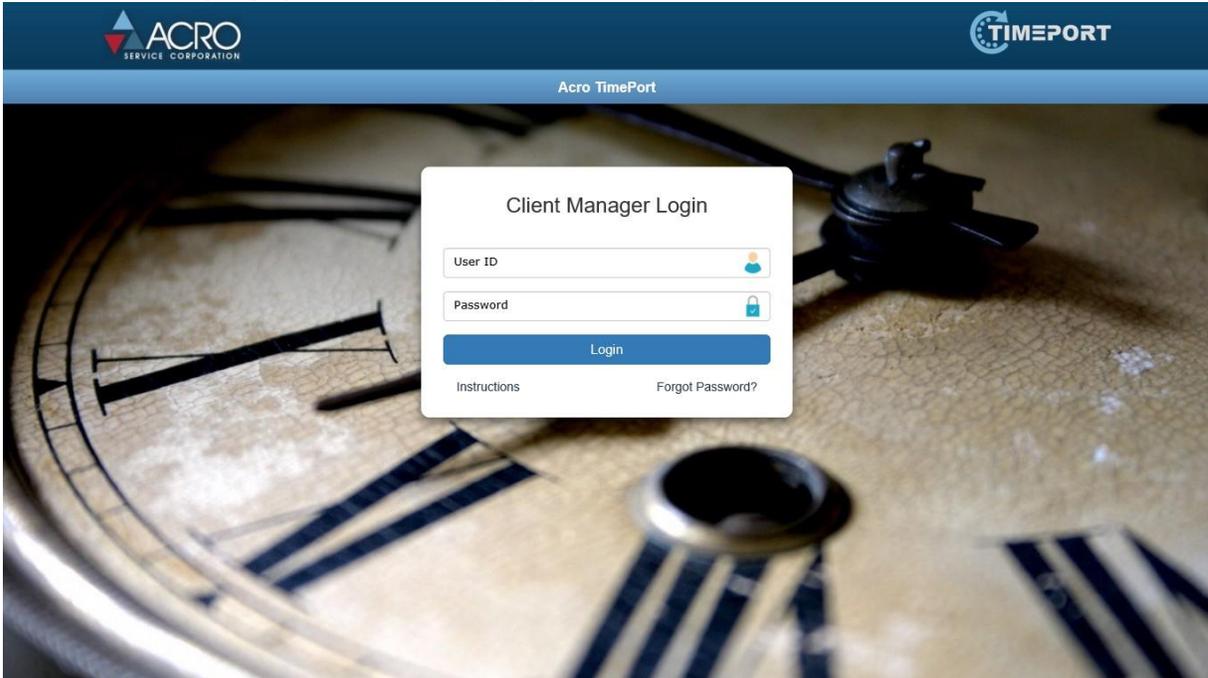
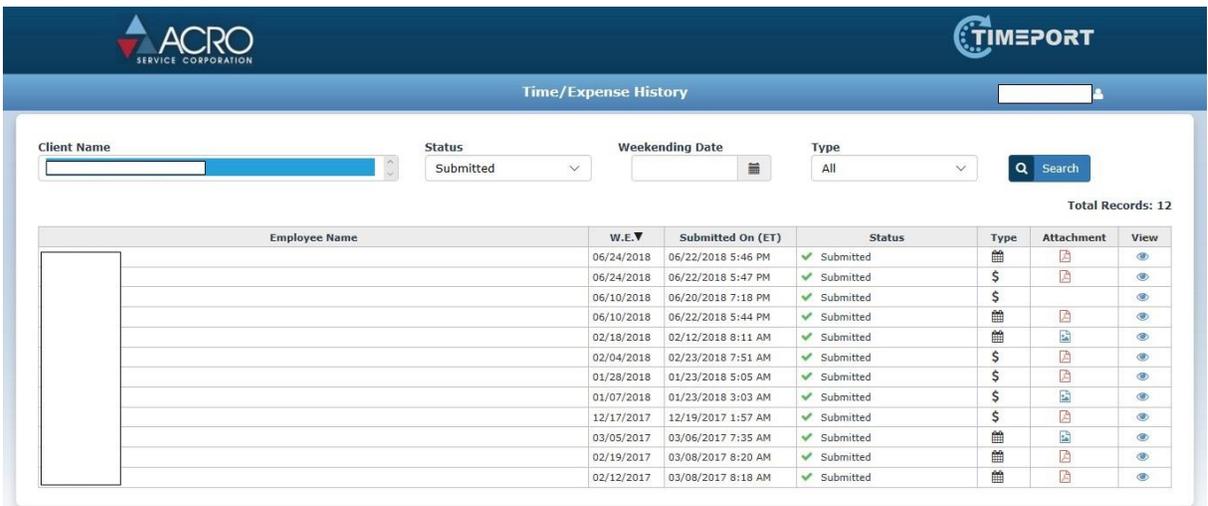


