

Business Portal Login Guide

Step 1: Open the browser and loaded the business portal page through the following Link

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Step 2: Press Ctrl + F5 key before entering your password

Step 3: Enter your Password and Login as usual

Note: By this way, we could avoid the browser cookies relevant issues. Since the **Ctrl + F5** press event clear the temporary browser caches from your previous login if exists.

Step 4: Once you done with your timecard submission/ Item Request / Approval Process, Kindly logout your business Portal session

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