

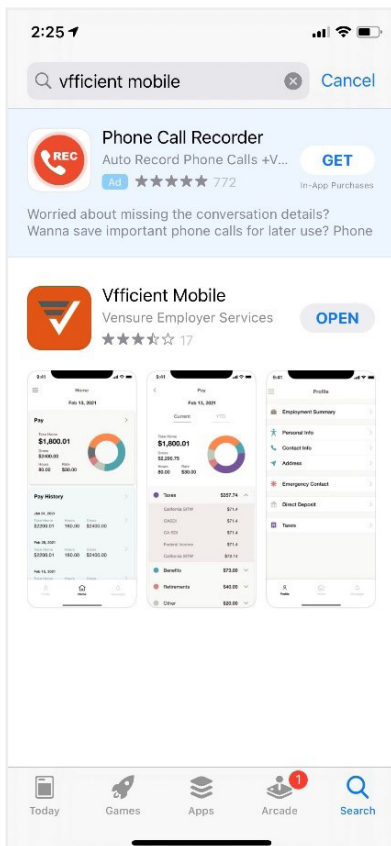


Vfficient App Guide

For Internal Use Only



Getting Started: Downloading the App and Logging-in



To download the Vfficient app, search the term “**Vfficient Mobile**” in the Apple App Store or Google Play Store.

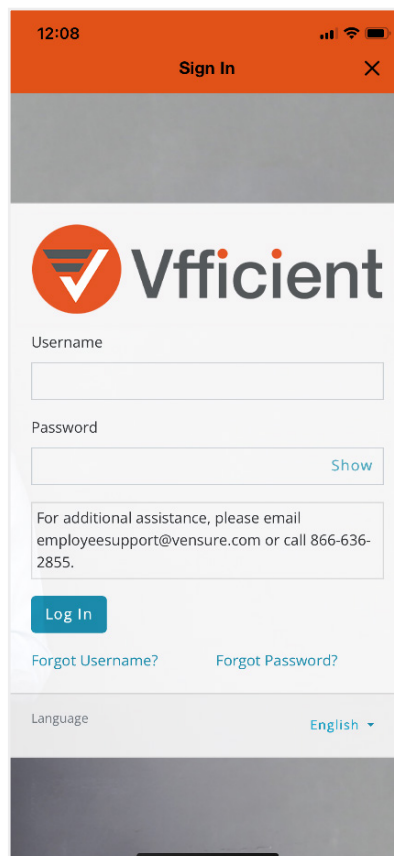
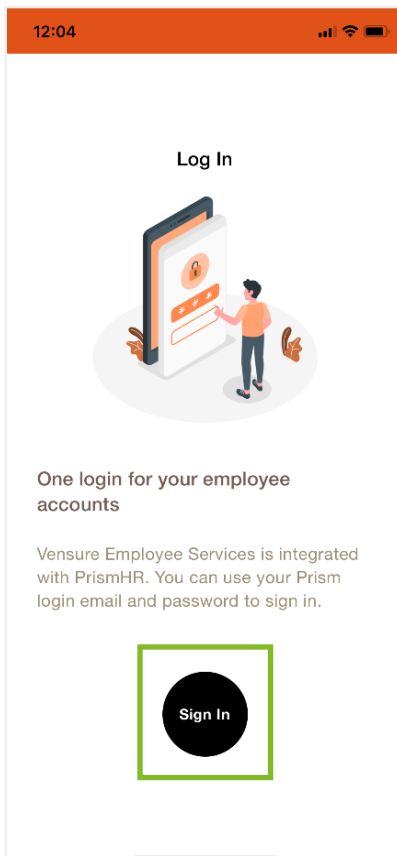
Or, you can choose from one of the links below to be taken directly to the app store for download:



Click to download iOS app: https://apps.apple.com/us/app/vfficient-mobile/id1561532668?itsct=apps_box_link&itscg=30200



Click to download Android app: <https://play.google.com/store/apps/details?id=com.vensure.vfficient>



Once you have downloaded, open the app by clicking the icon on the home screen. Click the **Sign in** button and enter your established Vfficient credentials (the same ones you use on your computer or laptop).

Account Access Confirmation

We do not recognize this computer. For your security, we have sent a special security code to your device. Please do not close this window and enter your security code to proceed.

