SSO SETUP STEPS

1 — **Your Organization**

Confirm whether SSO should be configured for Back Office (bo), Client Scheduler (cs) or both.

2 — **Your Organization**

Generate a SAML 2.0 IDP metadata XML file and send it to your Implementation Specialist.

3 — **Your Organization**

Ensure all staff usernames in TimeTap match their email addresses in the IDP.

4 — **TimeTap**

Creates the metadata file based on the information your organization provided.

5 — **TimeTap**

Sends the metadata file for your IT team to upload to your IDP.

6 — **Your Organization**

Upload the metadata file into your IDP and finalize the integration.

TimeTap
a SignUpGenius company