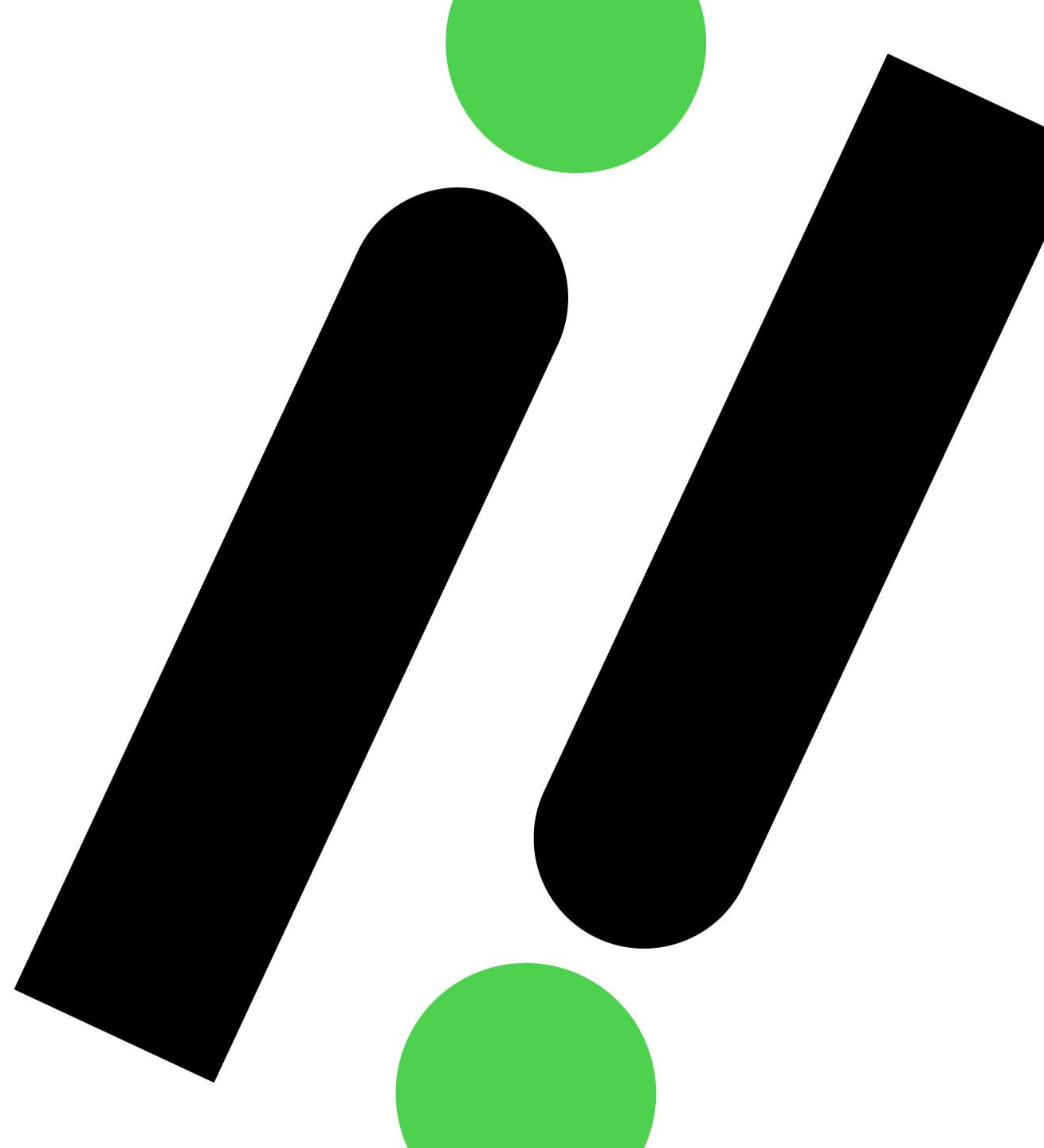




User Guide

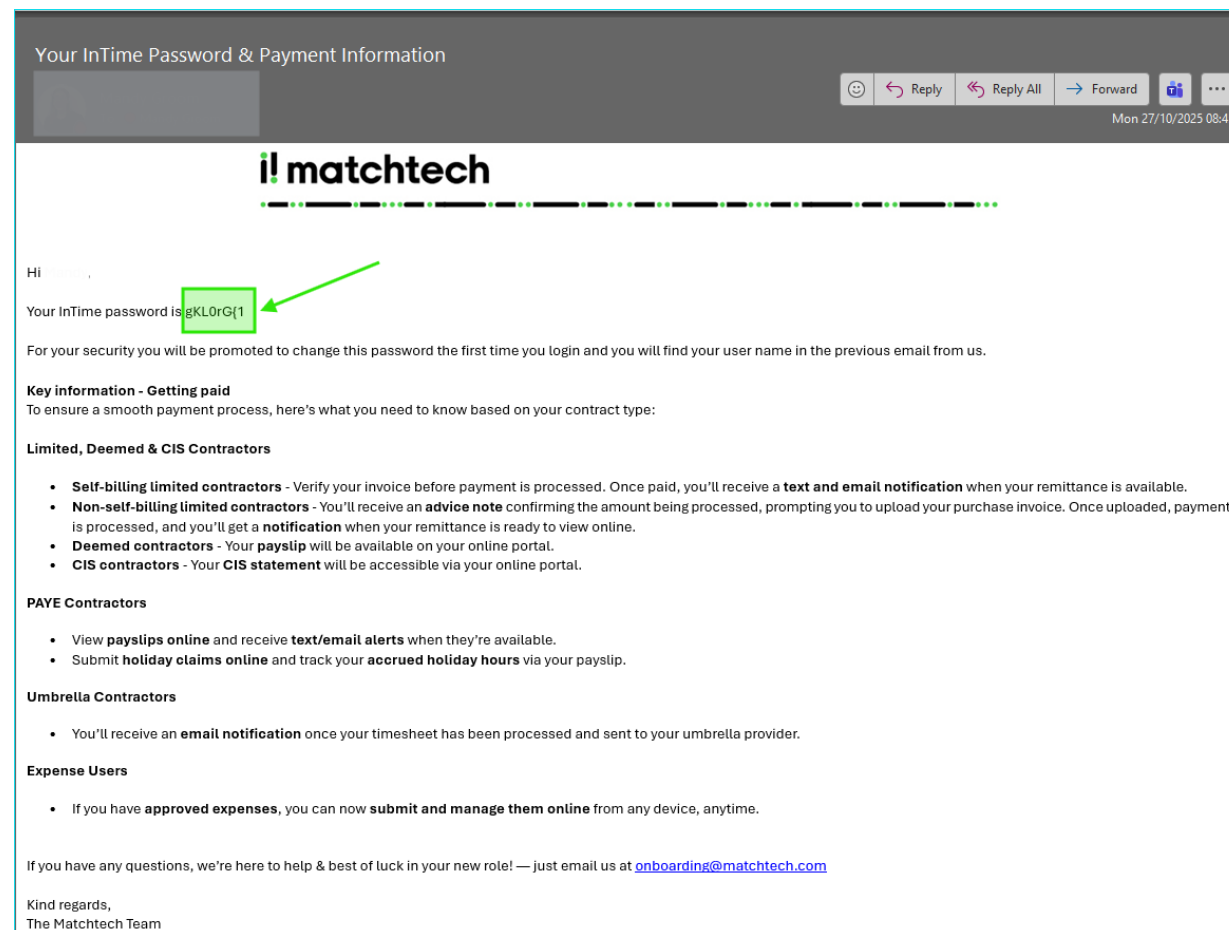
