



ACCESSING THE MOBILE APPLICATION

The Mobile Application allows users to access the application with a mobile device such as a mobile phone or tablet. This job aid shows how to access and log into the mobile application.

Downloading the Mobile App

- 1) From your respective app marketplace (Google play, Apple App Store, etc.), search the term 'HCMToGo' (app is from SaaShr.com)



- 2) Download and install the application

Setting up the mobile application for the first time:

- 1) Open the Mobile Application on your device
- 2) Select your region from the list
- 3) Input your **company's short name**
- 4) Press Continue
- 5) Input your Username and Password
- 6) Press Login

Company Short Name ID

App Support

Due to the significant number of mobile devices and possible configurations of those devices, PayNorthwest does not warranty or support the mobile application. If you have employees that have challenges in getting the app to function on their device, please have them uninstall and re-install the app. If that does not cure the challenge, those employees will need to use the standard web interface from any web-connected computer.