

The image shows a screenshot of the LINQ login page. On the left, there is a red alarm clock on a stack of books. The main content area is a white login form with the LINQ logo at the top. Below the logo is the text "Log in to your account". The form contains a username field with "tom", a password field with masked characters, and an "SSS" icon. A blue "Login" button is below the fields. At the bottom of the form are links for "Forgot Password?" and "Register Now". A question mark icon is in the top right corner. Blue lines connect callout boxes to these elements.

**Step 1**  
Go to <http://employee.linq.com/> to get to this log in screen.

**Step 2**  
Click the **Register Now** link. The **Registration Form** will display.

**Help Center**  
Click the question mark icon for additional instructions on registering and logging in.



## Complete the Registration Form

### Step 3

Enter a username in the **Enter a User Name** field, or check the **Use Existing User Name** checkbox if you already have user access to *LINQ* financial software.

Enter a User Name:

Username

Username Required

Enter an Email Address:

Email

Enter last 4 of your SSN:

last 4 of your SSN

Enter a Password:

Password

### Step 5

Enter a password and confirm.

Use Existing User Name

Enter your Unit ID:

SSS

Enter your Birthdate:

Birthdate

Confirm Password:

Password

### Step 4

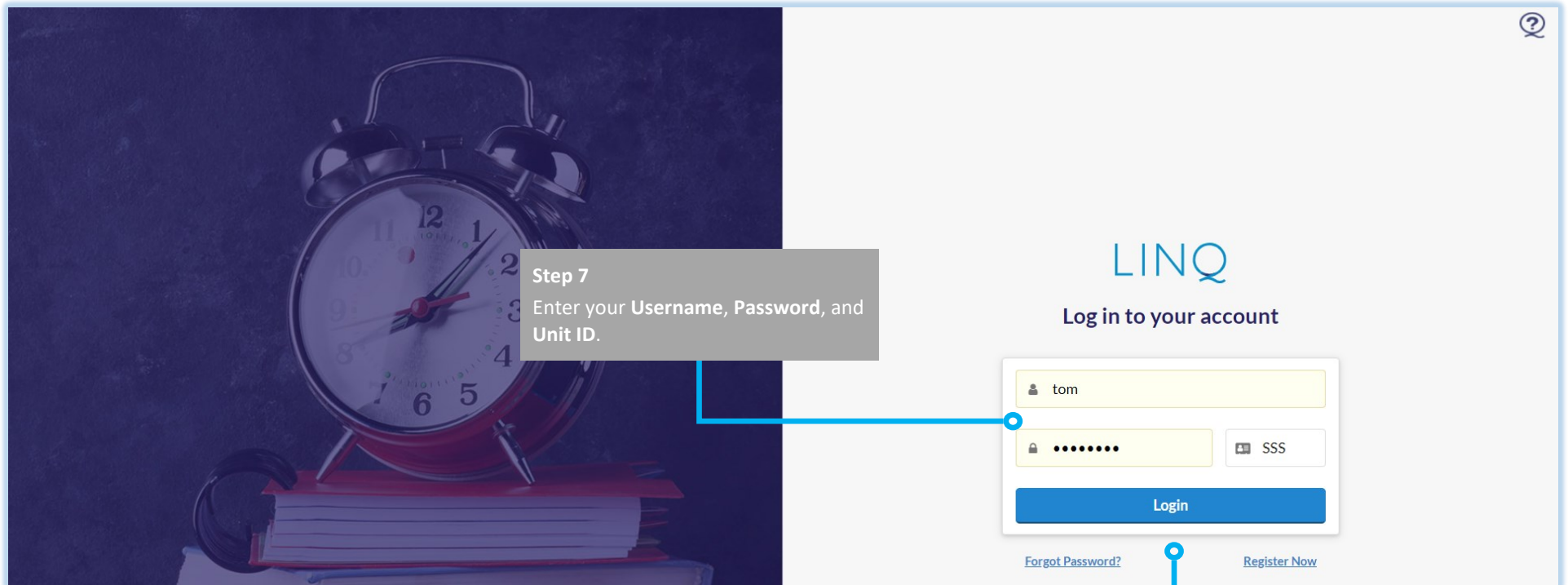
Enter your Email Address, Unit ID, last 4 of your SSN, and your Birthdate.

### Step 6

Click the **Register** button.

Cancel

Register



**Step 7**  
Enter your Username, Password, and Unit ID.

**Step 8**  
Click the **Login** button. The **Clock in / out** screen will display.