

## STEPS TO ACTIVATE THE WORKLIO MOBILE APP

There are six steps to activate the Worklio Employee Mobile App. Then the employee can access the app with the same login credentials that they use for the Employee Portal.

### STEP 1: Install the Worklio Mobile App

Go to the App Store for Apple products (i.e., tap the Apple Store icon on an iPhone) or the Google Play Store for Android products (i.e., tap the Play Store icon on an Android phone). Search for “Worklio Employee”.



The direct URL for the App Store is: <https://apps.apple.com/us/app/id1513906083>

The direct URL for the Google Play Store is:

<https://play.google.com/store/apps/details?id=com.worklio.employee>

Download and install the app. It should only take a few moments.

## STEP 2: Access the Employee Portal

Log into the Employee Portal.

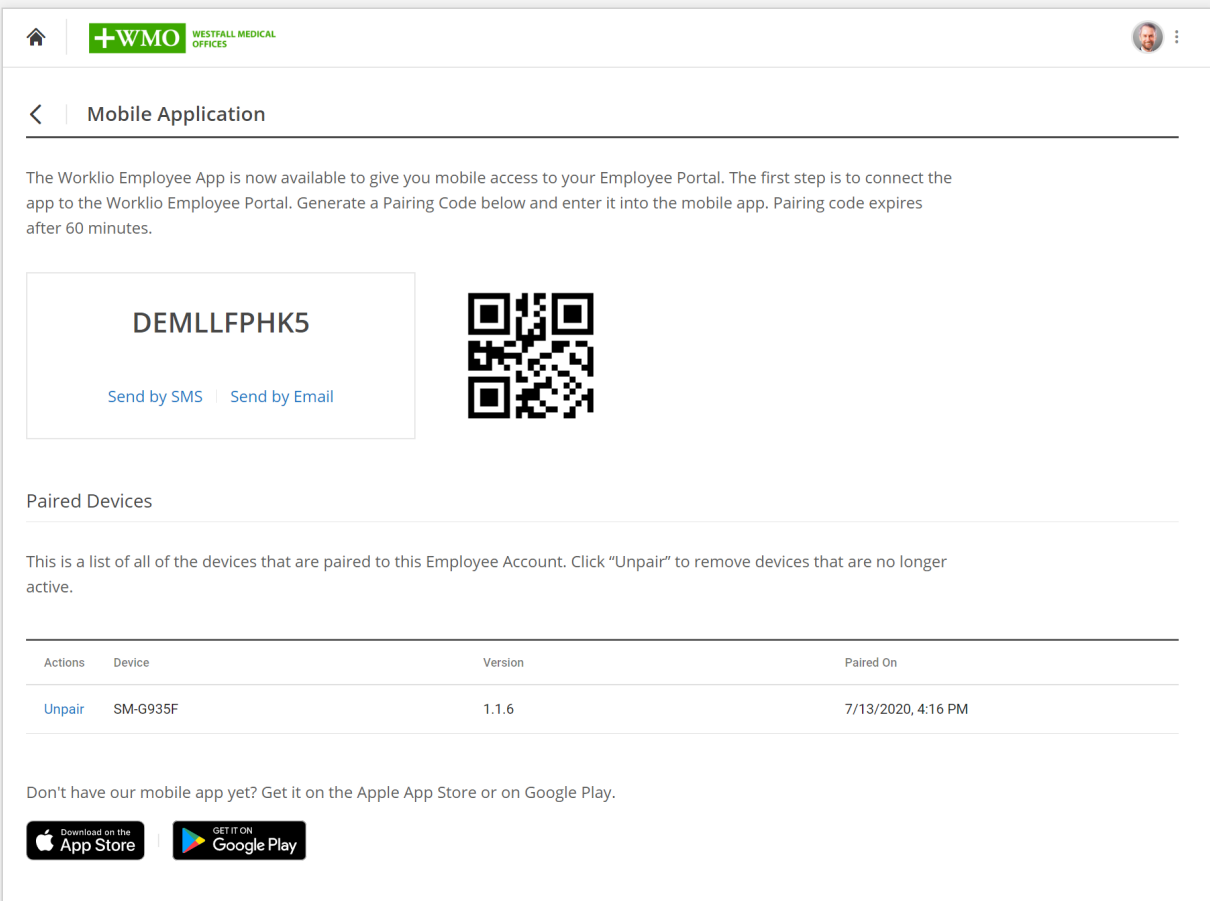
The screenshot displays the Westfall Medical Offices Employee Portal. At the top left is the logo for Westfall Medical Offices (+WMO). A notification banner at the top reads "DOL Employee Notice - Families First Coronavirus Response Act. [View more](#)". The main content area is divided into three columns. The left column features a "Your Last Paycheck" section with a document icon and a dollar sign, showing the pay period "6/29/2020 to 7/10/2020" and a "VIEW PAYSTUB" button. Below this are links for "Payroll History" and "Tax Setup". The middle column shows the user's profile for "Jeffrey Aaron, Billing Specialist", including a residential address: "100 N Main Street, Breckenridge, CO 80424". Below the profile are links for "Personal Information", "Contact Information", and "Employment". The right column displays the Westfall Medical Offices logo and name, along with links for "Helpful Links" and "Support & Contacts". At the bottom, there are three widgets: "W-2 Forms", "Time Off", and "Mobile Application". A red circle and a hand cursor icon are overlaid on the "Mobile Application" widget, indicating it should be clicked.

