

Mobile App

IMPORTANT

Check with your Timesheet Approver before downloading and using the Mobile App for time recording. Your program may have restrictions on using personal devices, recording time outside of the work location, or may limit personnel allowed to record time through the Mobile App.

ABOUT COSTPOINT TIME & EXPENSE MOBILE APP (OPTIONAL)

Mobile access to Costpoint Time & Expense is optional, to provide an additional option to complete your timesheet. The “Costpoint Time and Expense” mobile app is free and is available in the Google Play Store or Apple App Store.

Amentum currently uses the Costpoint Time portion of the application only.

Note: If your location uses time clock machines, Time In/Out or Clock in/clock out function of Costpoint Time, you cannot use the mobile app.

Mobile App

Costpoint Time and Expense

Costpoint Time and Expense will allow you to access your timesheet from your mobile device.

The following instructions originate from Amentum's Service Now (IT Help Desk) instructions

Note: You must login through the web URL first with the system-generated temporary password, change the password, then you can proceed with using the Mobile App.

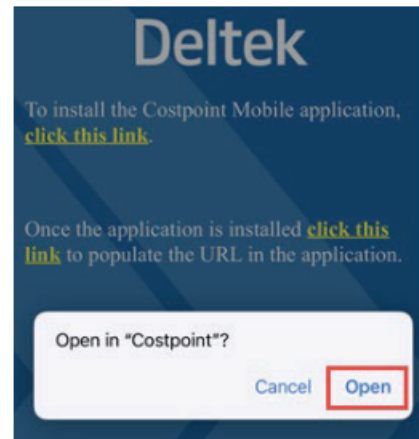
NOTE: In the event your Costpoint Time and Expense password needs to be reset, please contact your manager.

4.1. Option 1

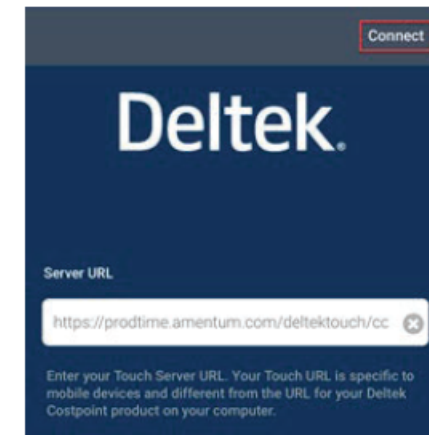
Scan the QR code from below.



4.2. On the *Open in "Costpoint"?* prompt, tap **Open**.



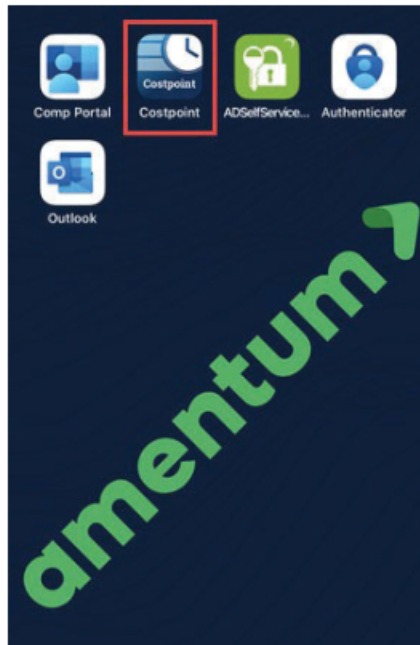
4.3. The Server URL is automatically inserted into the field. Tap **Connect**. Skip to Step 4.6.



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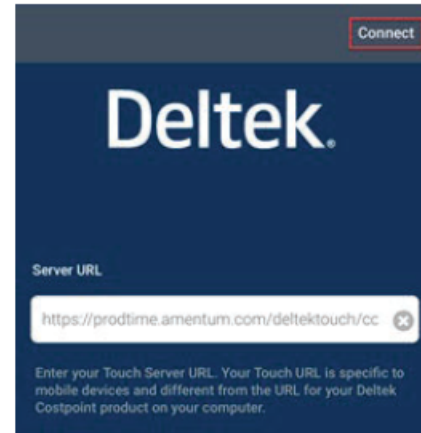
4.4. Option 2

From the device home screen, tap the **Costpoint** app.