Acro TimePort website address is: <http://www.acrocorp.com/timeport/cmlogin.aspx/>

- 1) Open the website using a standard internet browser like Internet Explorer, Edge or Google Chrome. The login page looks like the page shown below.

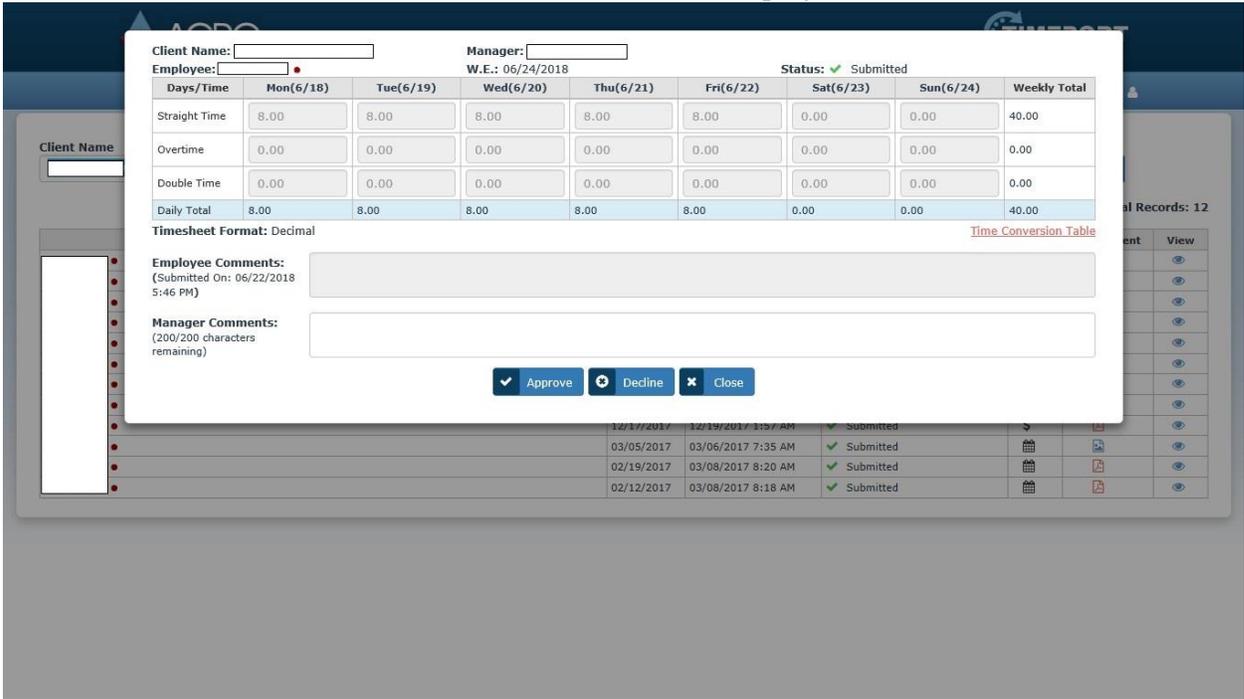


- 2) Enter the user id and password provided to you by your Employee Relations Specialist. If you do not have the login credentials, please contact your Employee Relations Specialist at Acro.
- 3) After you have successfully logged in, you should see the list of records in the submitted status awaiting your review. The Type columns shows whether the record is of time or expense type. If a record has a supporting document attached, an icon is shown under the Attachment column.

