

TCP MobileClock Setup



TCP MobileClock is a smart phone application that can be downloaded to a digital device. Employees can use this app to review schedules, clock in and out, and review hours that have been recorded in TCP.

Compatibility

- Android version 5.0 ("Lollipop") or higher.
- iOS version 9 or higher for iPhone® and iPad®.

Installation and Setup

The MobileClock app is downloadable from Google Play™ and the Apple App Store®. To find it, search for "TCP Mobile Clock," and install it like any other app.

After installation, you'll need to configure TCP on your device:

1. Open the app. An introduction screen will appear. Press Next.
2. Enter correct information on each subsequent screen. These screens will consist of:
 - Customer ID: 90621
 - Log On ID Number: Ten-digit Employee ID number
 - For the first login, your PIN is set to 1111. You are required to reset this PIN upon your first log-in as all users have the pin 1111 at the outset. You will need to set this to something unique to you.
3. Select Log On to save the settings.
4. Select the gray Home button to return to the main screen.

You can change your PIN in the Configuration options on MobileClock. For a full set of instructions, see the job aids on the [Knowledge Services Business Apps page](#).