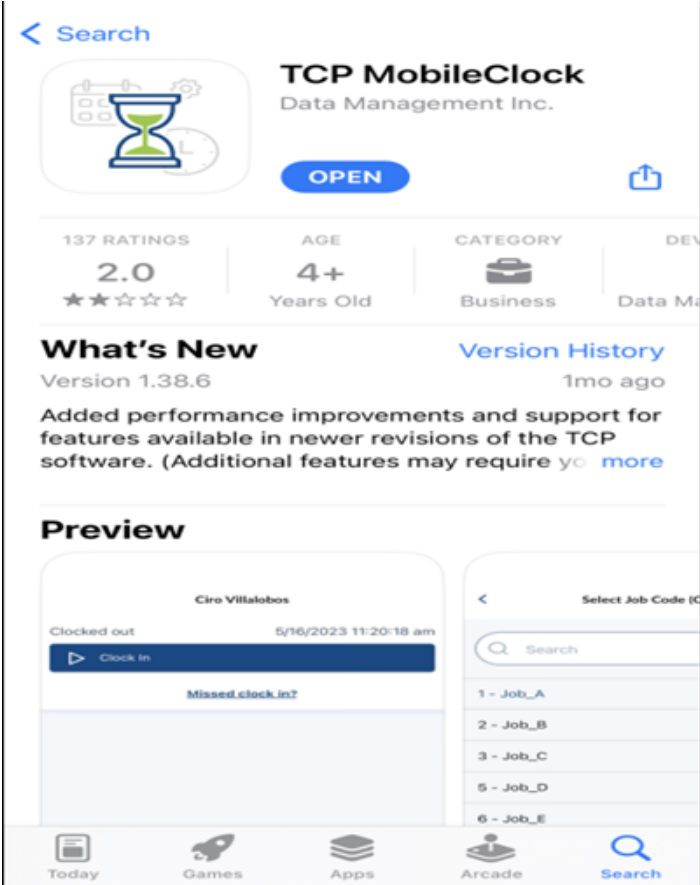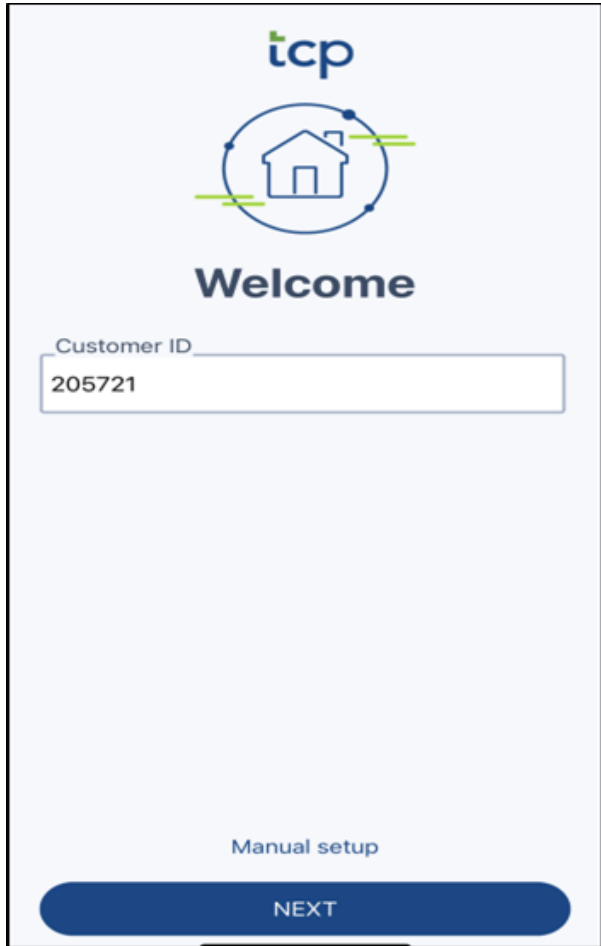# For use only for jobs with manager approval to use the Mobile App
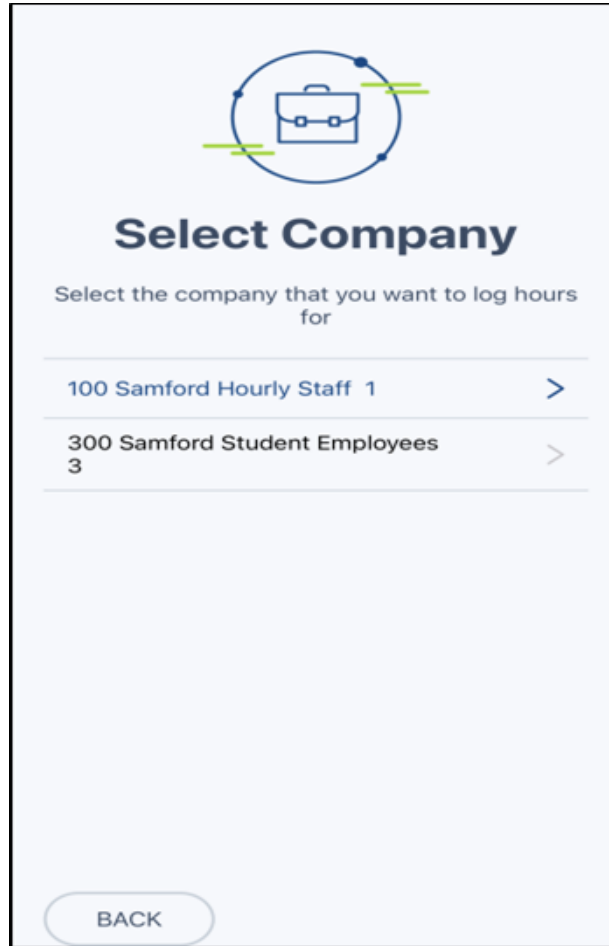
## Installing the TCP Mobile App to the New System

