OnTime Mobile App

Getting started with OnTime – App Registration

In this guide, you will learn how to get started with the OnTime app.

SIGN IN → SET PIN → ACTIVATE → LOGIN

You'll only need to register once – **unless you switch phones**!

You will need your Wilson login details handy
(EmployeeID number & password to Younity)
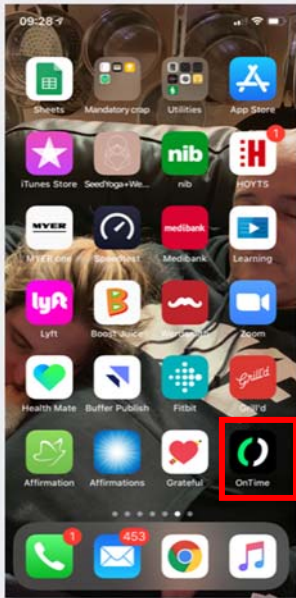
Logging in and Changing PINs

This guide will also show you how to change your PIN.

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.
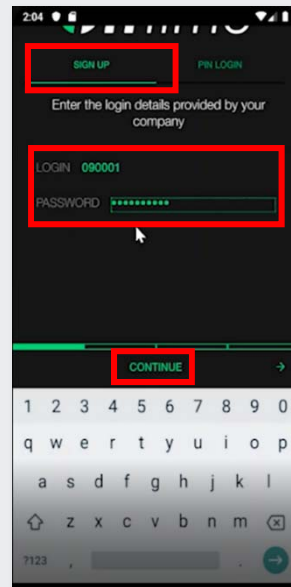
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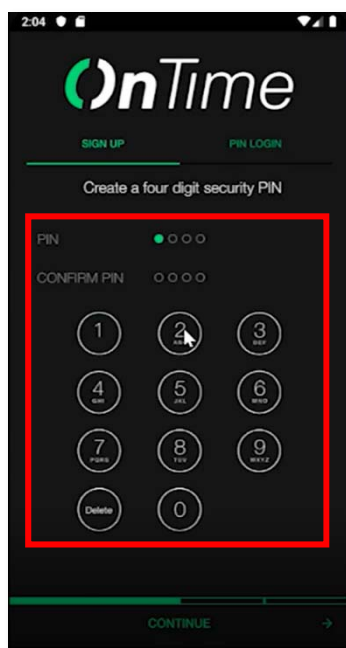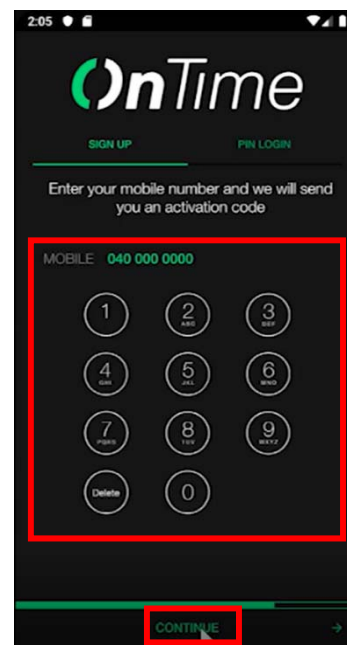## Sign in, set PIN and login

1. Tap to open the app

2. Enter your **Employee ID** and **Password** (same as Younity) in the '*Sign Up*' tab. Tap → / **CONTINUE**

3. Create a four-digit PIN, re-enter it and tap → / **CONTINUE**. If the numbers don't match you'll receive an error. **Try again**.
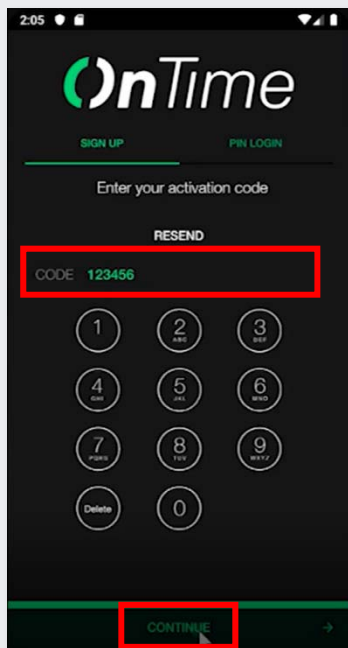