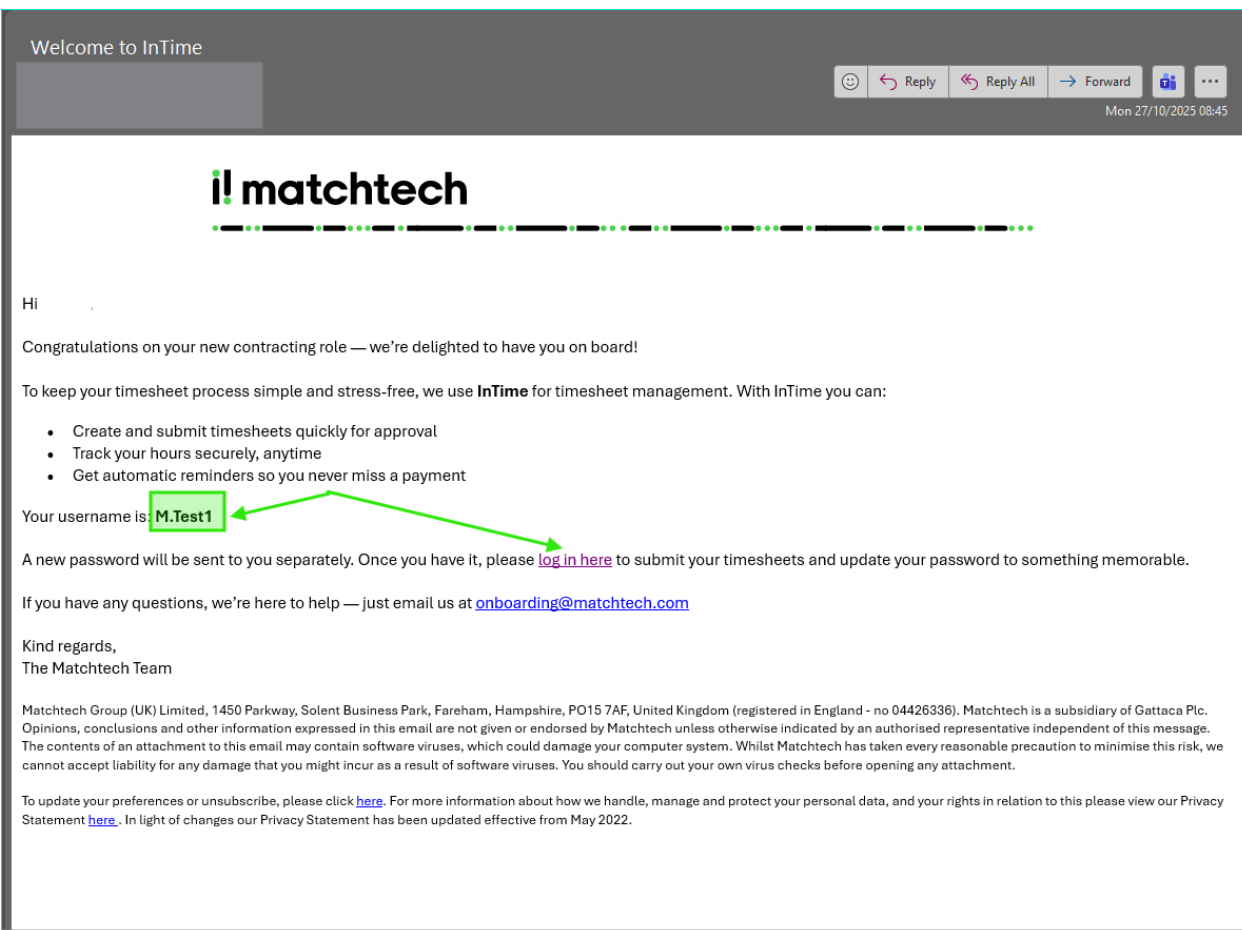
Logging in to the
InTime Portal