To install the TCP mobile app, download the app from the App Store or Google Play.

**Welcome**

Customer ID
205721

Manual setup

NEXT



**Select Company**

Select the company that you want to log hours for

100 Samford Hourly Staff  1            >

300 Samford Student Employees 3        >

BACK



**Log On**

ID/Badge Number
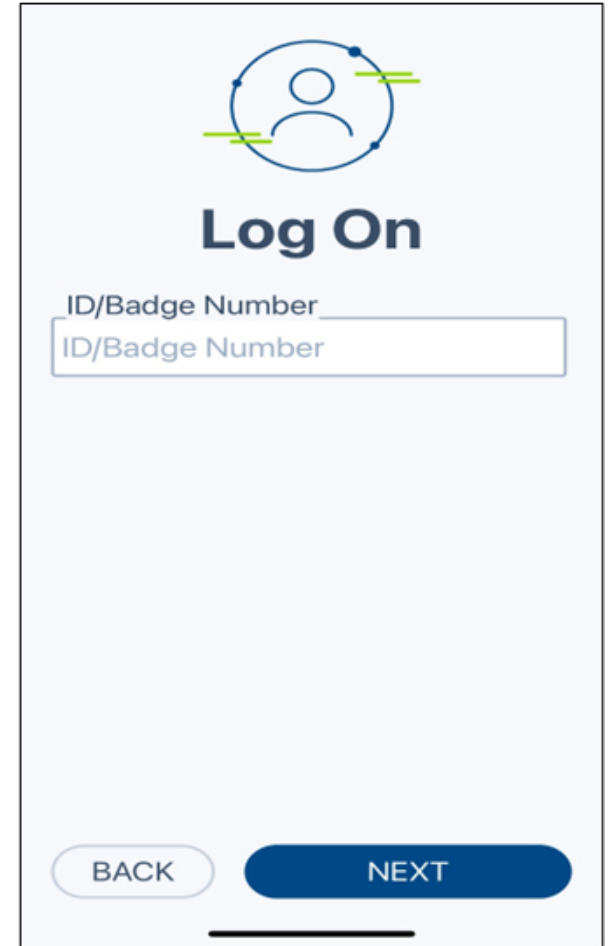ID/Badge Number

BACK            NEXT

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

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

3. 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 for further assistance.