

# **Online Timesheets - Log-On and Password Reset**

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## Log On:

Online Timesheet URL: <u>https://timesheets.fusionmedstaff.com</u>

In a web browser, from your computer or mobile device, go to the URL listed above:

| New Tab                       | ×                             |  |
|-------------------------------|-------------------------------|--|
| $\in \textbf{A} ~ \textbf{G}$ | timesheets.fusionmedstaff.com |  |

If it's your first time logging in, click on the password creation link that was sent via an email from <u>no-reply@fusionmedstaff.com</u>. If you cannot locate the original email, reach out to your Fusion Account Manager, Client Manager, or Recruiter for your username and select "Forgot Password" to receive a new password creation link.

• Note: May need to check junk/spam/clutter/etc. for the email.

| Login         |  |
|---------------|--|
| User Name:    |  |
| Password:     |  |
| Show Password |  |

Once logged in, you will be redirected to the homepage.

#### Forgot/Reset Password:

If you forget your password or are unsure what it is, click the "Forgot Password?" button.

• Note: First time logging in?? Reach out to your Fusion contact for assistance.

| Login            |       |
|------------------|-------|
| Liser Namer      |       |
|                  |       |
| Password:        |       |
| Show Password    |       |
| Forgot Password? | Login |
|                  |       |

Enter the 'User Name' that was sent in the welcome email. If the user name is in the system, it will send an email with a new password to log in.

| Login      |                |
|------------|----------------|
| User Name: |                |
|            | Email Password |
|            |                |

You will receive an email from <u>no-reply@fusionmedstaff.com</u> with a time-sensitive link to reset your password.



https://timesheets.fusionmedstaff.com:443/WFMS/resetpassword?a=y1J75qrBUHETVr%2bpUOnzxeV%2bEODy8zjDGpNzQoRjQTY%3d&b=IsNYGjtnulDu9aCjO%2f%2fu3g%3d% 3d&c=dma3g297p0eyRxL15hdPkQkswg%2fsoTfjSke8iu%2fxHv0%3d&d=WFMS

Select the link within the email and you will be redirected to Webtime. You will be prompted to enter a new password and to confirm the new password.

• Note: New password and confirm must match to successfully update.

| Login                        |              |        |
|------------------------------|--------------|--------|
| Your password has expired, j | please chang | ge it. |
| New Password:                |              |        |
| Confirm New Password:        |              |        |
|                              | Save         | Cancel |

### **Questions?**

Please contact your Fusion Account Manager or Recruiter.

