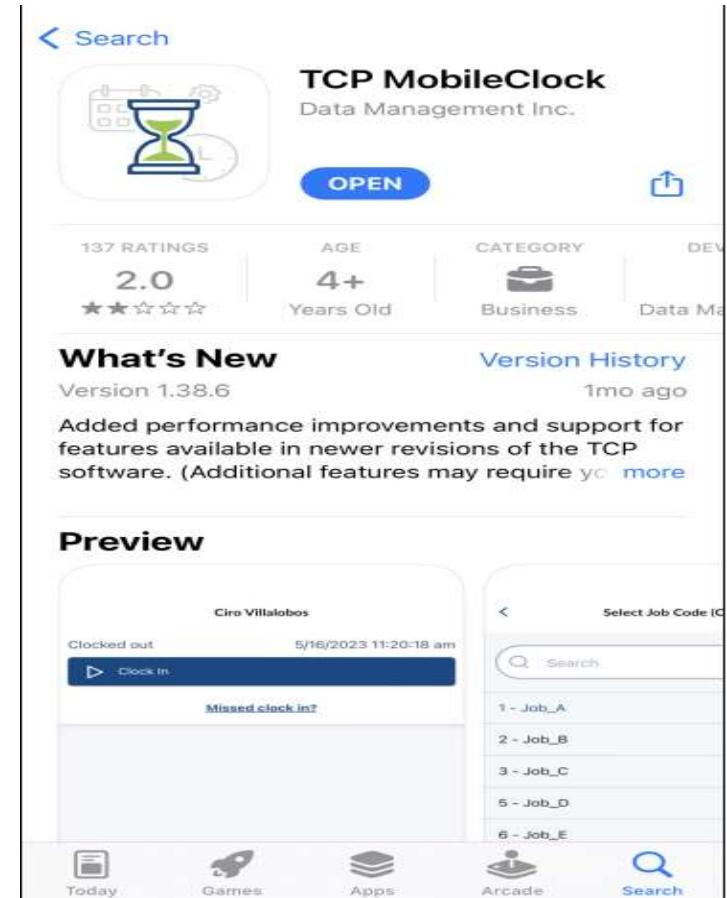


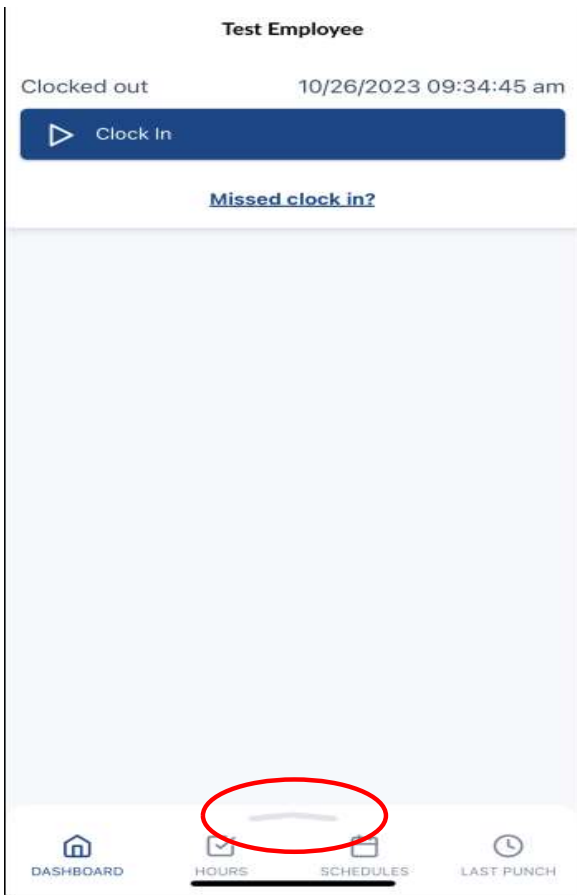
# For use only for jobs with manager approval to use the Mobile App

