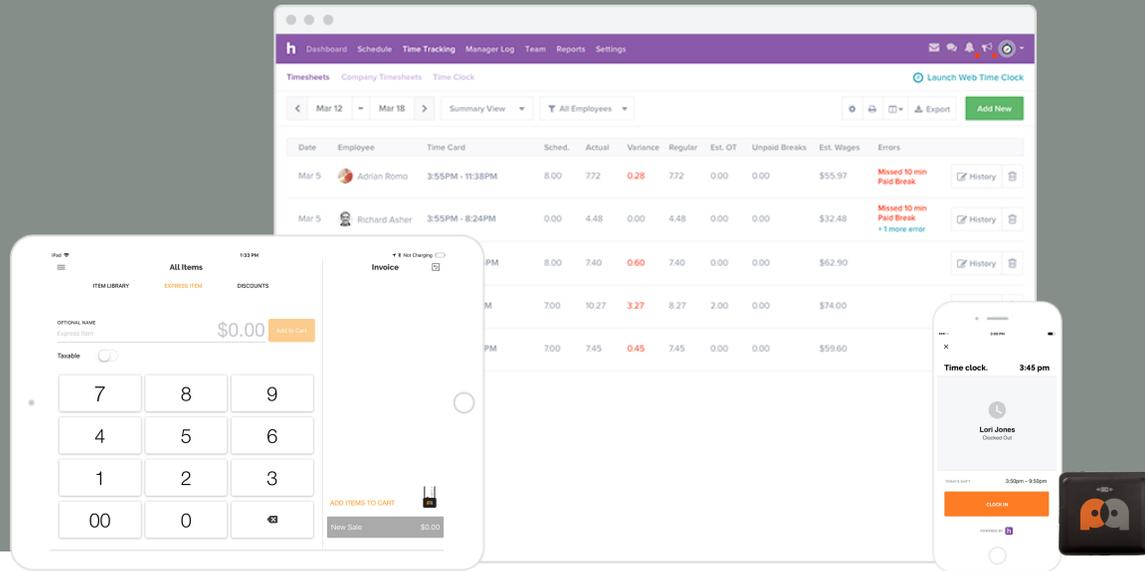


Save 5-10 hours each week on timesheets, employee scheduling, and payroll.



## How to get everything you need to manage your team.

### Log Into Homebase

Access Homebase from the PayAnywhere portal or from the Homebase welcome email.

### Create a Password

Create a Homebase password. When you need to access Homebase from outside the PayAnywhere portal, this will be your log in.

### See your team

Employees will automatically sync from PayAnywhere to Homebase. They are all set to start clocking in.

### Download the app

Get our free mobile app to help you manage on the go. For employees without access to PayAnywhere, download the free Homebase Time Clock app.

### Get in touch

help@joinhomebase.com  
 joinhomebase.com/support  
 (415) 951-3832  
 9am-7pm Central Time, M-F

### Trusted by over 100,000 businesses



# Be up and running on Homebase in under 5 minutes

## 1 Your Team Roster (1 min)

*Employee data syncs from PayAnywhere to Homebase.*

1. When you first log into Homebase, employee data from PayAnywhere will automatically appear in Homebase. See them by going to "Team" from the top menu.
2. As new employees join the team, add them into PayAnywhere.
3. Sync new employees to Homebase by going to "Team", clicking "Add", and selecting "Import from PayAnywhere".

## 2 Your First Clock In (1 min)

*We recommend completing these steps so that you can understand the process your employees will need to follow each day.*

Using the PayAnywhere Time Clock:

1. Log into the PayAnywhere app and open the "Time Clock" from the menu.
2. Choose a shift to clock into. If you have built a schedule, employees can see their scheduled shifts. Otherwise, they can choose to clock into an unscheduled shift.
3. You're now clocked in! Repeat steps 1-2 to take breaks and clock out.
3. Log into Homebase to see your timesheets, make any edits, and export to payroll.

Employees without access to PayAnywhere can use the Homebase Time Clock.

## 3 Your First Schedule (3 mins)

*Schedules are primarily built via the Web Dashboard on [joinhomebase.com](http://joinhomebase.com).*

1. Access Homebase from the PayAnywhere portal. Click "Schedule" in the top menu.
2. Click on any open cell to add a shift.
3. Set the shift time, role, color, and repeat for all employees.
4. When schedule is complete, click "Publish".
5. Choose how to notify your employees. They can download the free mobile app to view their schedule, trade shifts, and communicate with the team.

## We are here to help.

Our US-based support team is available to answer any of your questions

 415-951-3832

[help@joinhomebase.com](mailto:help@joinhomebase.com)  
[joinhomebase.com/support](http://joinhomebase.com/support)