1. Welcome & Password Email



You will receive a welcome email from agencypay@matchtech.com with your username and a link to the InTime portal AND a second email with your temporary password.



2. Accessing InTime Portal



Open your welcome email and click the "[Log in here](#)" link to go straight to the InTime Portal.

Welcome to InTime

 matchtech

Hi 

Congratulations on your new contracting role — we're delighted to have you on board!

To keep your timesheet process simple and stress-free, we use **InTime** for timesheet management. With InTime you can:

- Create and submit timesheets quickly for approval
- Track your hours securely, anytime
- Get automatic reminders so you never miss a payment

Your username is: **M.Test1**

A new password will be sent to you separately. Once you have it, please [log in here](#) to submit your timesheets and update your password to something memorable.

If you have any questions, we're here to help — just email us at onboarding@matchtech.com

Kind regards,
The Matchtech Team

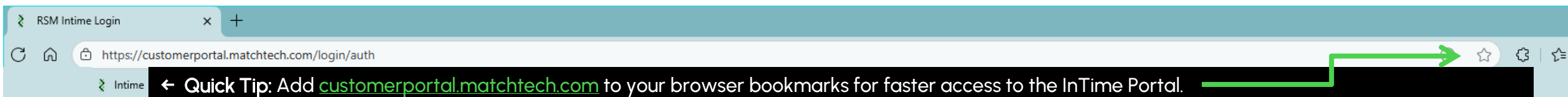
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3. Enter your assigned Username



Click the Username field to begin entering your username received in your welcome email, and select 'Next'.





