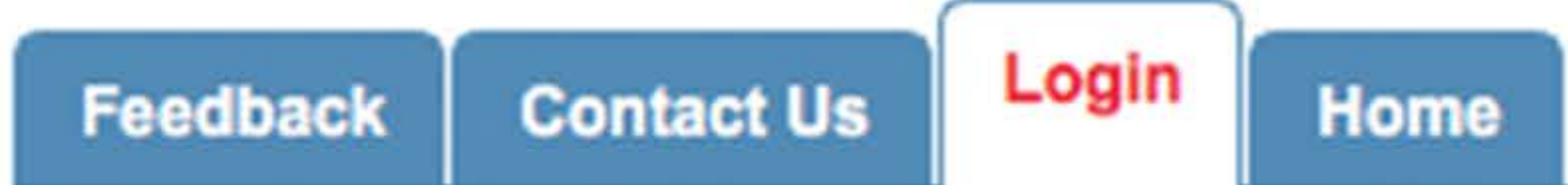


# eTimecards: How To Login



You will receive an email from CC Payroll-Billing ([backofficenoreply@creativecircle.com](mailto:backofficenoreply@creativecircle.com)), pointing you to <https://creativecircle.backofficeportal.com>, and then:



[Login](#) | [Get Login](#) | [Forgot Password](#) |



## Get Login

Please enter your details.

**User ID:\***

**User Ref:\***

**Email\***

**User Name (Minimum 8 Characters):\***

**Password (Minimum 8 Characters):\***

**Confirm Password:\***

**Language:\*** English - US

### STEP 1

Enter your **USER ID** from the email you received from [backofficenoreply@creativecircle.com](mailto:backofficenoreply@creativecircle.com)

### STEP 2

Enter the **USER REF** number from the email you received from [backofficenoreply@creativecircle.com](mailto:backofficenoreply@creativecircle.com)

### STEP 3

The Email that you enter **MUST** match the email that we have on file

### STEP 4

Create your desired **USER NAME** and **PASSWORD**:

- Only letters and numbers (no special characters)
- At least 8 character long
- Your password is case sensitive

### STEP 5

Click **Submit**, and you will be directed to this screen. This is the screen you will normally login on moving forward



[Login](#) | [Get Login](#) | [Forgot Password](#) |



## Creative Circle Timecard Management Portal - Login

**User Name:**

**Password:**

**TIP!** If you ever forget your password, you can use the Login screen's **Forgot Password** sub-tab

From:  CC Payroll-Billing Team <backofficenoreply@creativecircle.com>  
Subject: Creative Circle Timecard Management Portal Access for EXAMPLE

Hi EXAMPLE,

Welcome to Creative Circle's online timecard system! Managing timecards is easy and convenient when using the Creative Circle Timecard Management Portal.

An account has already been created for you:

Your User ID is #####

Your User Ref is #####

To access the portal (your online timecards) you will need to set up a unique login username and password by following these simple steps:

- a) Go to the login screen at <https://creativecircle.backofficeportal.com>
- b) Type in your User ID, User Ref and email address
- c) Create a unique User Name and Password
- d) Click 'Submit'
- e) Click 'Login' and enter the new login and password that you have chosen.

**NOTE:** This is an example of the email you should receive from backofficenoreply@creativecircle.com

Please contact us if you have any trouble accessing or using the portal. Also, please save these User numbers for your future reference. (If you forget your password you will need to know this information.) Thanks!

:: Payroll-Billing Team at Creative Circle

Note: This is an automatically generated email. Please do not reply to this email address. If you require assistance, please contact our Payroll-Billing Team at (323) 930-3112 or through the Contact Us tab at <https://creativecircle.backofficeportal.com>. Alternatively, you may use the Feedback feature in the portal.

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