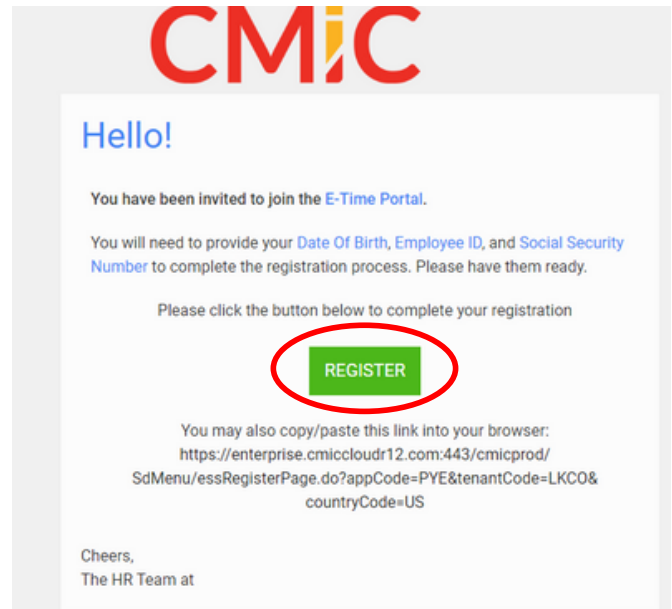


Registering eTime

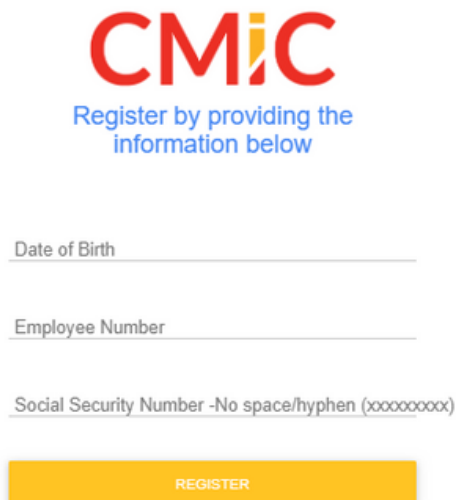
1 To Access: First Time Use

- User will receive an email sent to the email address associated with their employee record
- Click the green (register) button, or copy the URL into your browser



2 User will be prompted to input:

- Date of Birth
- Employee Number
- Social Security Number



CMiC

Register by providing the information below

Date of Birth

Employee Number

Social Security Number -No space/hyphen (xxxxxxxx)

REGISTER

*NOTE:

- Employee number is located on your paystub
- Social Security Number should be entered as one number with no spaces or hyphens
 - ***We will not save your social security number. This is for one time use only**

3

- Once registered, the employee will be prompted to sign in with their Enterprise User ID and Password
- Your user ID is your first initial, last name i.e- JBooras
- If you don't remember your password to sign-in, reach out to [Jorge Pagan](#)

****Your E-Time Registration is now complete, but you cannot yet enter E-Time. Payroll must now finish configuring your Username before you are able to access E-Time. You will be contacted once you are ready to access E-Time to enter your timesheet.***