Log in to InTime

Next

[Forgotten Password?](#)

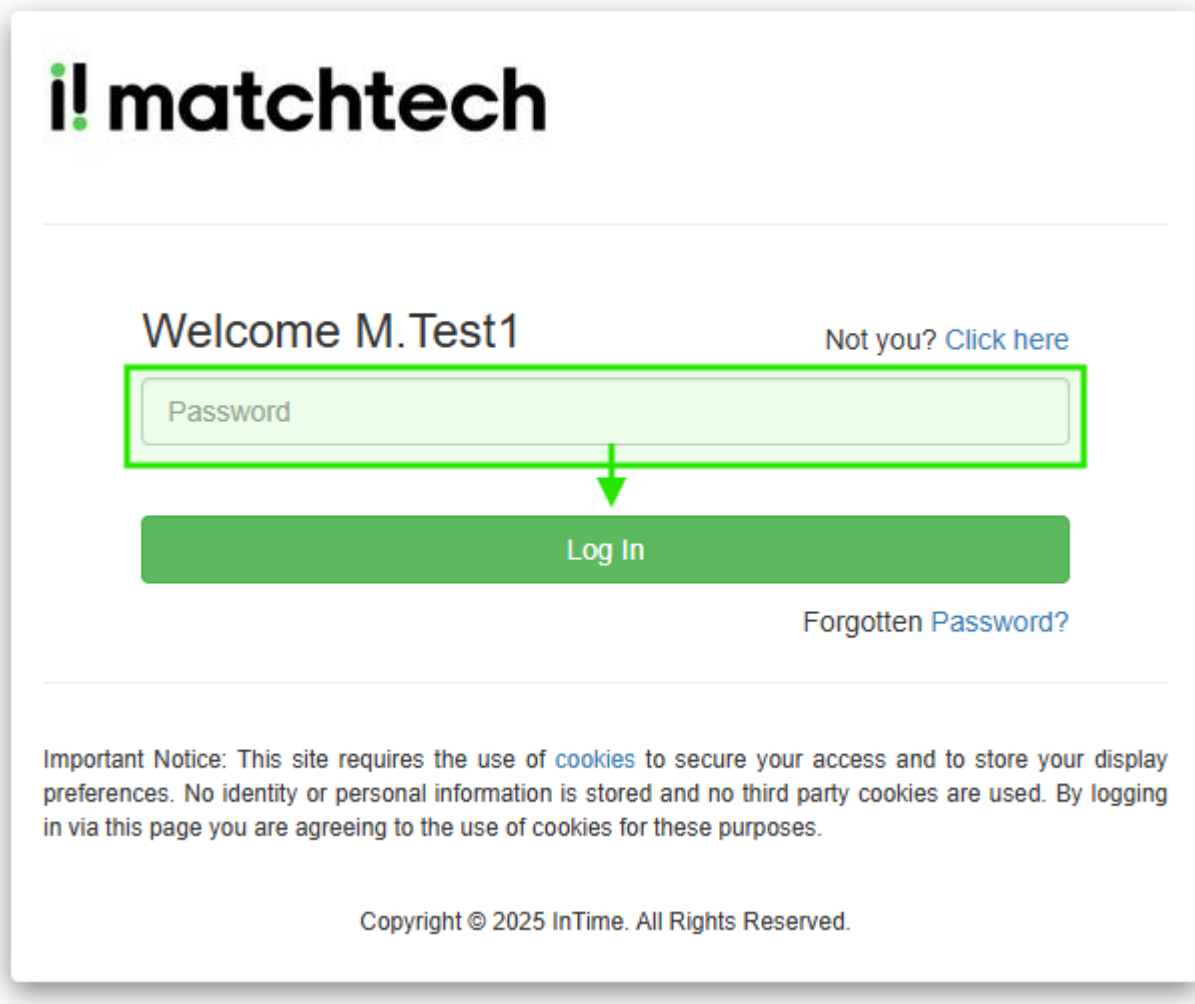
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4. Enter Password



Type in the temporary password sent to you by email and select 'Log in'