* Enter Security Code

23663

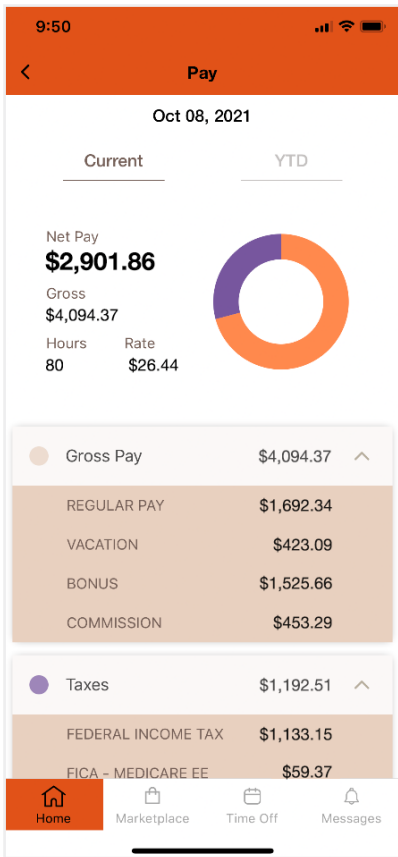
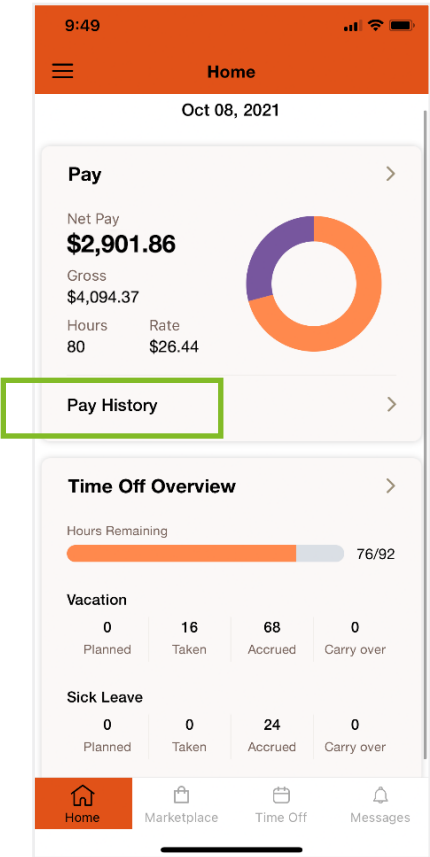
Submit Resend Security Code

With multi-factor authentication security protocols in place, users will be required to confirm account access by having a code sent via text or email.

Once account access is confirmed, the user will be asked to establish a six-digit PIN, and choose whether to enable biometric access (aka. fingerprint or facial recognition).

Features

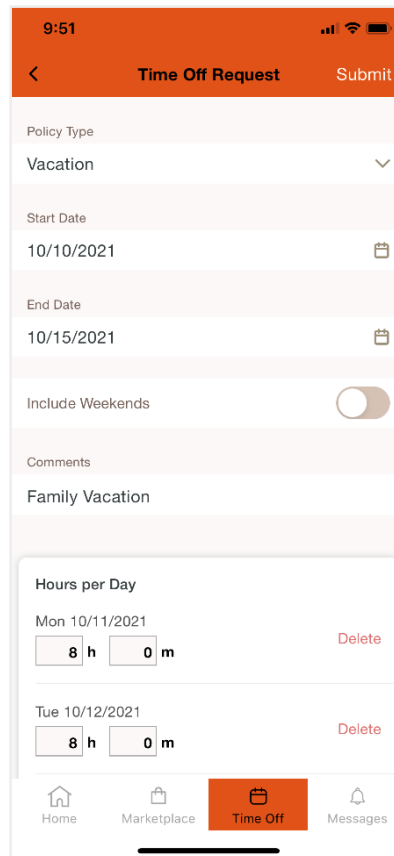
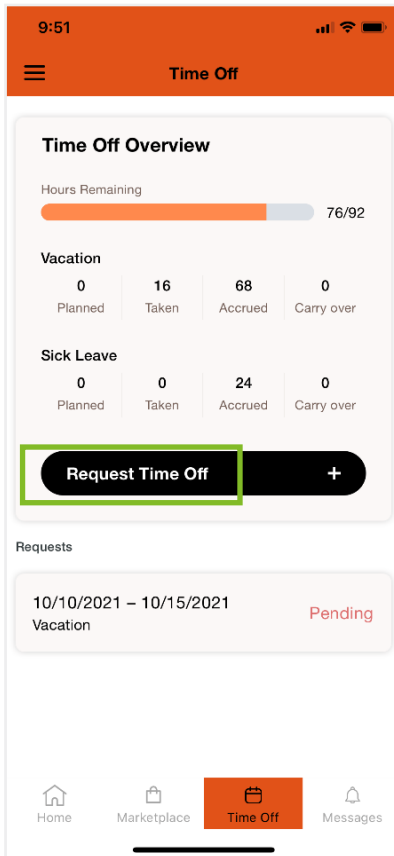
PAY



Upon logging in, the default dashboard will display details from the user's last/most recent paycheck, including gross wages, net wages, hours worked, and pay rate.

