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Amentum's Standalone Deltek/Costpoint Time Collection App

On July 1, 2024, Amentum's former Costpoint Time & Expense URL will no longer work. Prior to this date, all employees must begin to use the new URL: https://prodtime.amentum.com.

Employees who are currently using the Costpoint Time & Expense mobile app must update it for it to remain functional. Please follow the steps below, starting with #2, to update the app if it's already installed.

If you are not yet using the Costpoint Time & Expense mobile app but would like to, please follow step #1 and then skip to step #6 to continue set up.

Install the App

1. Install the Costpoint Time and Expense app from your phone's app store.
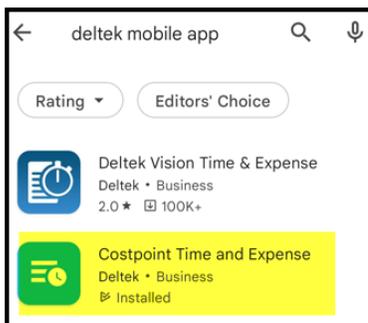
Android app store   **iPhone App Store**
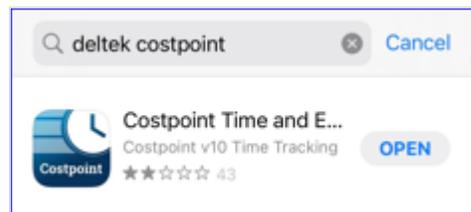
Update the App

2. Open the app and select the **hamburger icon** (three horizontal lines) at the top left of the screen.

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This publication is available in an alternative format upon request.
Last Updated: May 17, 2024
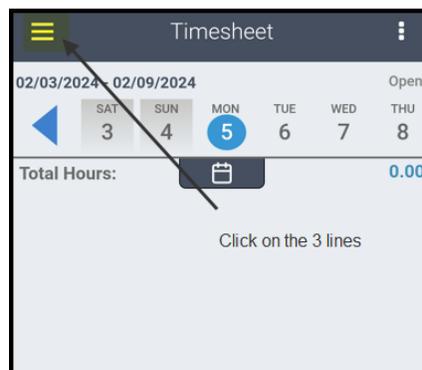
3. Click **Settings** and scroll to the bottom of the screen.
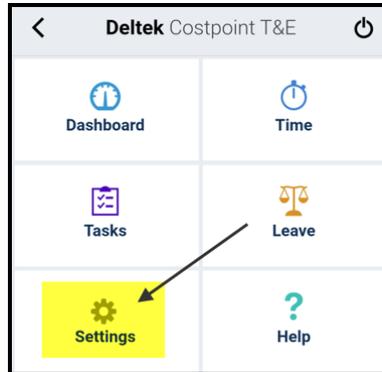
4. Select **Forget Me On This Device** when prompted. This will remove your information and enable the updates to function correctly.
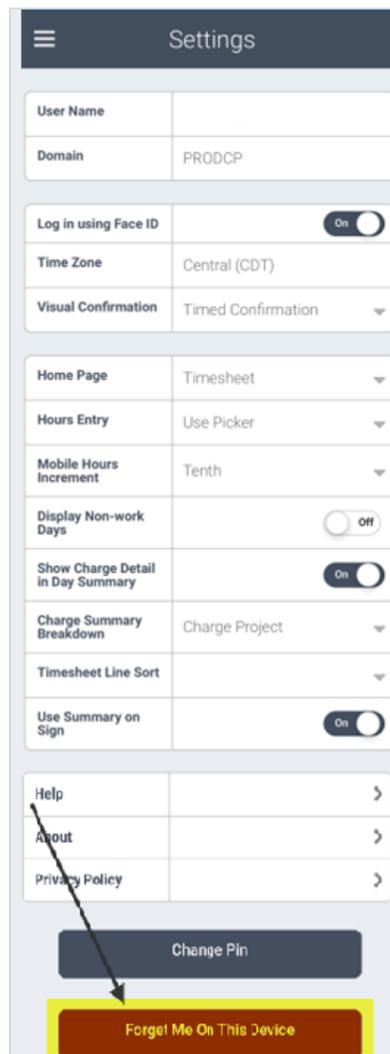
5. Click **Yes** when the message "Are you sure you want to remove your information from this device?" appears.
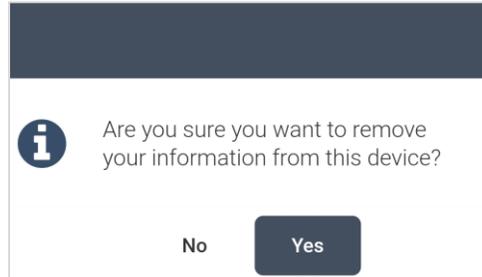
Connect the App to the Server

