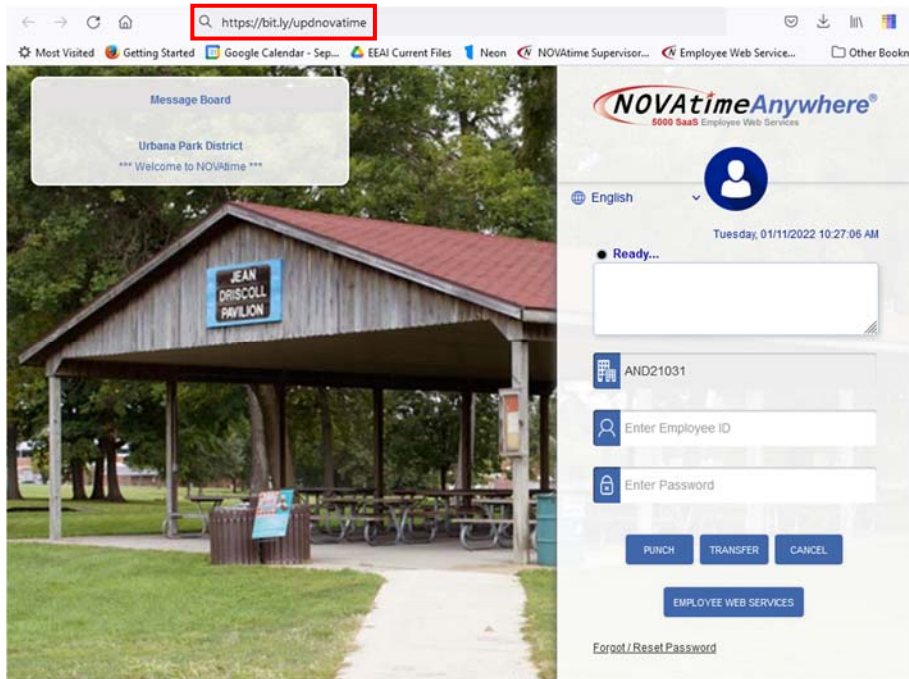


Novatime – Employee Enrollment

Navigate to Employee Web Services (EWS) login page:

<https://bit.ly/updnovatime>



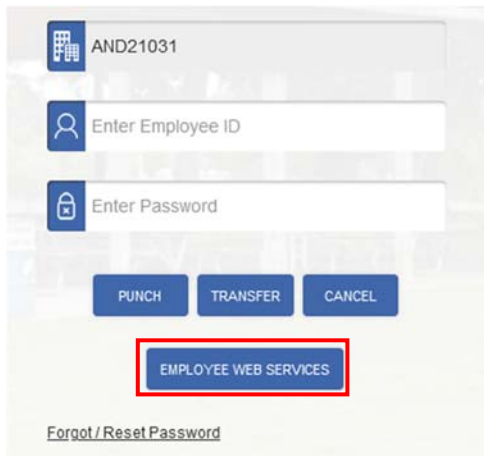
STEP 1:

Login to EWS

Employee ID: Employee Number

Password: demo1234

Click the Employee Web Services button to login to the website



When logging in for the first time, the employee will be prompted to create a new password.

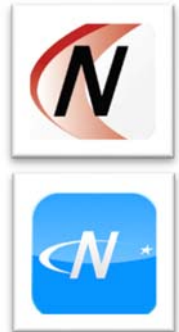
After logging in, on the internet browser, the employee **MUST** accept the prompt for **always allow** and **remember** for the site to access your location. If location is not enabled, the employee will not be able to punch in/out. The process for these settings may vary by browser.

STEP 2:

Download NOVAmobile from your App Store:

iPhone Users → App Store → Search → NOVAtime → NOVAmobile
<https://itunes.apple.com/us/app/novamobile/id948633373?mt=8>

Adroid Users → Google Play → Search → NOVAtime → NOVAmobile
<https://play.google.com/store/apps/details?id=com.novatime.novamobile>



Open the NOVAmobile App and Login



Client ID: AND21031

Employee ID: Employee Number

Password: Password created on EWS in Step 1

Follow the prompts to authenticate your device