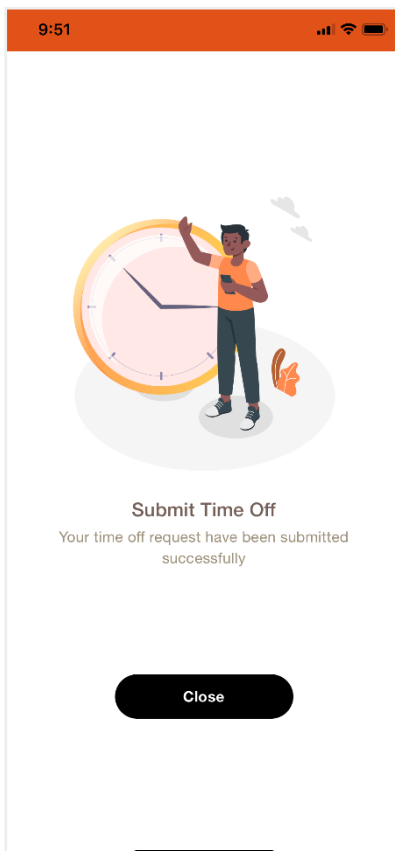
Click [Pay History](#) to view complete data for all prior paychecks, including Gross Pay, Taxes, and the amount of money that you took home after that.

TIME OFF

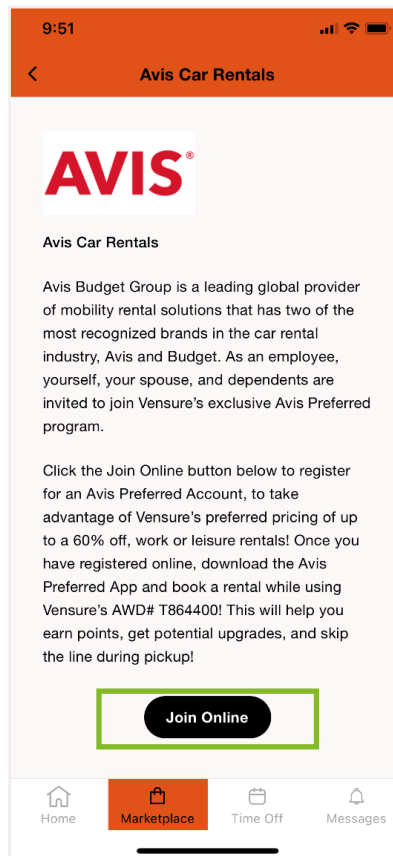
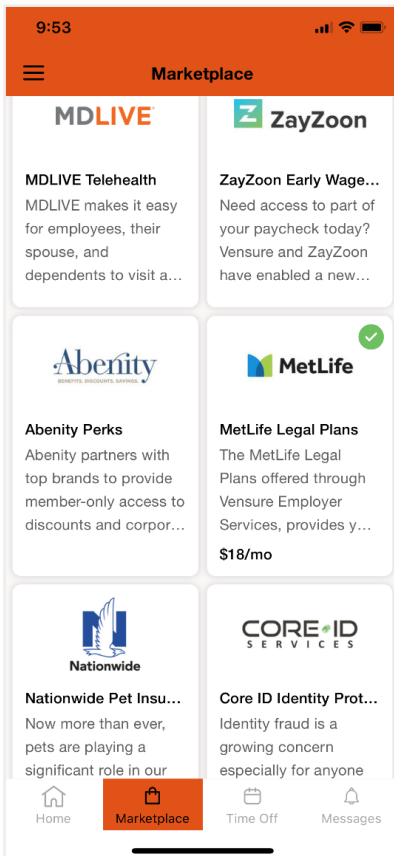


The Time Off section of Vfficient allows employee users to view the number of hours and time off categories available. **Details outline carryover, planned, taken, or accrued time off.**

The status of all Time Off requests can be viewed here, along with the ability to place a new request for time off. **The status of these requests will show as approved, pending, or denied.** When a supervisor takes an action on any open requests, the user will receive a notification.