Click the Mobile Application widget at the bottom.

### STEP 3: Generate a Pairing Code

The Worklio Employee Mobile App shows the information from the Employee Portal. They must be connected.

On the Mobile Application page, find the Pairing Code information in the middle.



The screenshot shows the 'Mobile Application' page in the Worklio Employee Portal. At the top, there is a home icon, the WMO logo (Westfall Medical Offices), and a user profile icon. Below the title, there is a brief instruction: 'The Worklio Employee App is now available to give you mobile access to your Employee Portal. The first step is to connect the app to the Worklio Employee Portal. Generate a Pairing Code below and enter it into the mobile app. Pairing code expires after 60 minutes.'

The main content area features a large box with the pairing code **DEMMLFPHK5** and two links: 'Send by SMS' and 'Send by Email'. To the right of the code is a QR code.

Below this is a section titled 'Paired Devices' with a sub-header 'Paired Devices'. The text below reads: 'This is a list of all of the devices that are paired to this Employee Account. Click "Unpair" to remove devices that are no longer active.'

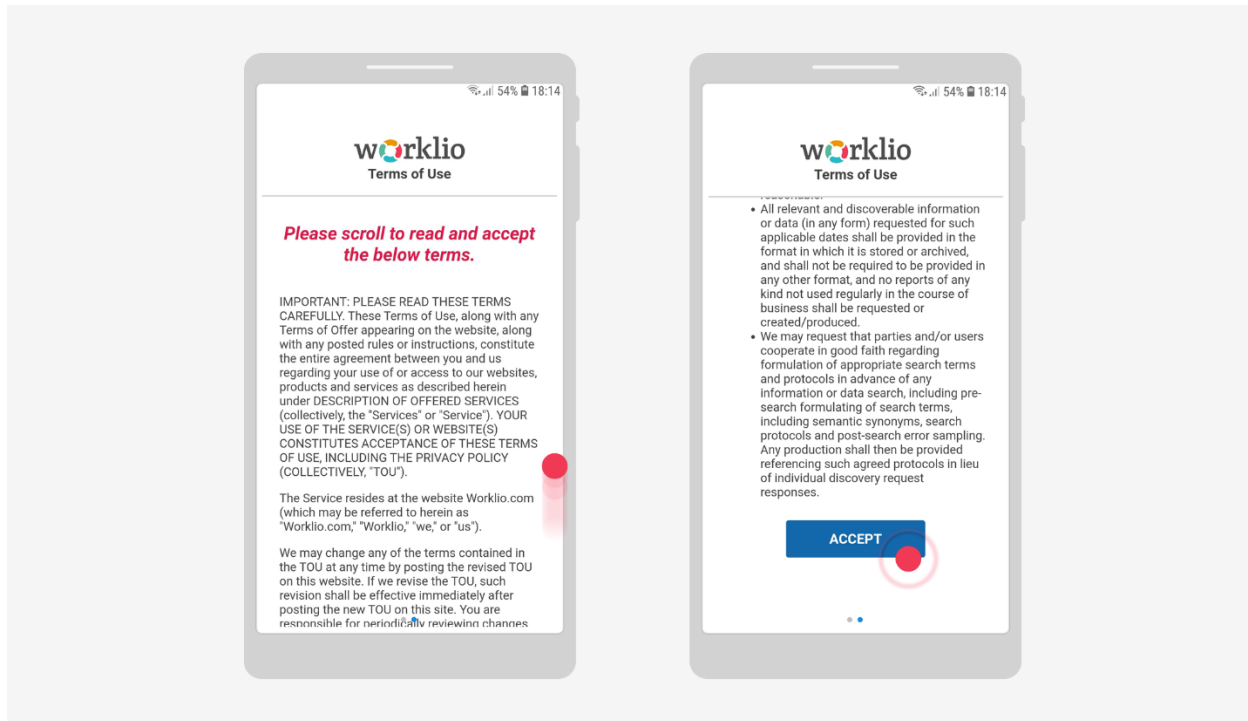
Actions	Device	Version	Paired On
<a href="#">Unpair</a>	SM-G935F	1.1.6	7/13/2020, 4:16 PM

At the bottom, there is a message: 'Don't have our mobile app yet? Get it on the Apple App Store or on Google Play.' Below this are two buttons: 'Download on the App Store' and 'GET IT ON Google Play'.