## Converting the TCP Mobile App to the New System

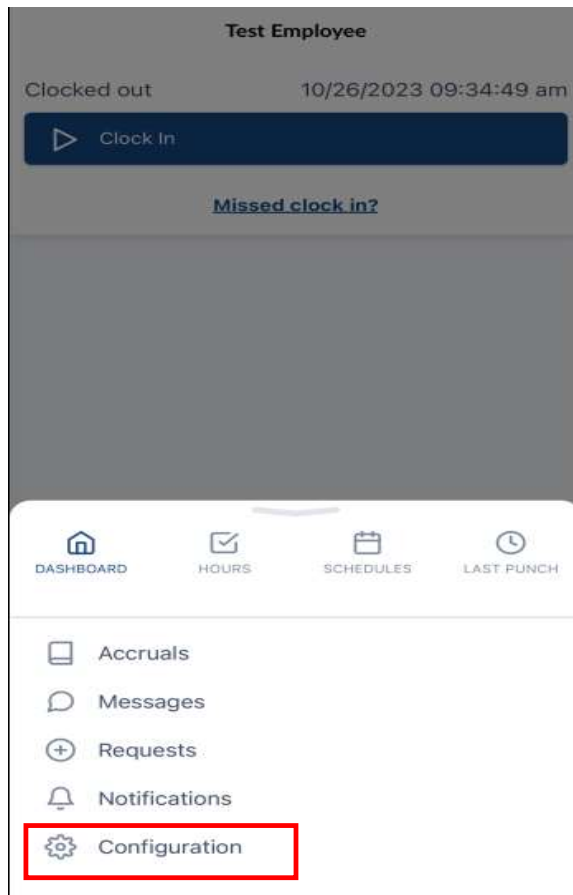
To convert your mobile app to your new company you can simply delete the mobile app and redownload the app, in which you can just skip to step 6 in this document. Once you open the app you should see the same page you see on step 6.

If you wish to reset the settings through the app then you can continue to the next page and begin on step 1 of the document.

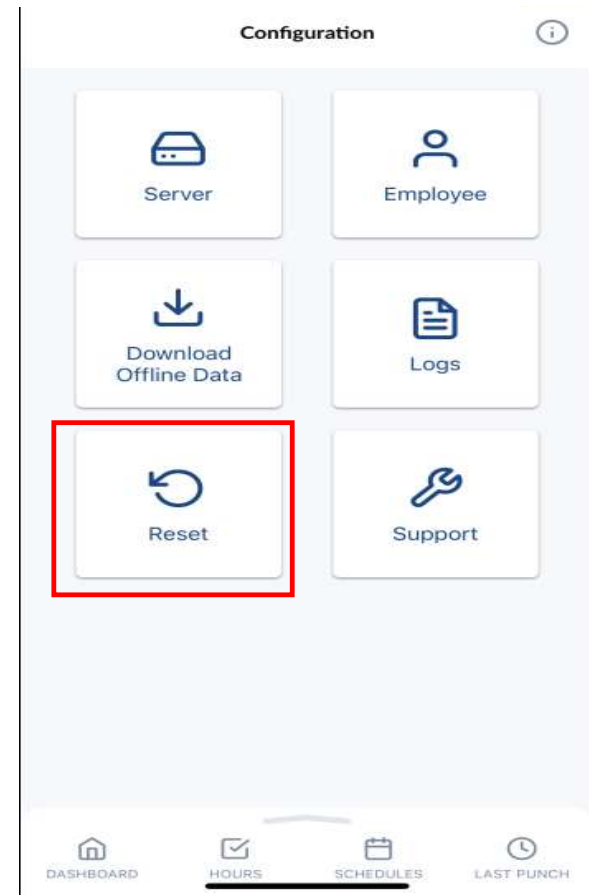




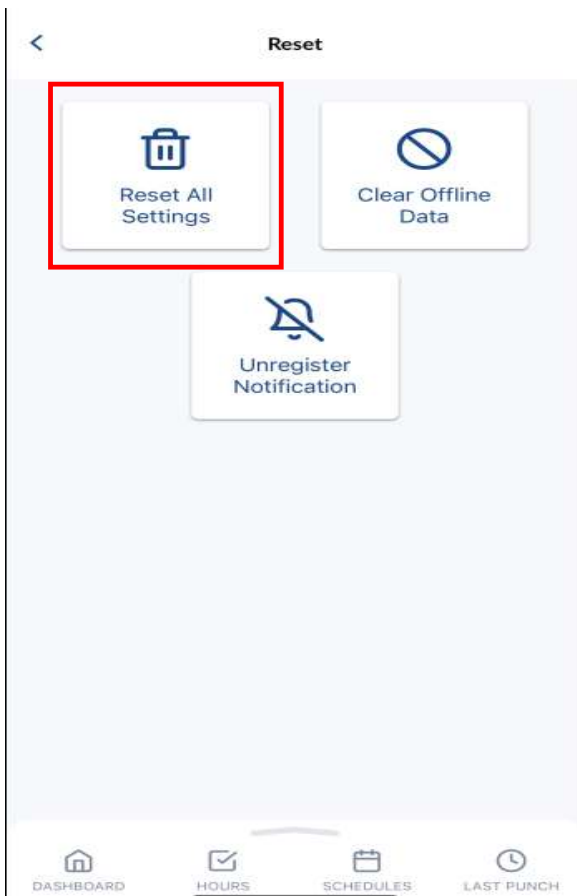
1. Open the mobile app and swipe up on the arrow at the bottom of your screen