6. Enter the server URL: https://prodtime.amentum.com/DeltekTouch/Costpoint/TE/ and then click **Connect** in the upper right corner.
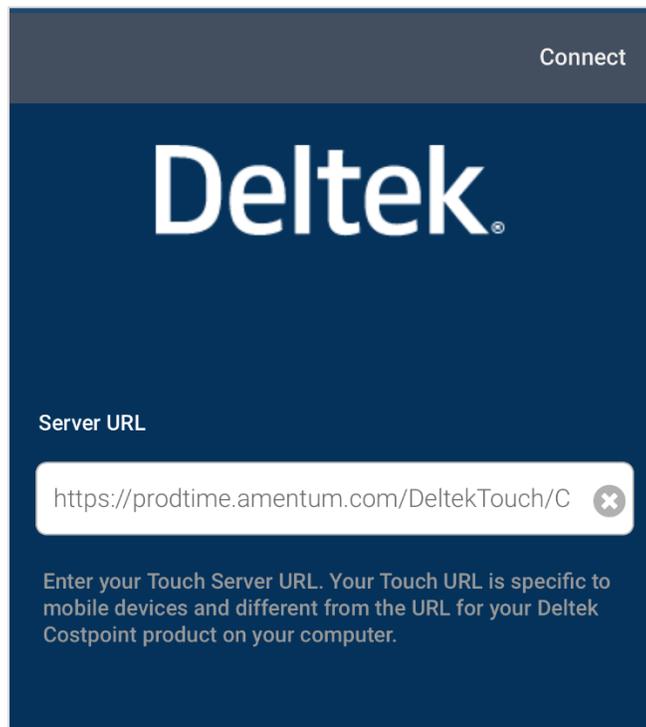
7. Enter your username, password, and PRODCP in the system dialog box as shown below. Click **Log In** in the upper right corner.

8. Your timesheet will look similar to the image below. Click **Add** to add a charge number to your timesheet.
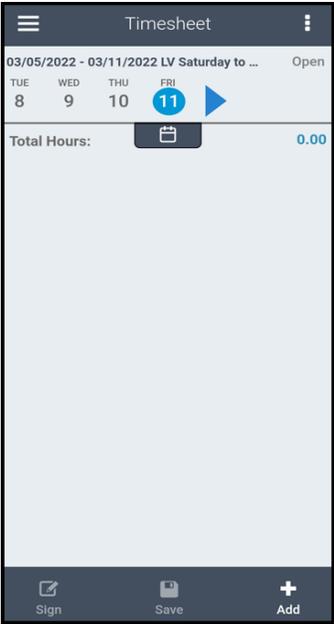
9. Your commonly used charge numbers will auto-populate in Favorites. Select the Charge Number to apply hours.
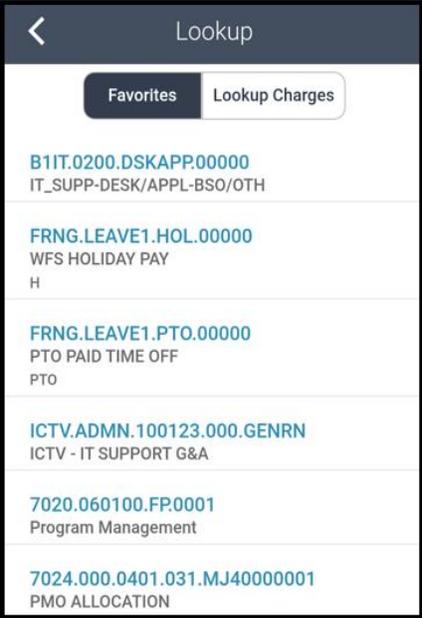
10. Add hours to the charge number and then select **Done** in the upper right corner.
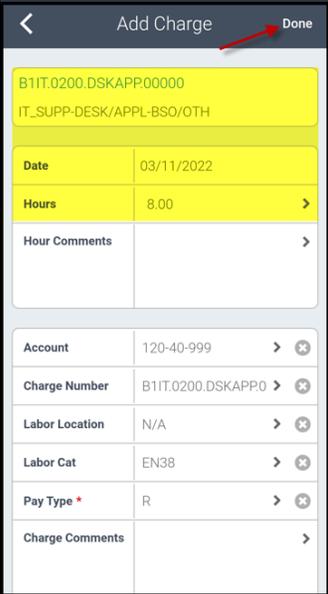
11. Once you have submitted your time, navigate to the bottom of the screen and click **Sign** and then **Save**.
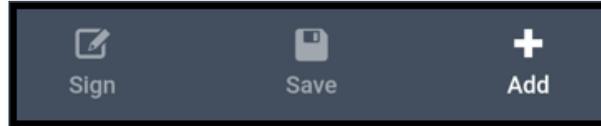
Process complete. Thank you for updating the Deltek/Costpoint Time & Expense app.