# Converting to MyWork

- Step 1 – Contact Cogitate to get an initial quote. The quote will have the prorated fee for MyWork to your next scheduled billing. The quote also shows the new amount of your regular billing.

- Step 2 – Get with your IT place and get a static internet IP address and port. Then have your IT make sure you have your firewall settings to allow the IP address and port through.

- Step 3 – Return the signed copy of the quote to Cogitate. We will then send an official invoice to be paid. We will install the software and enable you to use the mywork website.

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- Step 4 – You will need to figure out what 2-3 character prefix code your employees will use to sign into mywork.
- Step 5 – Setting up the mywork permissions for each employee and reviewing the templates.
- Step 6 – (Optional) Converting the old timecards to the new format so employees can view them.

Your Employees

Http

MyWork
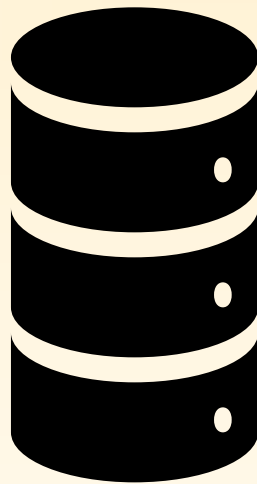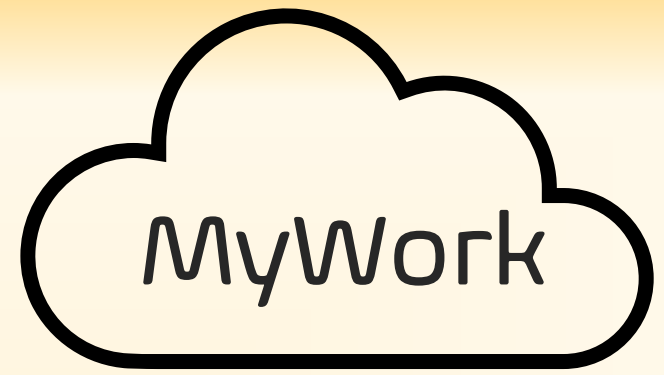
Your Server

Static TCP/IP Address and Port

Static TCP/IP address is provided by your internet provider.
Port is a number between 5000 and 63000