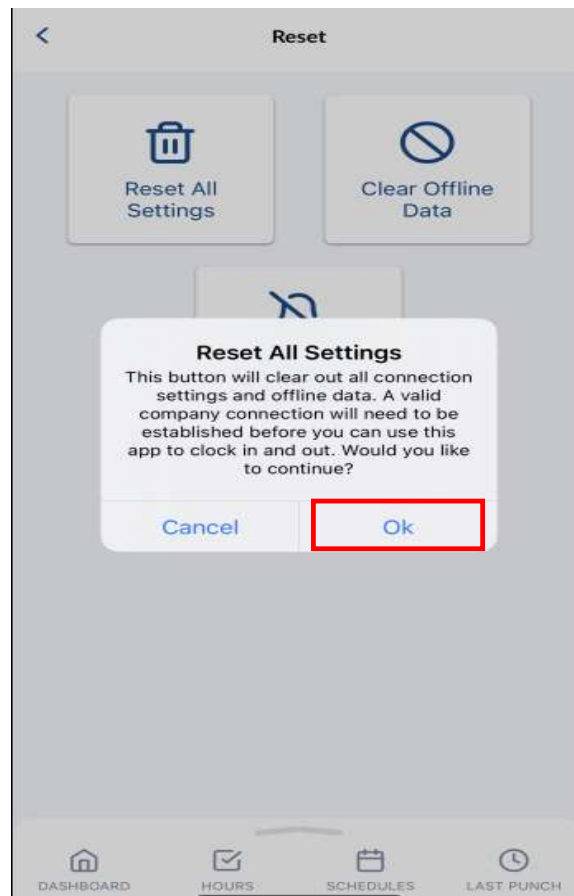
2. Select the **Configuration** option seen above



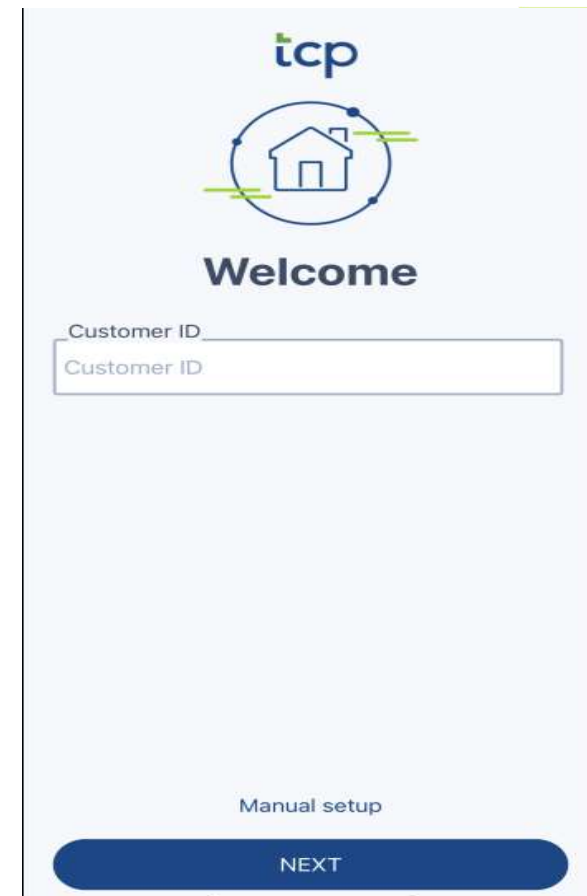
3. Select the **Reset** button seen above



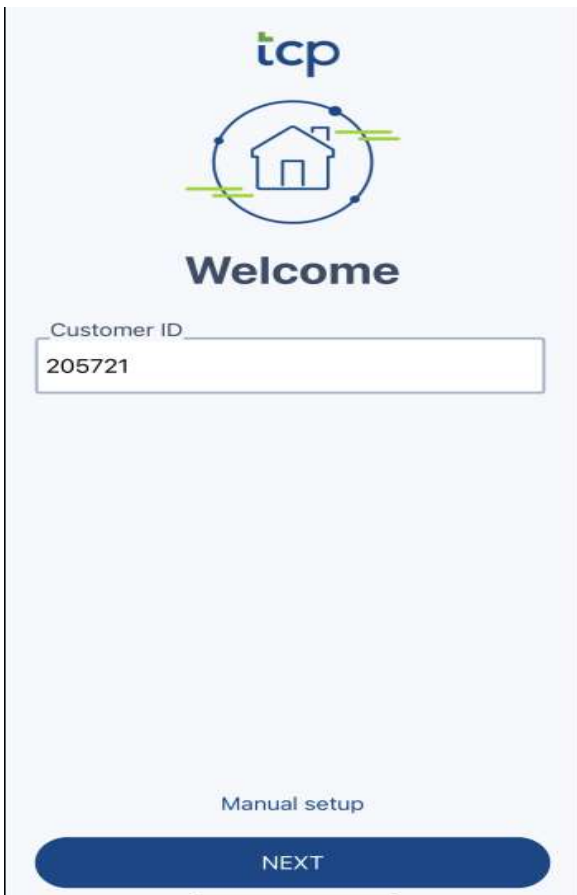
4. Select the **Reset All Settings** option seen above



