# **Customer: Welcome to WebCenter**

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### What is WebCenter?

The customer portal of WebCenter gives you, the customer contact, access to important information including invoices, reporting, and employee lists from the staffing company.

\*Note\* Each staffing company has a unique URL link to WebCenter and will need to provide you with log in credentials. Log in credentials are created for each customer contact.

## New to WebCenter?

Once you have received your URL and credentials, you can get started by logging into WebCenter. Once you've successfully logged in, take a look at the following articles to learn more about all the things WebCenter can do for you.

\*Note\* Keep in mind that you may not be able to see all the options available as WebCenter can be limited by Roles and Configurations.

#### **Getting Started**

- Customer: Home Screen
- Customer: WebCenter Notifications

#### **Approving Time**

- Customer: Reviewing and Approving WebCenter Timecards
- Customer: How to Enter Time
- Customer: Timeclock Punch Approval

#### **Creating or Reviewing Orders:**

• Customer: How to Create and Submit Orders

# **Related Articles**