The image shows a login page for Matchtech. At the top left is the Matchtech logo. Below it, the text 'Welcome M.Test1' is displayed, followed by a link 'Not you? Click here'. A password input field is highlighted with a green border and contains the placeholder text 'Password'. A green arrow points from the bottom center of the password field to a green 'Log In' button. To the right of the button is a link 'Forgotten Password?'. At the bottom, there is a paragraph of text regarding cookies and a copyright notice.

i! matchtech

Welcome M.Test1 [Not you? Click here](#)

Password

Log In

[Forgotten Password?](#)

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5. Change Password



The first time you log in (or after a password reset), you'll need to set a new password. Just enter your temporary password and then your new one in the matching boxes and select 'Save'.

The logo features a stylized 'i!' in green and black, followed by the word 'matchtech' in a bold, black, sans-serif font.

Your Password has Expired!

Your password has expired and you must choose a new password before you can login. Please enter a your current password and choose a new password below. You will be redirected to the login page once your password has been successfully updated.

Current password*

New password*

Re-enter new Password*

Your temporary password

NEW password

Save

Cancel

Passwords Rules

Your password must be between 10 and 50 characters long and contain at least each of the following:

- Numbers
- Upper case letters
- Lower case letters
- Symbols

Passwords cannot contain:

- Spaces
- Alphabetical sequences
- Numerical sequences of length 3
- Qwerty keyboard sequences
- Four repeated characters
- Accented letters, e.g. á é
- The following characters: £ ¬ € < >

6. Log in with username and new password



Once your password has been reset, sign in again with your username and the new password you just created.

Username

New password



Log in to InTime

M.Test1|

Next

Forgotten [Password?](#)

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Welcome M.Test1

Not you? [Click here](#)

.....

Log In

Forgotten [Password?](#)

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7. Multi-Factor Authentication Setup

The first time you log in, you'll be asked to set up Multi-Factor Authentication (MFA), where you can select your preferred authentication method from two options:



Multi-Factor Authentication Setup

We take security seriously to protect your account. That's why we have a feature called multi-factor authentication (MFA) to add an extra layer of protection.

MFA works like having multiple locks on your door instead of just one. It requires you to provide two or more pieces of evidence to prove that you are the rightful owner of the account.

Here's how it works:

1. Enter your username and password as usual.
2. Below that, you'll be asked to provide a code which is generated by an authenticator app or sent as a text message.
3. Once you've entered the second factor correctly, you're in!

Why is this important? Well, even if someone somehow manages to get your password, they won't be able to access your account without the additional verification. It's an added security measure to keep your information safe.

Choose your authentication method:

Choose...

Choose...

Authenticator App

SMS

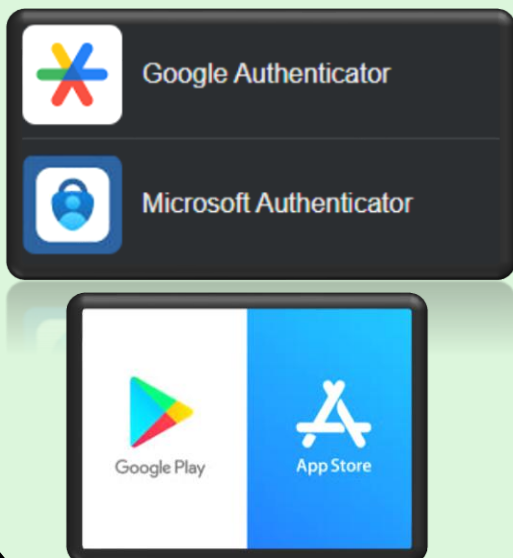
7.1. Authenticator App



We recommend using an Authenticator App. You will need two devices for setup, one (like your laptop or tablet) to display the QR code, and another (your mobile phone) to download the Authenticator App and scan the QR code shown on your screen.