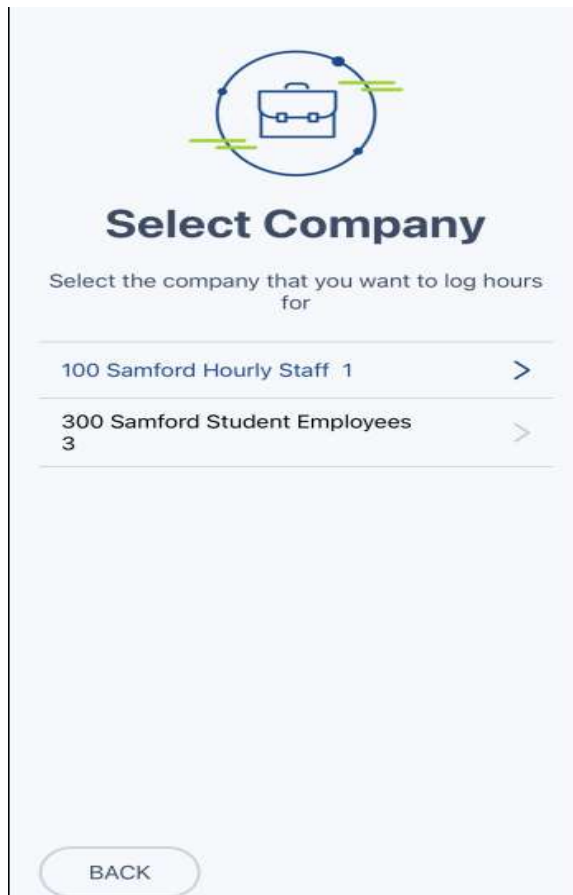
5. You will receive a warning after selecting this option. Press **Ok** to continue



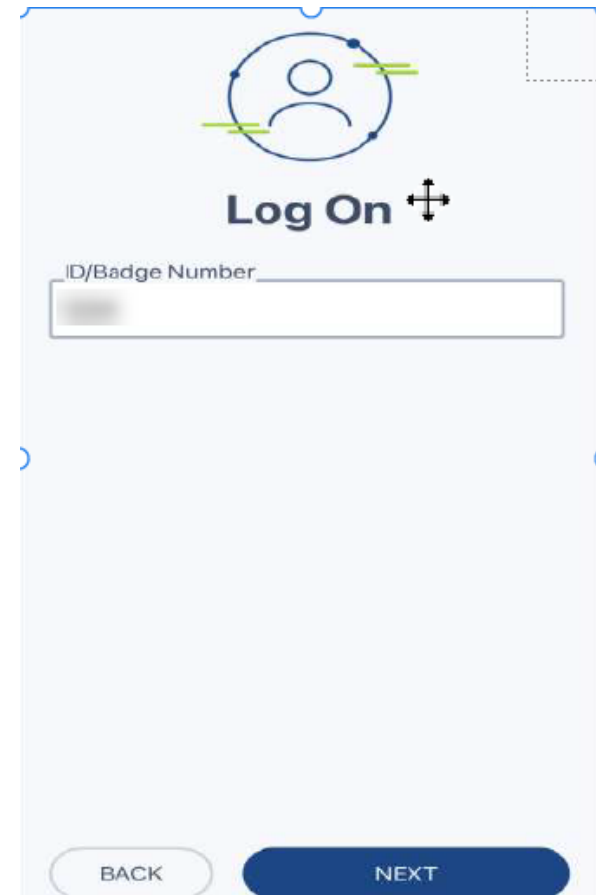
6. You will then be taken to the home page as the app settings have now been reset



7. Please enter the **Customer ID**. Yours will be **205721** as shown above



8. Select the company you will be using. Hourly Staff will select 100. Student employees will select 300.



9. Once the company is selected you will just need to insert your **Employee ID (900 number)**.



You should now be logged into your TCP mobile app and will see the app dashboard seen here. The navigation within the app will remain the same as it was with the old system. If you have any questions, please reach out to your supervisor or [payroll@samford.edu](mailto:payroll@samford.edu) for further assistance.

