

Mobile Access: HCMTogo

MOBILE APP INFORMATION

App Name: **HCMtogo** (*Free from the App Store*)

Login Credentials: Company Short Name, Username, Password

****Company Short Name: 20PT**

Mobile App Login Credentials:

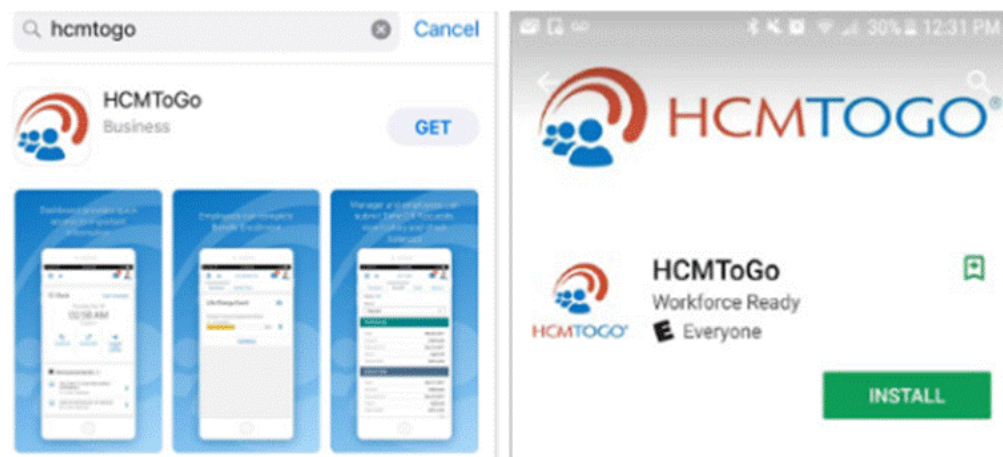
Due to recent security enhancements, it is recommended employees access the app:

1. **Enter in the company short name as required, and once they see your company name at the top and are prompted for a username and password they will need to select "Forgot your password?"**
2. **They will be asked for their username (complete TriNet employee ID) and to verify their full social security number. Once they have verified their social security number, they can select a new password.**
3. **They will then be able to log in with their username and new password and be prompted for the 2 step verification process.**

Downloading the Mobile App

The mobile app can be downloaded from the App Store or Google Marketplace on your mobile device.

From the app store, search for HCMToGo. The app is displayed as shown below.



After downloading the app, please enter the following:

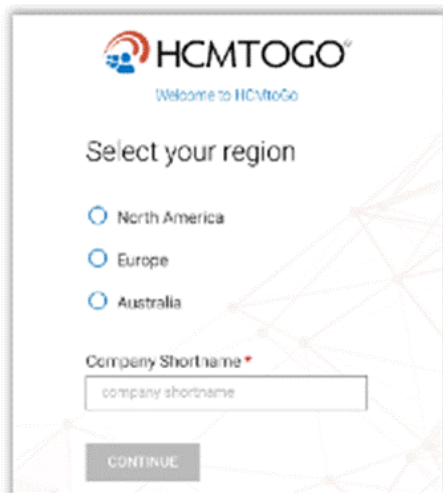
Region: North America

Company's short name: 20PT

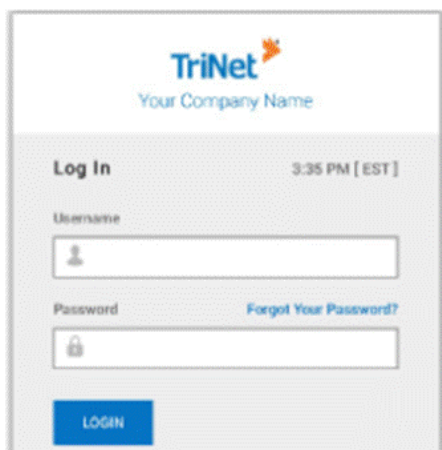
Username: Full Employee ID including the leading zeros.

Password: Select "Forgot your Password?"

1. **Enter complete TriNet employee ID and enter full social security number. Once social security number is verified, a new password can be created. New password requirements must include the following: lower case letters, upper case letters, symbols and numbers and must be between 15 - 64 characters in length.**
2. **Employee will then be able to log in with their username and new password.**
3. **If you have deleted the app and have re-installed it, you will have to choose the region again.**



The image shows the HCMTOGO app setup screen. At the top is the HCMTOGO logo with the text "Welcome to HCMTOGO" below it. The main heading is "Select your region". There are three radio button options: "North America", "Europe", and "Australia". Below these is a text input field labeled "Company Shortname" with a red asterisk, containing the placeholder text "company shortname". At the bottom is a grey button labeled "CONTINUE".



The image shows the TriNet app login screen. At the top is the TriNet logo with the text "Your Company Name" below it. The screen has a grey header bar with "Log In" on the left and "3:35 PM [EST]" on the right. Below the header are two input fields: "Username" with a person icon and "Password" with a lock icon. To the right of the password field is a link that says "Forgot Your Password?". At the bottom is a blue button labeled "LOGIN".