Pairing Codes expire in 60 minutes. If necessary, go to the Employee Portal Mobile Application page and click "Generate" for a new one.

**STEP 4: Open the Worklio Employee Mobile App**

On the smartphone, open the Worklio Employee Mobile App. On the Welcome page, click “NEXT”.

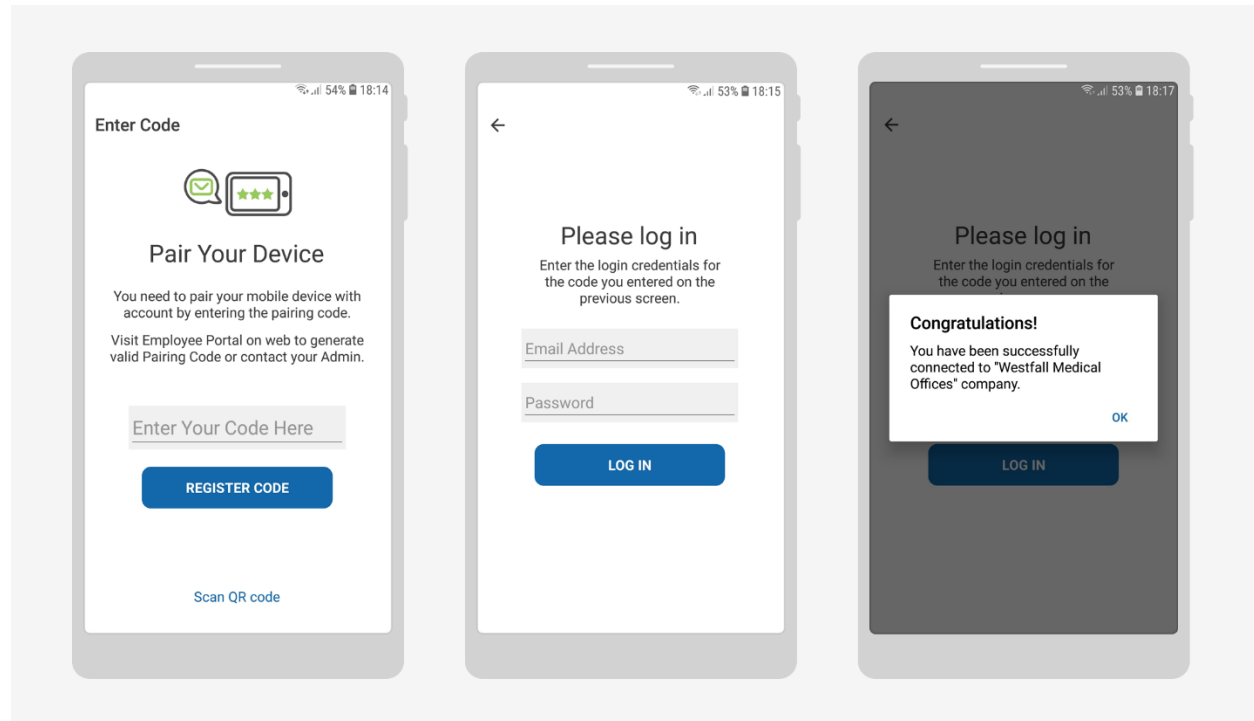
**STEP 5: Accept the Terms of Use**

Read the Terms of Use. At the bottom of the page, click “ACCEPT”.

## STEP 6: Connect the Worklio Employee Mobile App to the Employee Portal

There are two options for pairing the app to the Employee Portal.

- 1 Use the phone to scan the QR Code on the Employee Portal.
- 2 Enter the Pairing Code.



Pairing the device connects the Worklio Employee Mobile App to the Employee Portal. Multiple smartphones can be connected to the Employee Portal. Go to the Mobile Application page of the Employee Portal to generate new codes to link them.

All of the paired devices will be listed on the page. Click “Unpair” to remove access (i.e., if the phone is lost or replaced).

The same email and password that is used for the Employee Portal provides access to the Worklio Employee Mobile App.