



Client/House Manager Name:\_\_\_\_\_

Your Passcode is:\_\_\_\_\_

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## **Welcome to Simple Attendance Solution for STEP One LLC.**

Dear STEP One Clients & Team,

We are excited to welcome you to Simple Attendance Solution! Our goal is to make tracking attendance electronically quick and easy.

Here's how it works:

- **Step 1:** You'll be assigned a unique passcode. To get started, click the button on the attendance portal to identify if you're a STEP One Client or a House Manager.
- **Step 2:** Enter your passcode. This will take you to your unique sign-in page. Simply click the box for "in" if you're signing in, or "out" if you're signing out.
- **Step 3:** Finally, check the box next to your name (this counts as your electronic signature) and hit the "submit" button to record your attendance. And that's it!

If you ever forget your passcode, just click the "Forgot Passcode" link on the bottom of the attendance portal page to send us a message.

Thank you! Please be sure to reach out to the team at STEP One LLC. Leadership Team if you have any questions.

Sincerely,

The Simple Attendance Solution Team

