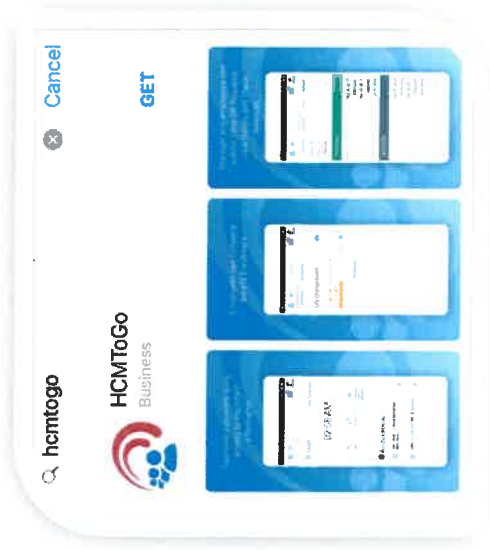


## HCMTToGo App

From the app store, search for *HCMTToGo*. The app is displayed as shown below.

Or, if you want to use your browser use the link:

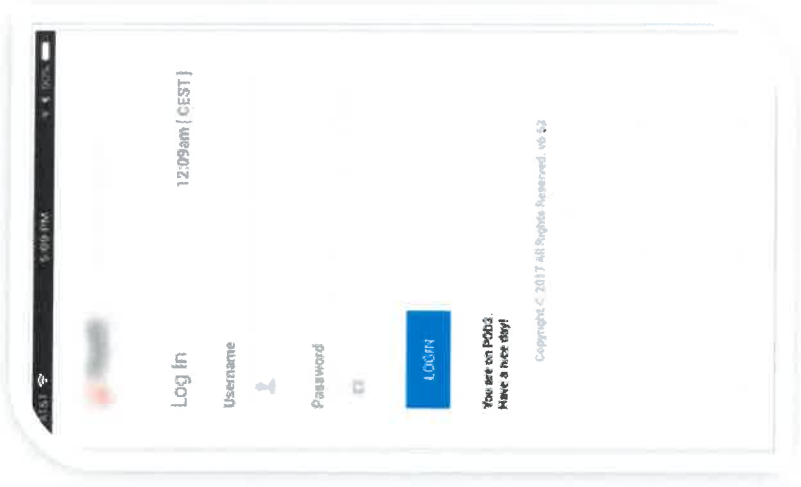
<https://secure.entertimeonline.com/ta/OPPC.login>



## Log In View

Once the app has been downloaded and installed; open the app. Choose North America for the region and enter your Company Short Name: **OPPC**

Once on the login page, type in your company provided username and password; tap the *Login* button.



Once logged in, you may be prompted to change your password. Password requirements are as follows:

- At least 8 characters containing the following
  - Uppercase letter
  - Lowercase letter
  - Number
  - Symbol

After successfully changing your password, you will be prompted for at least 1 of 3 different types of contact information: mobile number to receive a text, phone number to receive a voice call, or email address. The information typed in this screen is the only information that may be used to send a code to verify your login. *Note: Text message is preferred and most reliable method to receive a code.*


### Configure Virtual Code Settings

Please verify that your contact information below is correct. If it is incorrect, enter in a valid Mobile, Phone and/or Email in order to receive a token code for future login.

At least one of the three methods below is required. As a best practice, enter in as many of these three as possible.

For the purposes of providing increased security the phone number entered will be shared with a third party to transmit a multi-factor authentication token.

 607-770-8510 ▼


 607-770-8510 ▼

 KKramer@paycoinc.com ▼

### Configure Virtual Code Settings

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.


 **Info Message:**

Email was sent successfully. Enter in the code you've received in the field below.

To eliminate this step for future logins on the current device, use the check box.

