Mobile App - Logging In

Downloading App

- The HCMToGo App is available in your iPhone or Android App store.
- Download the App: **HCMToGo**
- Once the download is complete, open the app

Scan To Access App:

Initial Login

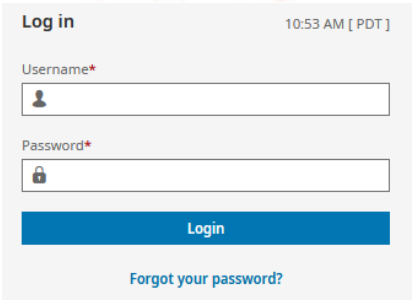
Screen #1

- Select your region = North America
- Company Short Name = **i.XYZ**
- Press Continue

Screen #2

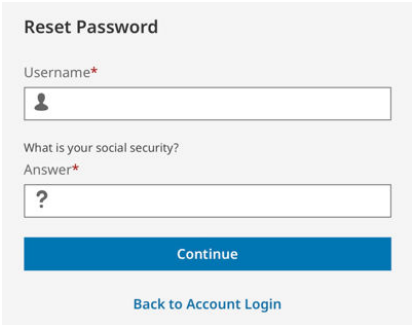
Log in using the same username and password used for the web browser application.

- **Username** = First Initial/last name (Example:JDoe)
- **Password** = Enter your password
  - If you have never logged in using the web browser application, you will need to establish your password. Simply click on the **"*Forgot Your Password?*"** link and the system will ask you to enter your username and your social security number (9 digits with no dashes or spaces).
- Press **Login**



Screen #3 *(This step is only necessary for initial logins or password resets)*

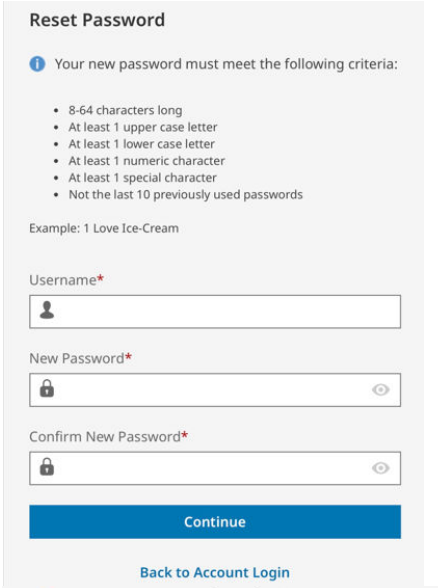
- Press ***Forgot Password?***
- **Answer**: enter your full 9-character social security number with no dashes or spaces (ex #########)



Mobile App - Logging In

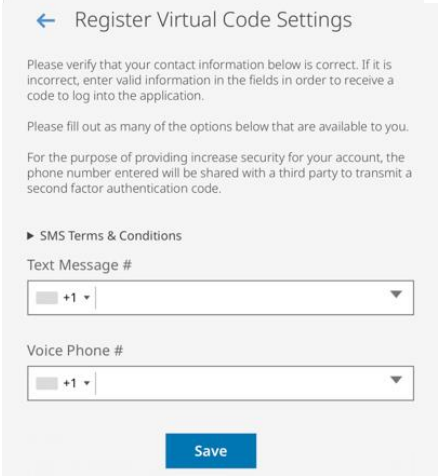
Screen #4 *(This step is only necessary for initial logins or password resets)*

- **Username =** Should Copy Forward from Step #3
- **New Password requirements:**
  - 15–64 characters
  - At least one uppercase letter and one lowercase letter
  - At least one number
  - At least one special character
  - No more than four repetitive characters
- **Confirm New Password** = Type in the new password again
- Press **Continue**



Screen #5

- Virtual Code Authentication Settings (Varies by Authorization Level)
  - The system may require you to send a code to a secondary device/location via Text Message, Email, Voice Call, or Google/Microsoft Authentication App. The system will have pre-filled any phone numbers that are already listed in your employee profile; however, you can overwrite these with alternative information. *Note: VCA Settings will vary depending on authentication/security level*
- Press **Save** once you have configured at least 1 VCA option

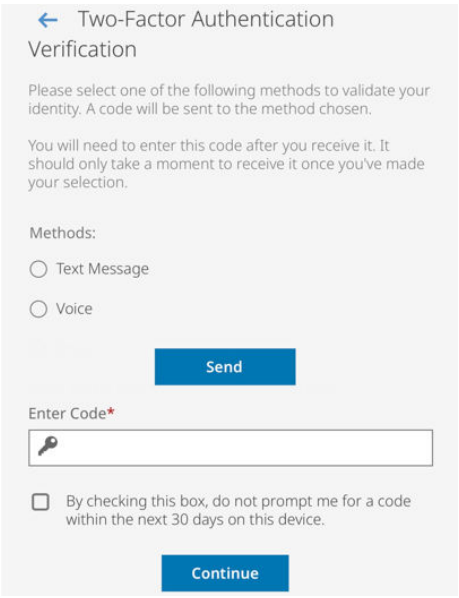


Screen #6

- Select a method to validate your identity, then click the **Send** button
- Enter the code received by text, email, phone, or Google/Microsoft Authentication App
- If you are using a device that you will use for future logins, check the box to remember this computer/device. If you are using a public/shared computer, do not check the box to remember computer/device.

  If you choose to remember the device, the length of time that the device is remembered is dependent on your role/security level.

  - Employees – N/A
  - Managers – 7 days
  - Administrators – 7 days
- Click Continue



You have successfully logged in!