

ACCESSING THE MOBILE APPLICATION

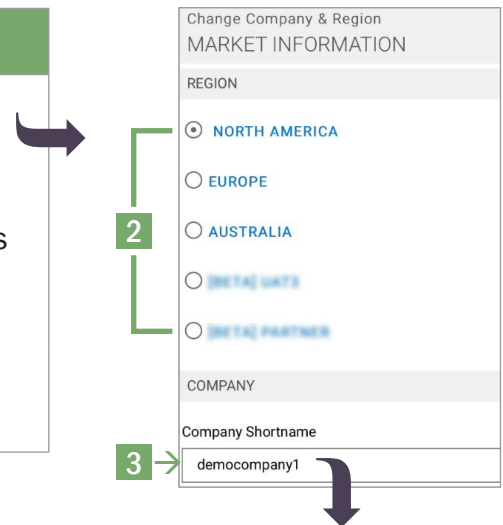
The Mobile Application allows users to access the application with a mobile device such as a mobile phone or tablet. This job aid shows how to access and log into the mobile application.

Downloading the Mobile Application

1. For Android: Access **Google Play**. / For Apple iOS: Access the **Apple App Store**.
2. Search for **HCMTToGo**.
3. **Download** and **install** the application to your device.

Setting Up the Mobile Application for the First Time

- 1 Open **HCMTToGo** on your device.
- 2 Select your **region** from the list.
- 3 Input your **company's short name**.
Note: Please see your company administrator for your company's short name.
- 4 Press **Continue**.
- 5 Input your **username** and **password**.
- 6 Press **Login**.



Logging Back Into the Mobile Application

- 1 Open **HCMTToGo** on your device.
- 2 Input your **username** and **password**.
Note: If you forget your password, press the *Forgot Your Password* link and follow the screen prompts.
- 3 Press **Login**.

