

Below is the information you need to get set up with our time and attendance software, called HCMToGo.

Google/Android:



Apple:



Once you have downloaded the app:

- Select your region (North America)
- Enter Company Short Name: **AND24060602**
- Hit Continue
- Sign in with your **MMA email address and password**

Clocking in and out:

At the beginning of your shift, you will need to punch in. On the app, click the “Clock In”. At the end of your shift you will need to clock out using the “Clock Out” button.