Methods:  Text Message  Voice  Email

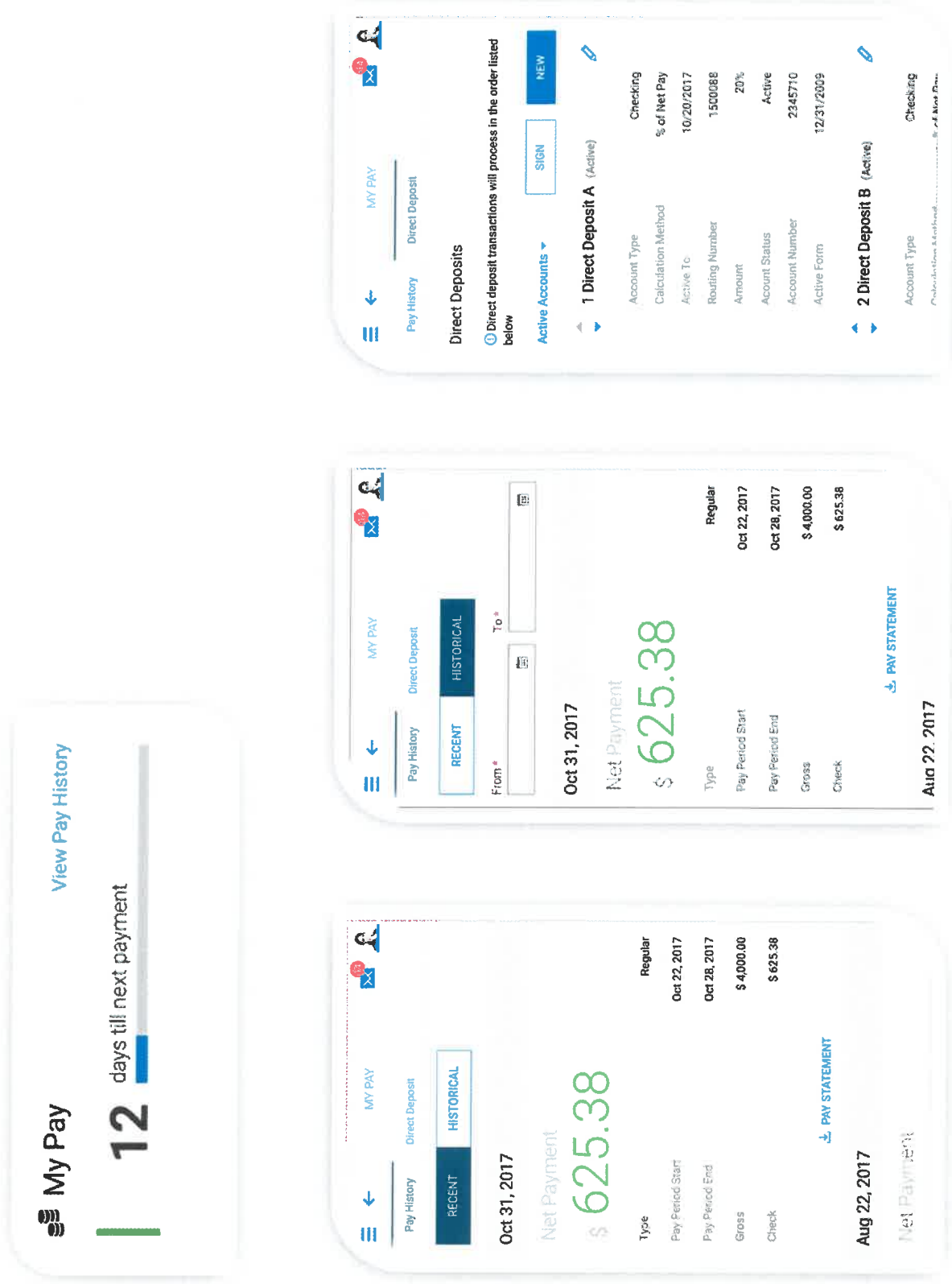
Email will be sent to: [KKramer@paycoinc.com](mailto:KKramer@paycoinc.com)

