AVALON
www.teamavalon.com

# CANDIDATE TIMESHEET AND EXPENSE INSTRUCTIONS

The web portal allows you to log into the system to view placements, manage timesheets, and access payroll history. Avalon Payroll Representatives will grant web portal login access using your email address.

**Log into Web Portal**

- To access the portal, enter your username, usually an email address, and password into the login page.
- The login credentials are emailed to you when access is granted by the Avalon Payroll Representative.
- If you forget your password, click on the Forgot Your Password? link to reset. You'll be prompted to enter your email address. A password reset link will then be sent to that address, provided it matches the email address associated with an active eRecruit account.
- You can either edit your candidate profile once logged in or contact temppayroll@teamavalon.com to update the email address on file.