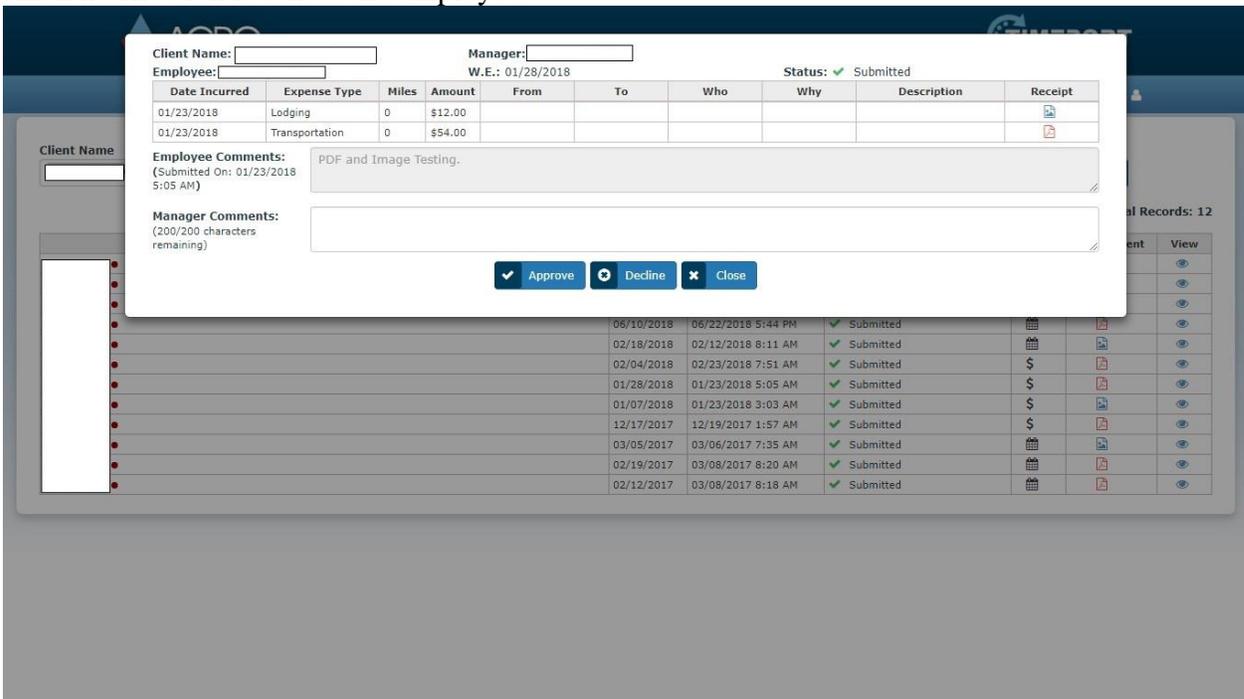


- 4) You can view the supporting document by clicking the attachment icon.
- 5) Click the open icon under the View column to open the review page.

- 6) On the timesheet review page, click the Approve button to approve the timesheet. Click the Decline button to reject the timesheet. Manager comments are mandatory when a timesheet is declined. An email notification is sent to the employee.



- 7) On the expense review page, click the Approve button to approve the expenses. Click the Decline button to reject the expenses. Manager comments are mandatory when the record is declined. An email notification is sent to the employee.



- 8) You can also change your password by using the Change Password link available when you click on your name displayed near the top right of the screen.
- 9) Make sure to log out of the system by using the Logout link available when you click on your name displayed near the top right of the screen.