 164370

By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

## Viewing Pay Statements:

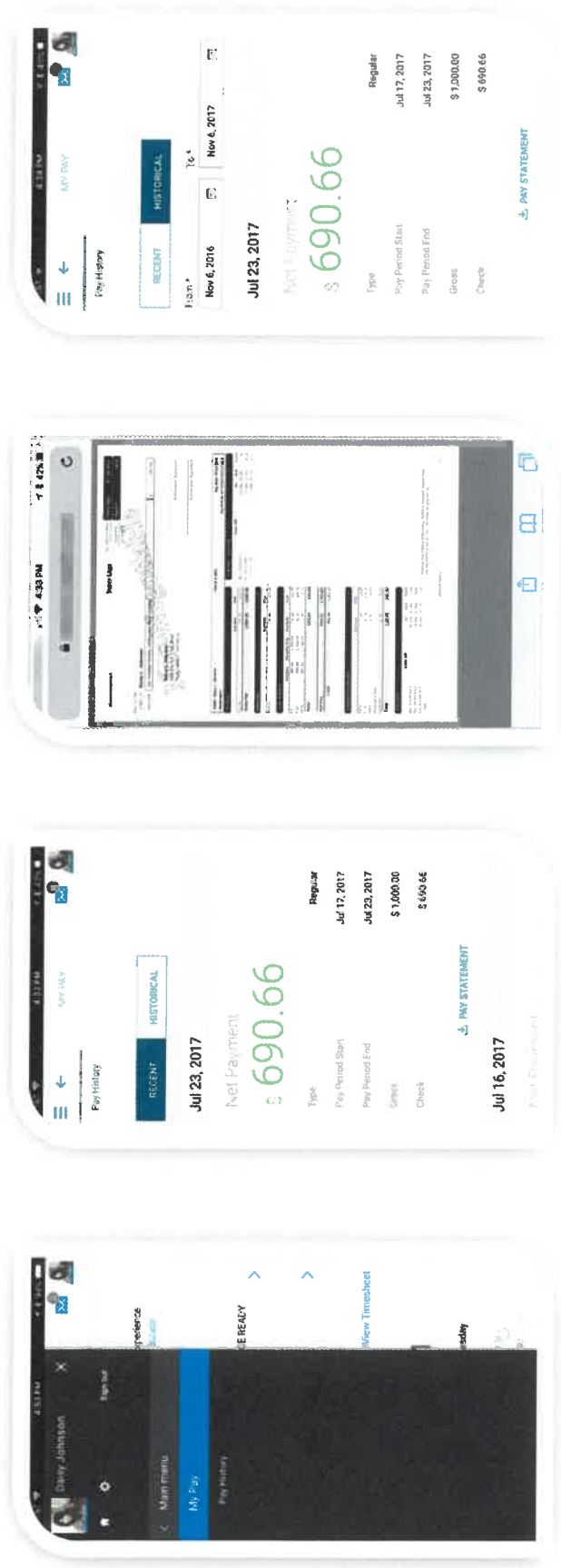
In the *My Pay* widget, you can see a countdown until your next pay. By tapping the *View Pay History* hyperlink, you can view your pay history and direct deposits. An e-signature agreement is located here to allow you to agree to receive your pay statement electronically.



You can tap the download Pay Statement link and the pay statement will display in PDF on a separate page. From there, you can download and save the PDF to your device. To return to your session without having to logout, tap the name of your App at the very top-left of your device.

## Viewing Past Pay Statements:

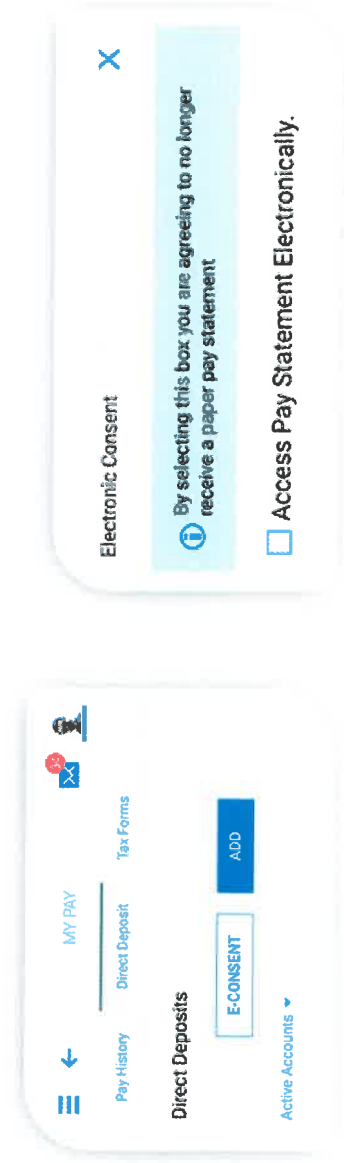
From the main menu, you can access pay history information from the *My Pay* menu. Tap the *Pay History* menu option. The page will default to *Recent* pay histories and will display your last three (3) most recent pay histories. To view pay statements from further back, click the **Historical** tab.



You can tap the *Pay Statement* link and download the full pay statement for that entry. On the *Historical* tab, you can enter a date range to view the pay statements for that range. Historical pay statements can also be downloaded via the *Pay Statement* link.

## E-Consent for Electronic Pay Stub

Employees can consent to receive the form electronically, instead of requiring a paper copy by clicking the *E-Consent* button. This will continue until an employee unchecks the option.



# Viewing W2's:

The form can be accessed from *My Pay > Tax Forms*.

A list of available forms is shown under the W2 label with a download icon in each row. After providing consent to receive the W2 form electronically, a PDF file can be downloaded by clicking the download icon. The PDF will appear in a pop-up and can then be printed or saved.

