Activating the Online Time Capture Account - CSS

Congratulations! You have been authorized to use the Express Client Self Service (CSS) website to view and approve time online.

Once you receive your authorization email, activate your account by following these steps:

1. Click the emailed activation link.

2. Click **Accept** to agree to the website's Terms and Conditions.

3. Enter your email address in the Logon field.

4. Create and confirm a password.

5. Select one security question and enter its answer in **Security Answer**.

6. Click **Register** to complete authorization of your account.

Note: You can change your password at any time once you have logged into your CSS account.

Set Notification Settings

1. Click **Timecard** from the menu bar.

2. Click the **Notification Settings** link.

3. Select the appropriate notification setting.

4. Click **OK**.

Note: The notification options are: 1) Notify me only once from when I last approved time, 2) Always Notify me of submitted time and 3) Never notify me.