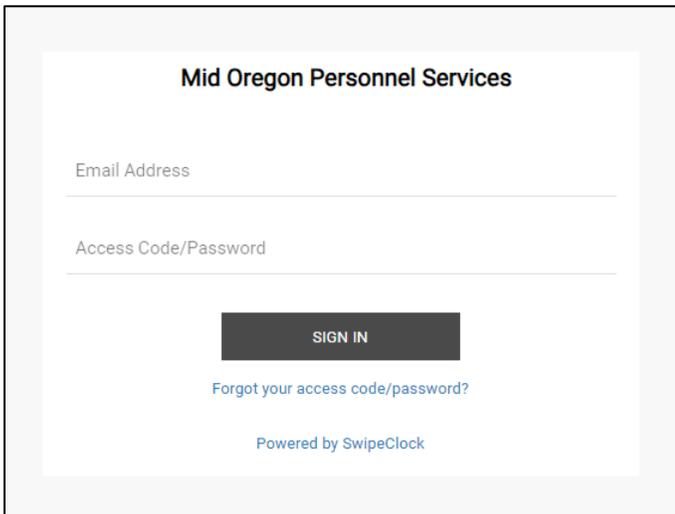


GETTING STARTED

- You will receive an invitation link directly from Swipeclock/Work Force Hub. If you have trouble logging in, or did not receive the link, please contact Julie Shepherd at (541)475-7640 or julie@midoregonpersonnel.com.
- We will only be using this system for timekeeping – no time off requests or scheduling.
- Employees cannot edit their own timecards. Please refer to your manager if you need your timecard edited.

LOGGING INTO YOUR ACCOUNT



The screenshot shows a login page for 'Mid Oregon Personnel Services'. It features two input fields: 'Email Address' and 'Access Code/Password'. Below these fields is a dark grey 'SIGN IN' button. Underneath the button is a blue link that says 'Forgot your access code/password?'. At the bottom of the page, it says 'Powered by SwipeClock'.

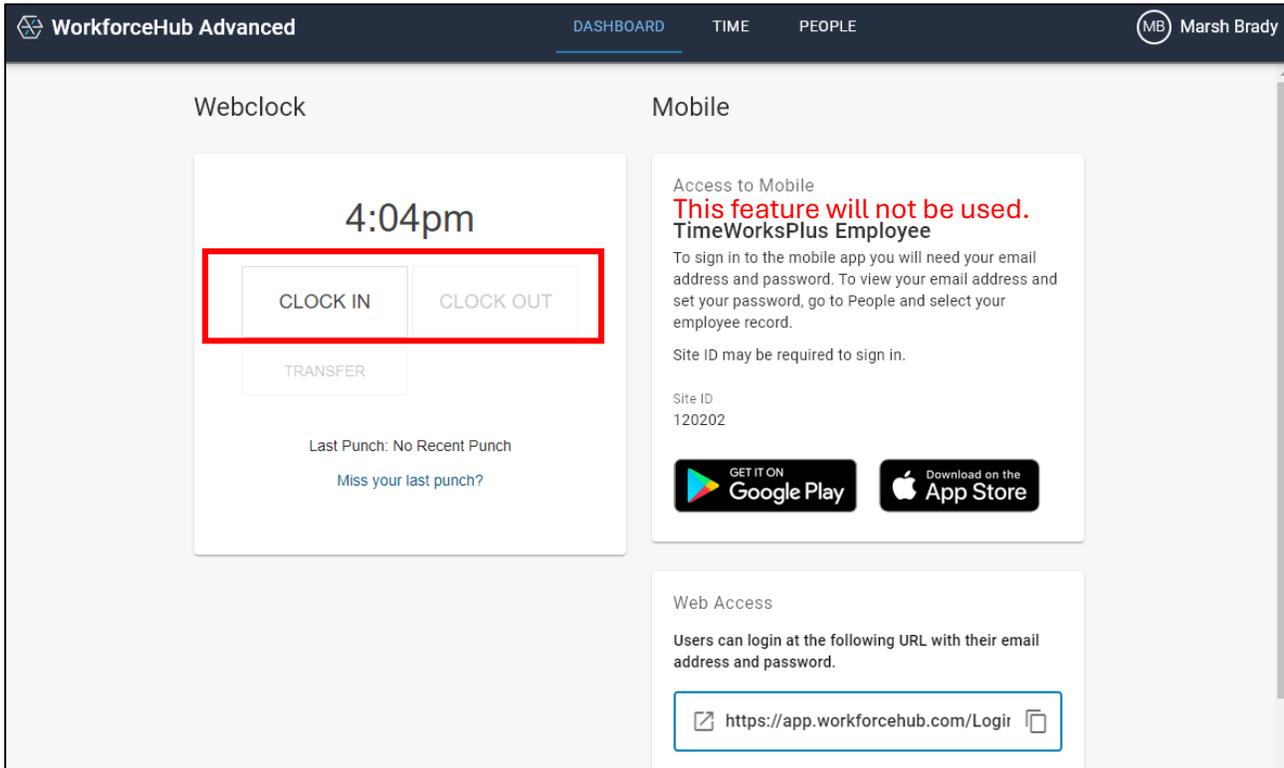
Login Link:

<https://midoregonpersonnelservices.myfileguardian.com/PostOffice/SignIn.aspx>

Enter your email and password and select LOGIN.

WEBCLOCK

After logging in to your account, you will see your Webclock on your dashboard. Use the CLOCK IN and CLOCK OUT buttons.



VIEW TIMECARD

1. Select TIME at the top of the screen
2. Select TIME CARD on the left-hand side of the screen.

