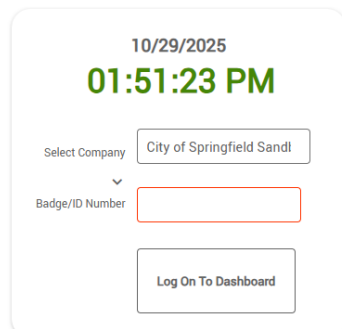


Logging In SOP

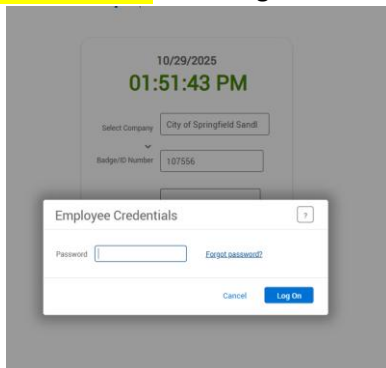
10/29/2025

1. Click the below link to access TCP.
<https://282879.tcplusondemand.com/app/webclock/#/EmployeeLogOn/282879/1>
2. Enter you Employee ID Number, click Log On to Dashboard

tcp | TimeClock Plus®



3. In the pop-up window add your created password. **The first time logging in, your password will be left blank.** Click Log On



4. After the first log in you will be prompted to create a password. Password requirements will be indicated on the screen.

Password Requirements:

15 Characters

Minimum:

- 1 lowercase
- 1 uppercase
- 1 digit
- 1 non alfa-numeric

For issues with your password, please contact Human Resources at
hresources@springfieldcityhall.com