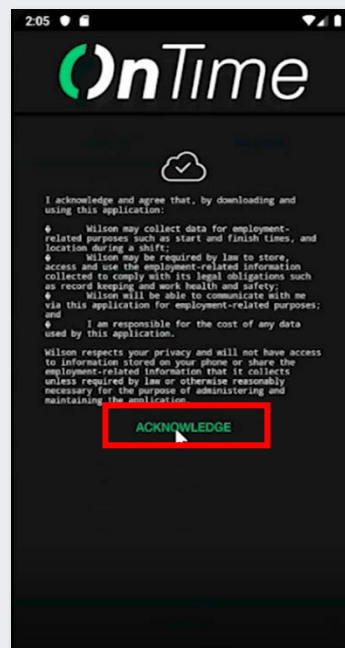4. Enter your phone no. (10 digits without +61), then tap **CONTINUE**
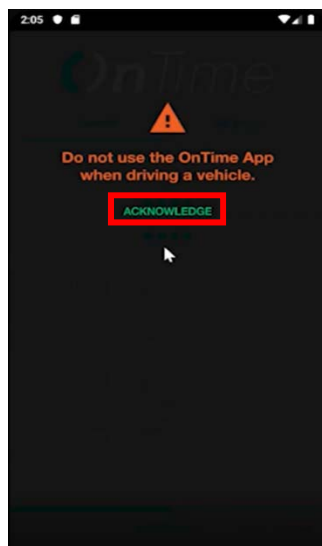
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5. You'll receive an activation code via SMS. Enter this and hit **CONTINUE**
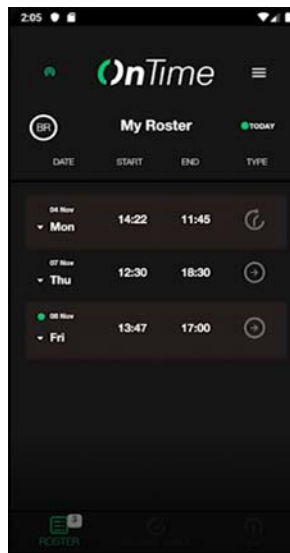