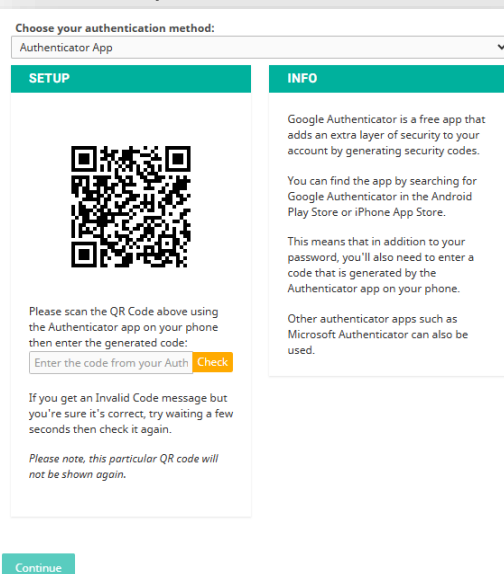
1 Download Authenticator App

Go to the Google Play Store or Apple App Store, search for your preferred Authenticator app, and download it to your phone.



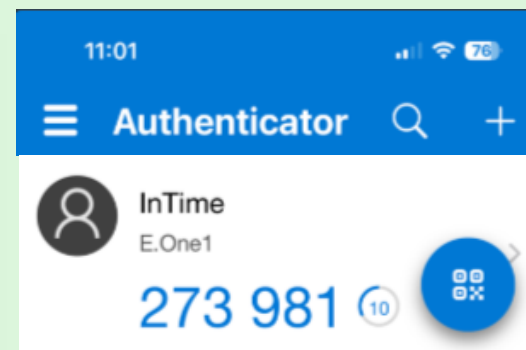
2 Scan the QR Code

In the Authenticator App, select the "Scan QR Code" option, and scan the QR code on the InTime MFA Setup screen



3 Generate Code in App

When you open the App you will see a code generated for InTime.



4 Enter Authentication Guide

Enter the code from the Authenticator App into the applicable field and select "Check" and "Continue"

Please scan the QR Code above using the Authenticator app on your phone then enter the generated code:

273981

Check

If you get an Invalid Code message but you're sure it's correct, try waiting a few seconds then check it again.

Please note, this particular QR code will not be shown again.

Continue

7.2. SMS



If you prefer setting up Multi-Factor Authentication using SMS Text Message, please choose this option from the dropdown menu. Your mobile number will be prepopulated with the mobile on the system. Select Send SMS and go to your SMS messages on your mobile to retrieve the code and enter it in the relevant box and click Check and Continue. *If the mobile number field is either blank or incorrect please contact agency pay@matchtech.com with the correct number.

1 Confirm number and send SMS

Make sure your phone can receive text messages and is available when you sign in. If no number is prepopulated or it is not the one you wish to use, please contact us to update this before proceeding or select the QR Code option. If the number is correct select "Send SMS"

Choose your authentication method:

SMS

SETUP

Follow the instructions to set up this authentication method.

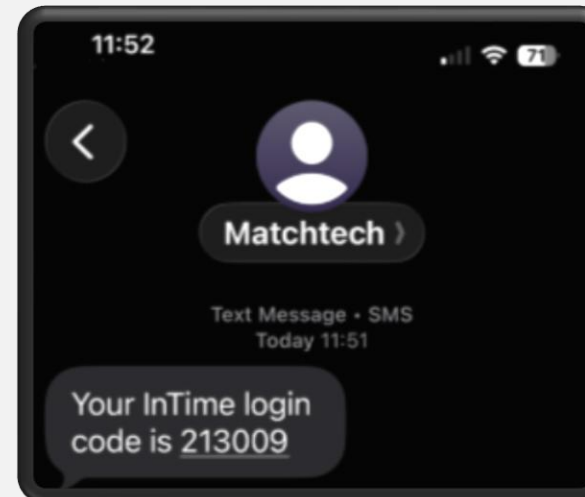
073 2 Send SMS

Then check the code you receive:

Enter the code you received Check

2 SMS

You will receive a text message with your authentication code.



3 Enter Authentication Code

Enter the 6 digit code from the SMS into the applicable field and select "Check" and "Continue"

SMS

SETUP

Follow the instructions to set up this authentication method.

