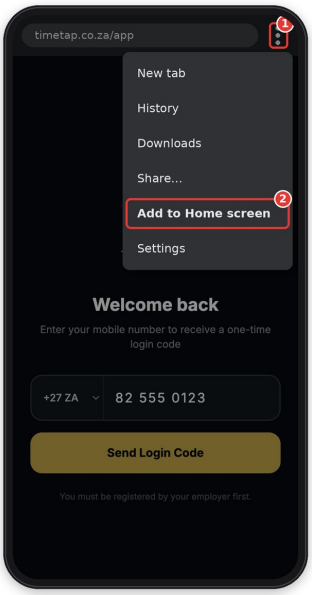
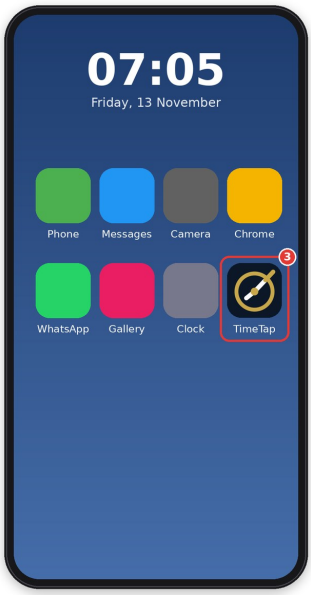
Install the app, sign in, turn on notifications and fill in your details.

1. Install the app on your phone

1. Your employer sends you a **TimeTap link** (usually on WhatsApp or SMS). Tap it and open it in **Google Chrome** (Android) or **Safari** (iPhone).
2. Android: tap the Chrome menu (⋮) and choose **Add to Home screen** or **Install app**. iPhone: tap **Share** and then **Add to Home Screen**.
3. From now on, open TimeTap from the **TimeTap icon** on your home screen.



Chrome menu (illustration)

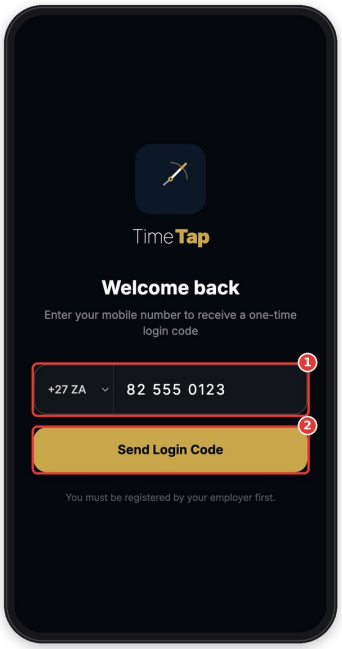


Your home screen (illustration)

1. Open the Chrome menu (⋮).
2. Tap **Add to Home screen** / **Install app**.
3. Open TimeTap from this icon.

2. Sign in

1. Check the country code, type your cellphone number and tap **Send Login Code**.
2. Type the one-time code you receive (on WhatsApp or SMS) to sign in. You stay signed in on that phone.



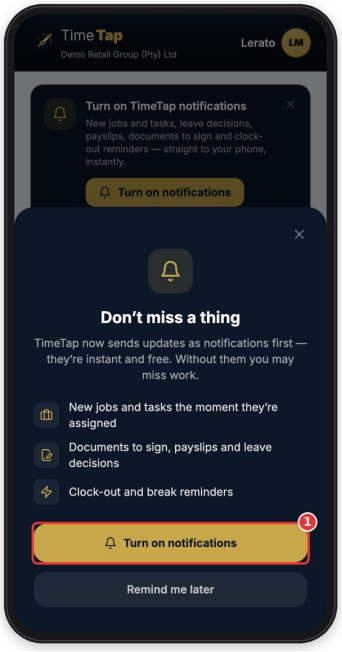
Sign-in screen

1. Choose your country code and type your cellphone number.
2. Tap **Send Login Code**.

Important: You can only sign in after your employer has added you with this cellphone number. If it says you are not registered, ask your team leader or HR.

3. Turn on notifications

1. The first time you open TimeTap it asks to send notifications. Tap **Turn on notifications**, then **Allow**.
2. Keep them on — documents to sign, leave decisions, payslips, new jobs and clock-out reminders arrive this way.

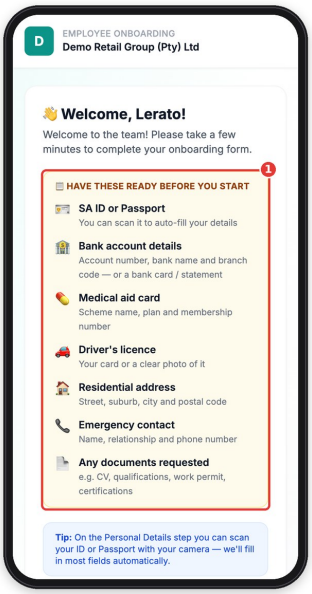


Turn on notifications

1 Tap **Turn on notifications**, then **Allow**.

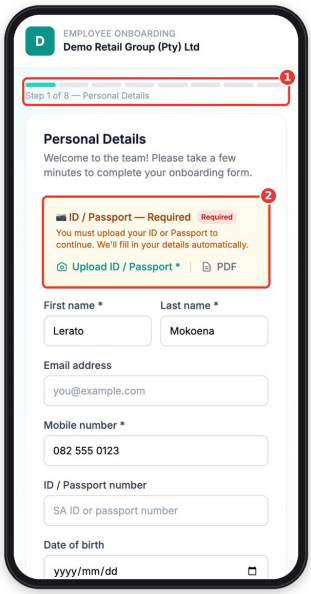
4. Complete your details

1. On the Home screen tap **Complete your details** (only shown if your employer asked for it).
2. Check the list of what to have ready, then tap **I have everything ready — let's start**.
3. Upload your ID or passport first — most fields fill in by themselves — then work through each step and submit.



Before you start

1. Have these ready before you start.



Step 1 of the form

1. Shows which step you are on.
2. Upload your ID or passport first.

Still stuck? Ask your team leader or HR — they can see what TimeTap shows for you.