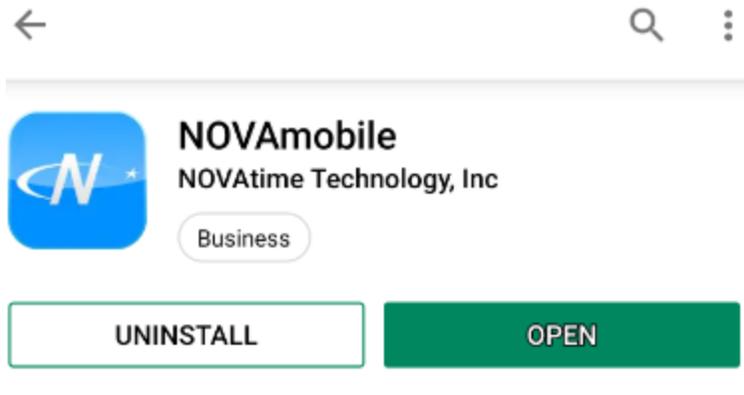


How to Sign In to your Novatime App for the 1st Time

1. Download the Novatime App (Called NOVAmobile) from your phone's Apple Store or Google Play Store



2. Open the App after you install it and input your account information
 - a. Under Client ID, input AND18110
 - b. Under Employee ID, use the last 4 of your SS#
 - c. Under password, use your custom password
 - i. If this is your first login, use the password a1234567



Registration

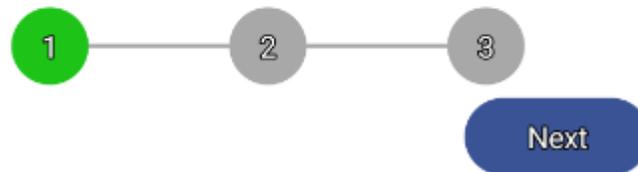
 Enter Client ID

 Enter Login ID

 Enter Password

SSO Login OFF

3. When complete, tap Next at the bottom right of your screen.



4. The next screen will ask you to confirm your email address for your Confirmation email. Tap the button next to your email address and hit next

Registration

Before you can register this device, you need to verify your identity with a security code. How would you like to receive your code?

Email bsacher@southamptontownny.gov

5. On the next page, input the code you received from your email and tap next.

You are signed in to your Novatime Account!