



<b>1</b>	<p><b>Swipe a magnetic-striped card at any WorkRecords kiosk.</b></p> <p>It can be one that WorkRecords provides or even a personal credit card or other magnetic stripe card. <i>No information from other cards is stored on the kiosk.</i></p> <p><b>Note:</b> If the swipe of a non-WorkRecords mag-stripe card generates an error message on the screen, the worker should use a different mag-stripe card</p> 
<b>2</b>	<p><b>Input the 9-digit ID number (almost always a SSN)</b></p> <p>This card is not linked to your account yet.</p> <p>Touch in your login ID below and press Accept</p> 
<b>3</b>	<p><b>Click the button that says <i>Accept</i> – you will then get a message that the card is linked</b></p>
<b>4</b>	<p><b>Write on the card the name of the worker whose SSN you just registered</b></p> <p>Another option is to print labels with the worker’s name to stick to the magnetic card.</p>

## To use:

The worker can immediately swipe the linked card as a replacement to touching in the 9-digit ID# (SSN). They can continue using the touch screen any time they don’t have their card but must know the full 9-digits.