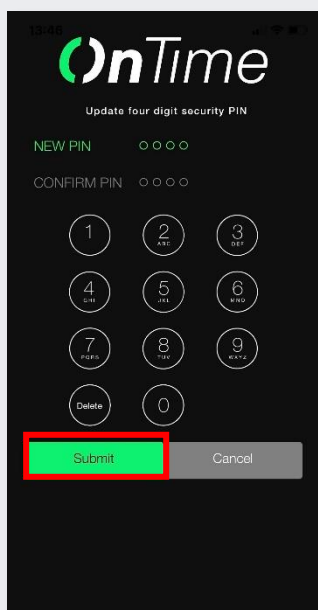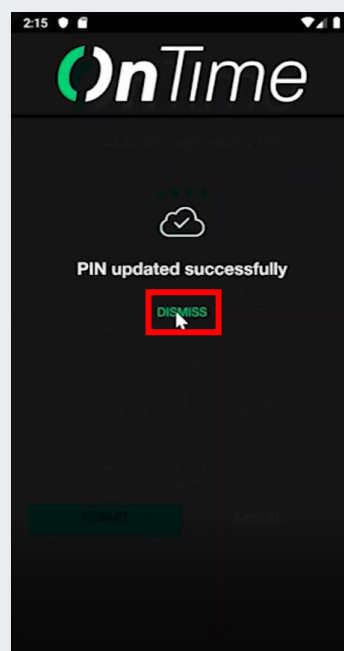1. When logged into the app, tap the **hamburger menu** in the top-right

2. Choose **Change PIN**

OnTime Mobile App

3. Enter a new four-digit PIN, re-enter it and tap **Submit**

If the numbers don't match you'll receive an error. **Try again**.

4. Tap **DISMISS**

Need help? Contact your supervisor for assistance

PROTECTING

YOUR FUTURE

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