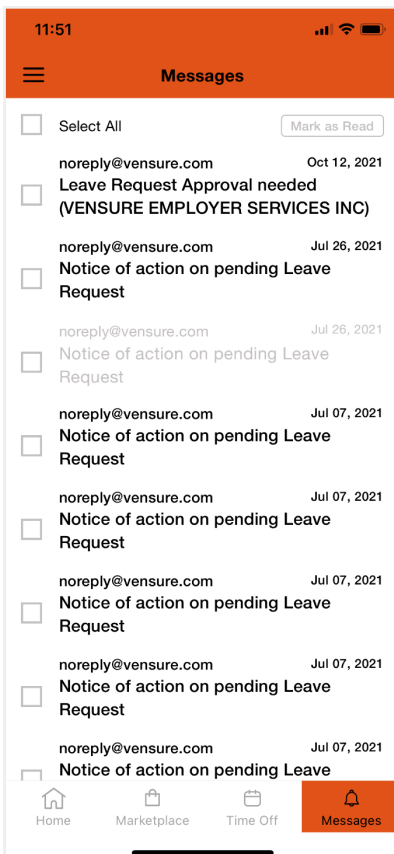


MARKETPLACE



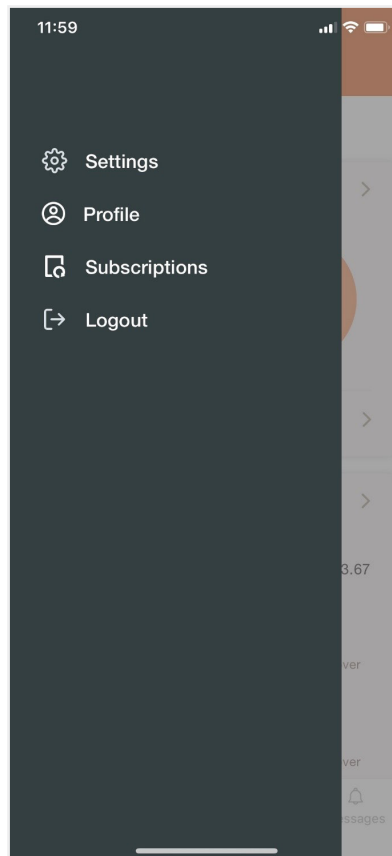
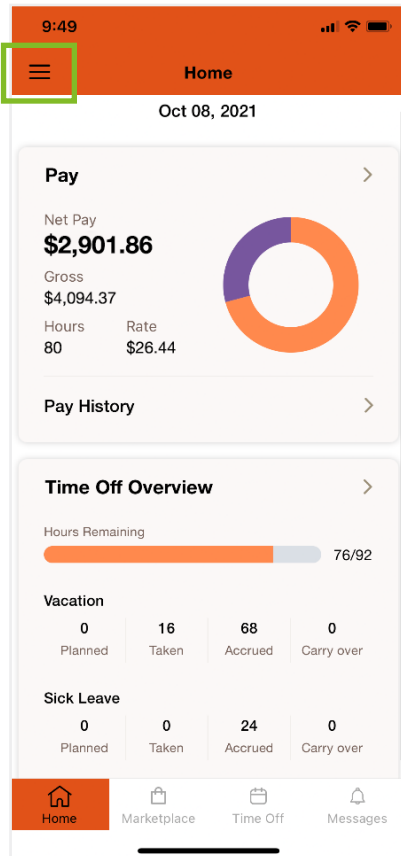
The Marketplace in Vfficient showcases a variety of products that employees are eligible to enroll in for no additional cost. **Click on any of the product tiles to learn more about the service, begin registration or enrollment, or view additional links.**


MESSAGES

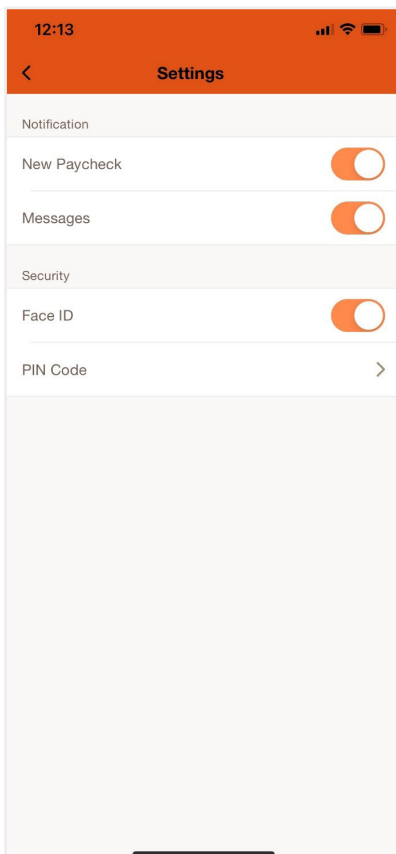


The messaging feature of the app notifies users regarding updates for time off requests, benefits, and payroll items. While these messages are unable to receive responses, the Employee Support team (employeesupport@vensure.com) is available for additional assistance.