073 2 Send SMS

Then check the code you receive:

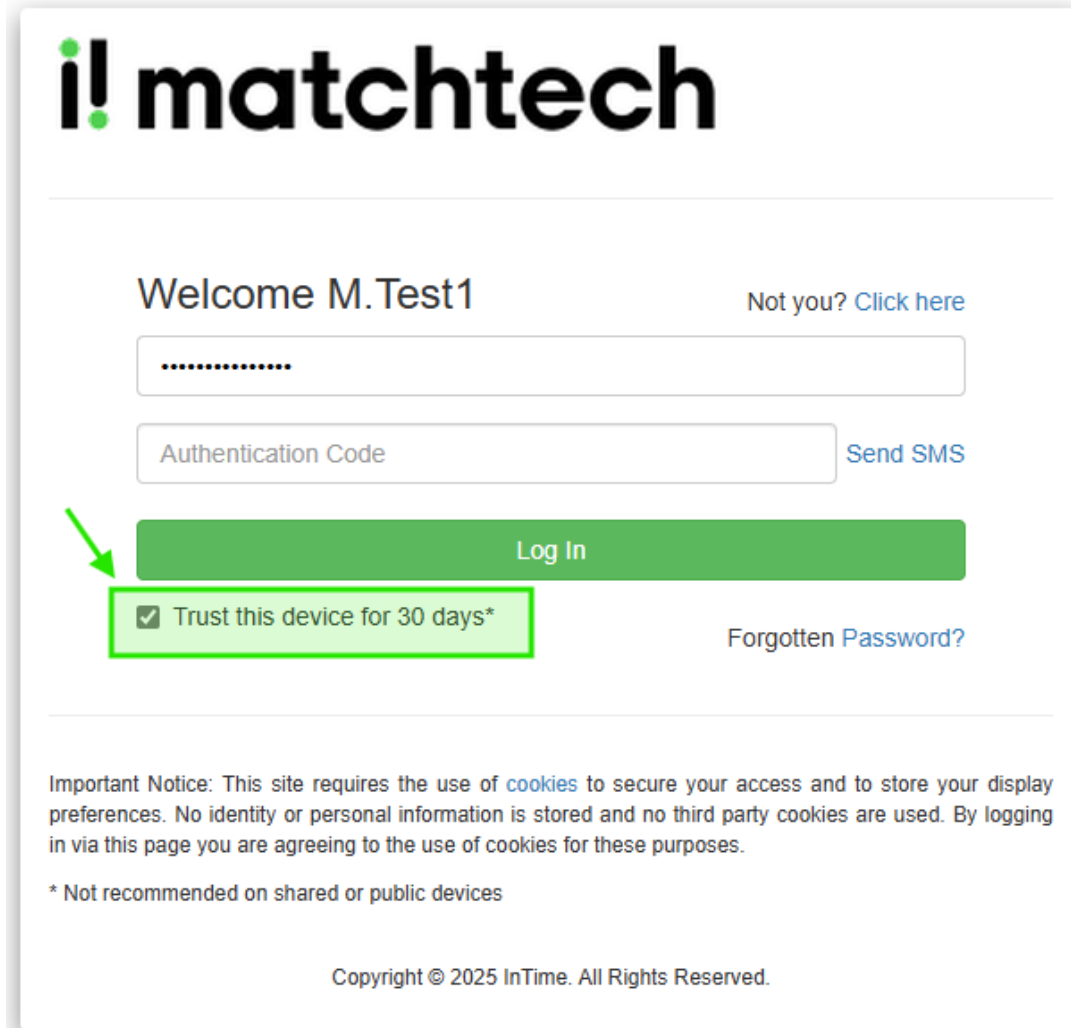
213009 Check

Continue

8. Trust Device



You can make logging in easier! At your next login, check "Trust this device for 30 days" to extend the time between authenticator prompts. Please note this is device specific and location aware.

A screenshot of the Matchtech login page. At the top is the 'i! matchtech' logo. Below it, the text 'Welcome M.Test1' is on the left and 'Not you? Click here' is on the right. There is a password field with dots, followed by an 'Authentication Code' field and a 'Send SMS' link. A green arrow points to a green 'Log In' button. Below the button is a checkbox labeled 'Trust this device for 30 days*' which is checked and highlighted with a green border. To the right of the checkbox is a 'Forgotten Password?' link. At the bottom, there is an 'Important Notice' about cookies and a copyright notice for 2025 InTime.

i! matchtech

Welcome M.Test1 [Not you? Click here](#)

.....

Authentication Code [Send SMS](#)

 [Log In](#)

☒ Trust this device for 30 days* [Forgotten Password?](#)

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* Not recommended on shared or public devices

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**Still have
questions?**

Please email us at:
agency@pay@gattacapl.com

or call on 01489 884320

