

Timesheet Portal Quick Candidate Guide

Setting up your account

1. You can access Timesheet Portal here: <https://parkerbridge.timesheetportal.com/>
2. An activation email will be sent from Timesheet Portal to the email address you provided to Parker Bridge on registration. Click the link provided in the email.
NOTE – Please contact us if you can't remember what email you used to register with
3. Choose your password. Use **"Forgotten Your Password?"** link to reset your password.

Logging in and submitting your timesheets

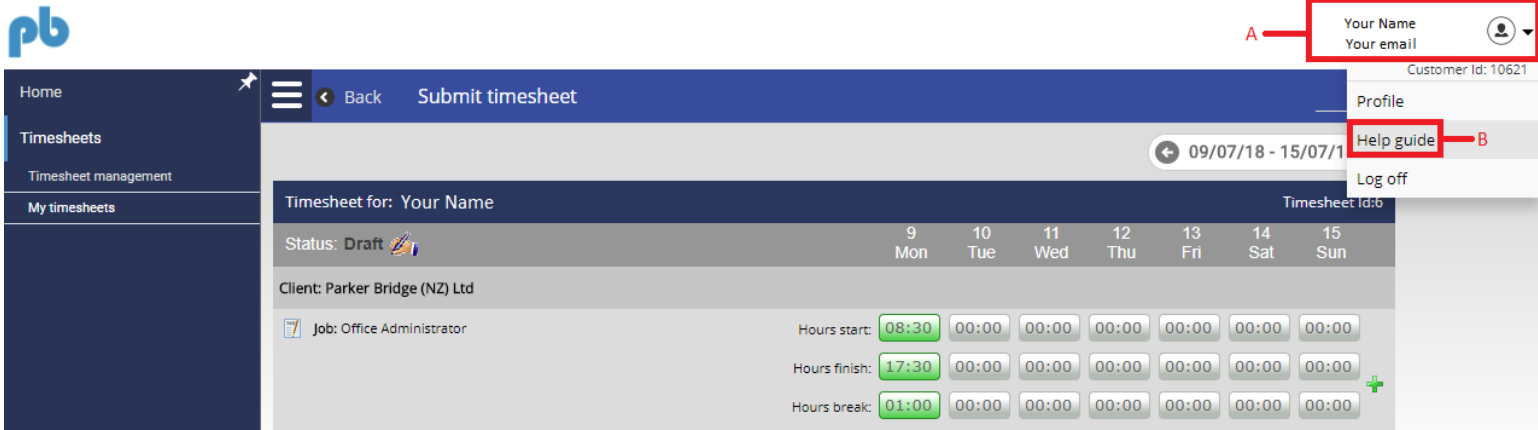
4. This is what the landing page will look like:

NOTES

- Home** – This is your dashboard that will give you a snapshot of your assignments and hours
- Timesheet Management** – This will give you a list of all your existing or draft timesheets
- My Timesheets** – This will take you back to the above page
- Approval** – This is where you can change who approves your timesheet if you have more than one approver
- Save Draft** – This button allows you to save a timesheet so you can come back to it later
Please click the save button if you change any data on your timesheets
- Submit** – This will submit your timesheet to your approver
- Additional Info** – You can enter any notes you may have on this timesheet

Accessing user guides for further help

5. Timesheet Portal have several user guides available for you



NOTES

- A. **Account** – Click on your account information to open a menu
- B. **Help Guide** – Click here to access Timesheet Portal’s user guides
There will be other guides on this page which may not be applicable to you. Please use guides for **Timesheet Submission** and **Timesheet Management**.