6. Tap **ACKNOWLEDGE**

7. Tap **ACKNOWLEDGE**
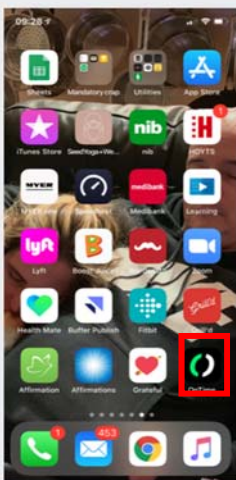

8. You're in, well done!
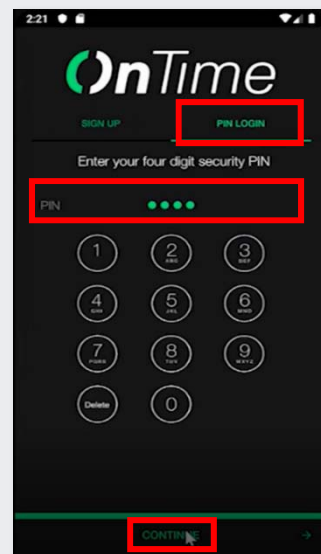
Logging in and Changing PINs

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.
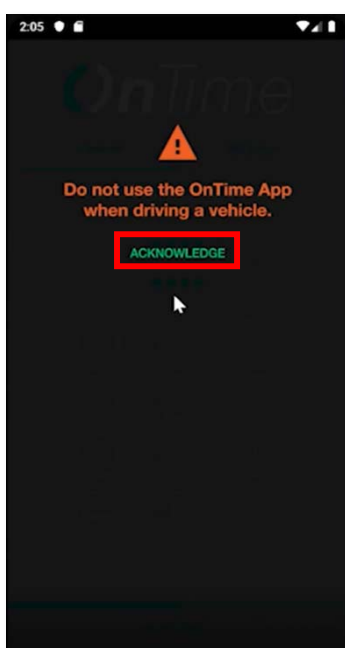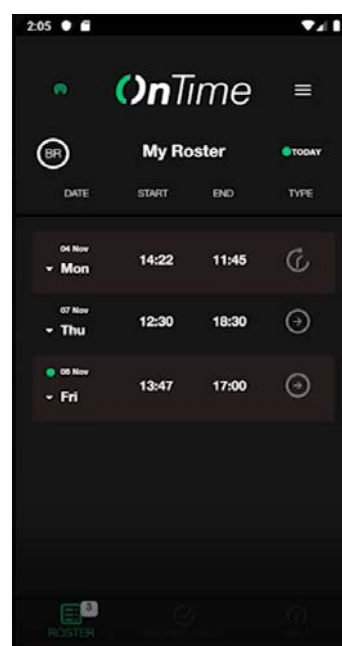
How to log in

1. Open the app

2. Select the '*PIN LOGIN*' tab.
Enter your four-digit PIN and tap → / **CONTINUE**.
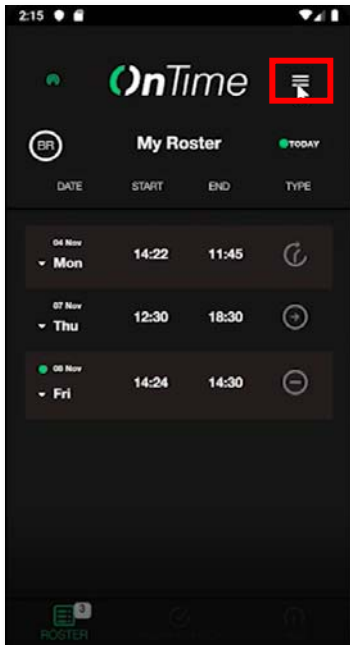

3. Select **ACKNOWLEDGE**

4. You're in!
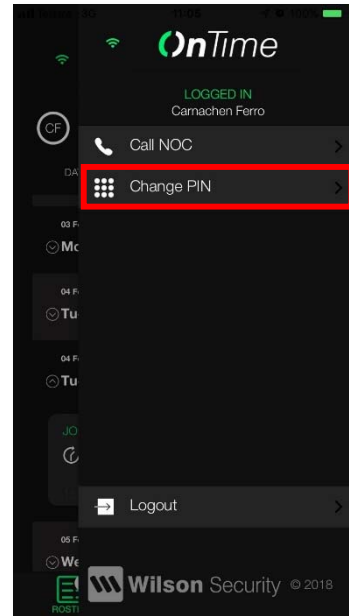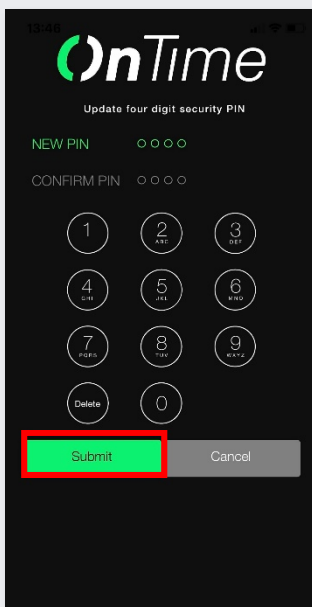
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Change your PIN

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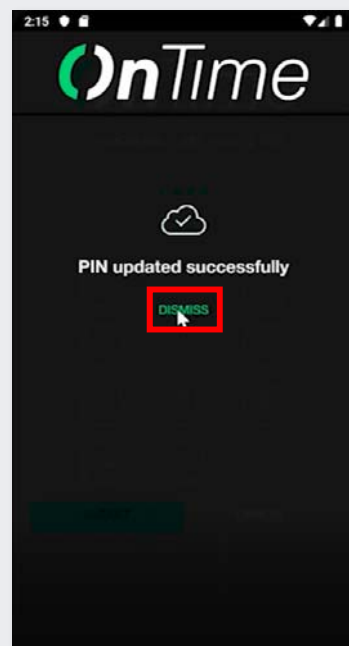

2. Choose **Change PIN**

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