TOOLBAR ITEMS



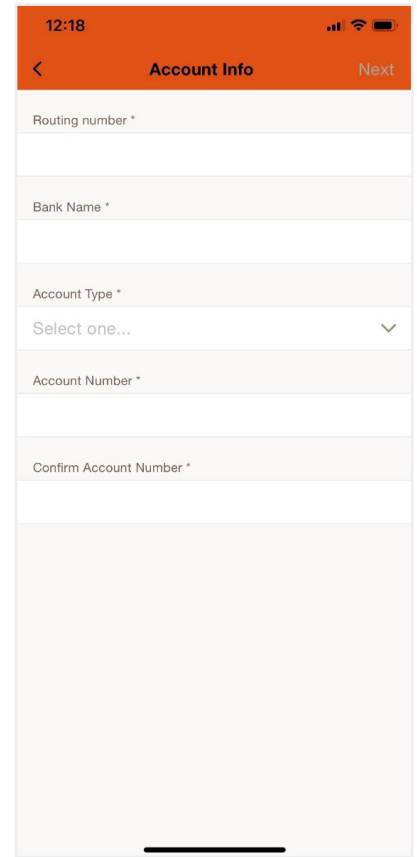
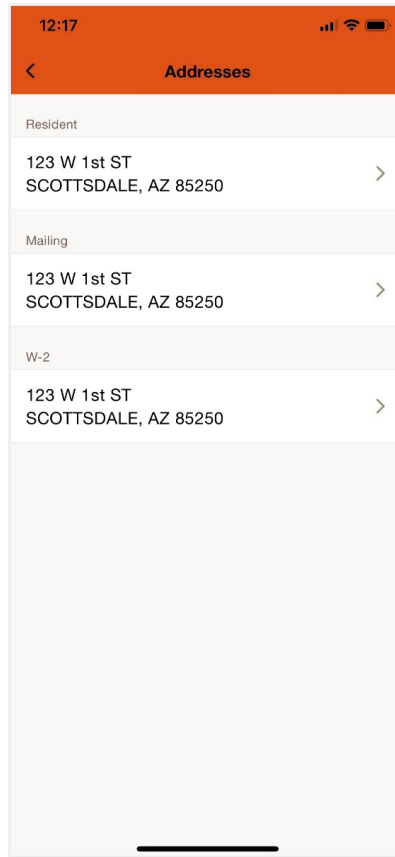
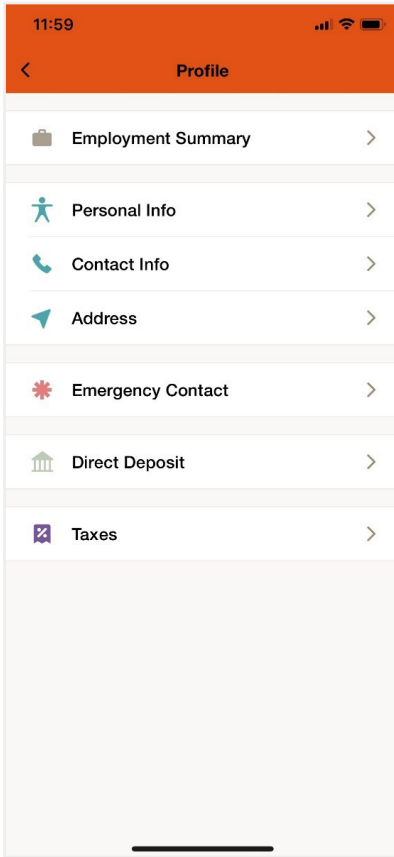
The toolbar menu () is where users can find Settings, Profile, Subscriptions and the app Logout feature.



Settings

A user can edit their Settings to manage push notifications and enable/disable security features.

TOOLBAR ITEMS



Profile

A user can adjust demographic details, marital status, contact information (email, home mailing address, emergency contact details, and direct deposit information from the Profile option in the Toolbar Menu.

Users who are interested in updating tax information will need to reach out directly to their employer or the Employee Support team (employeesupport@vensure.com).

Payroll + Benefits + Risk Management + Human Resources