4.5. Enter the following Server URL and then tap **Connect**.

<https://prodtime.amentum.com/DeltekTouch/Costpoint/TE>

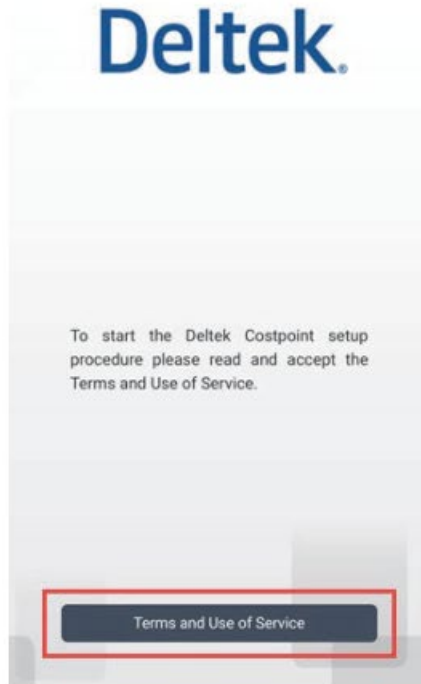


4.6. Enter your Costpoint Time and Expense login credentials in the provided fields.

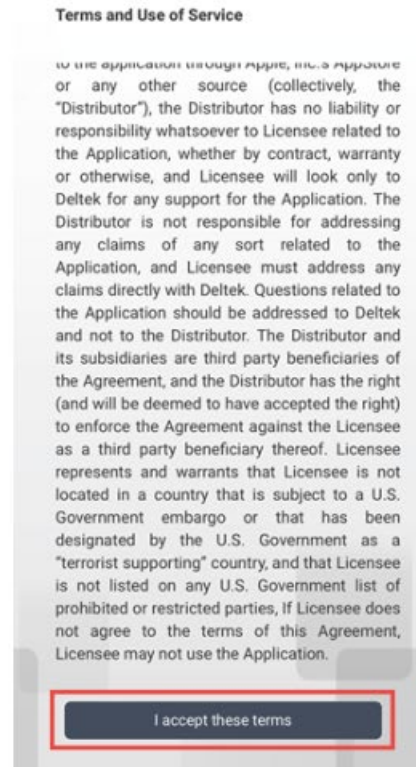
Username: Employee ID (e.g. 555555)
 Password: Costpoint T&E password
 System: PRODCP
 SAML/3rd Party Authentication: OFF

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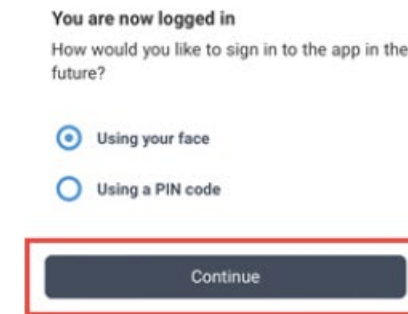
4.7. On the Deltek welcome screen, tap **Terms and Use of Service**.



4.8. On the Terms and Use of Service screen, scroll down and tap **I accept these terms**.

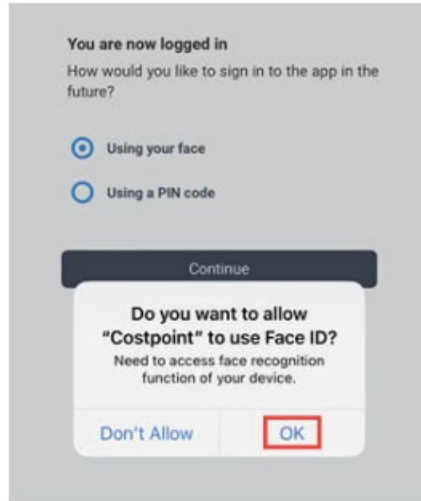


4.9. On the *You are now logged in* screen, place a bullet next to your preferred sign-in method and tap **Continue**.



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4.10. On the confirmation prompt, tap **OK**.



4.11. In the event you selected "Using a PIN code" in Step 4.9. you will be required to enter and confirm a PIN code of at least 6 digits in length.

