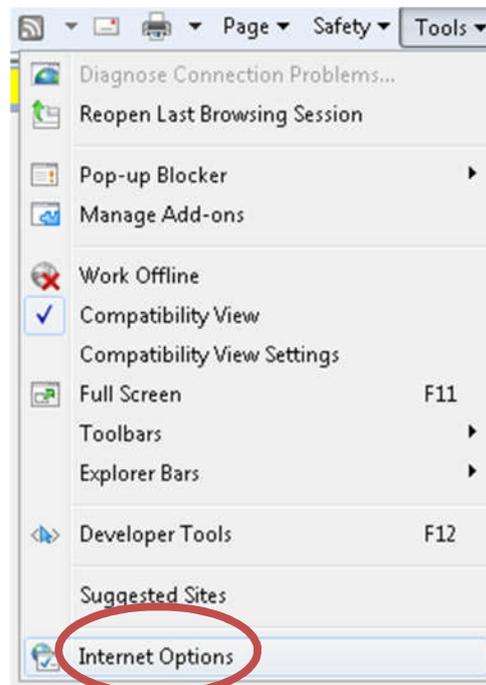


Connecting to eTime/eExpense outside of the office

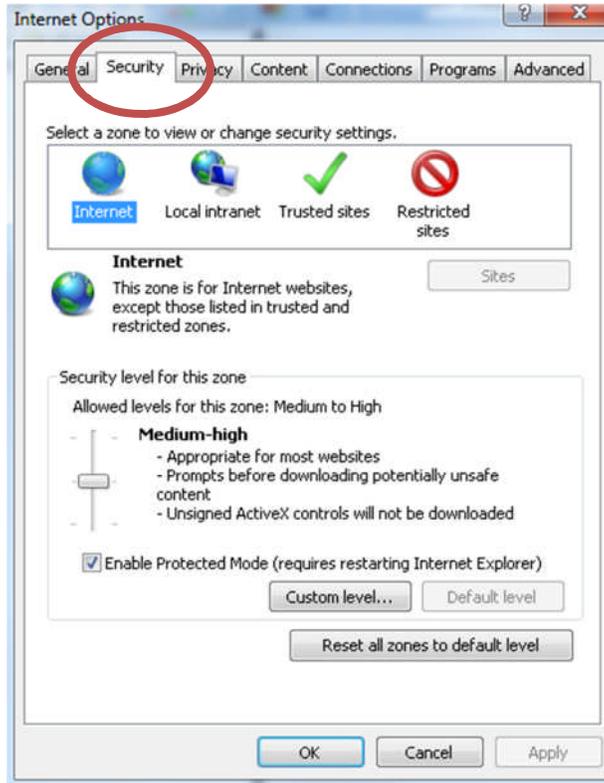
The eTime and eExpense modules are available when outside of the RETTEW network by browsing to etime.rettew.com in Internet Explorer. **Note: Internet Explorer is the only supported browser. Also IE9 is currently not a supported browser.**

If connecting from a **Non RETTEW** computer you will need to change one setting before browsing to the site. If using RETTEW laptop skip to Step 1 on Page 5.

- For **Non RETTEW** computer adding “*.rettew.com” to local intranet security settings.
 - a. Go to Tools -> Internet Options



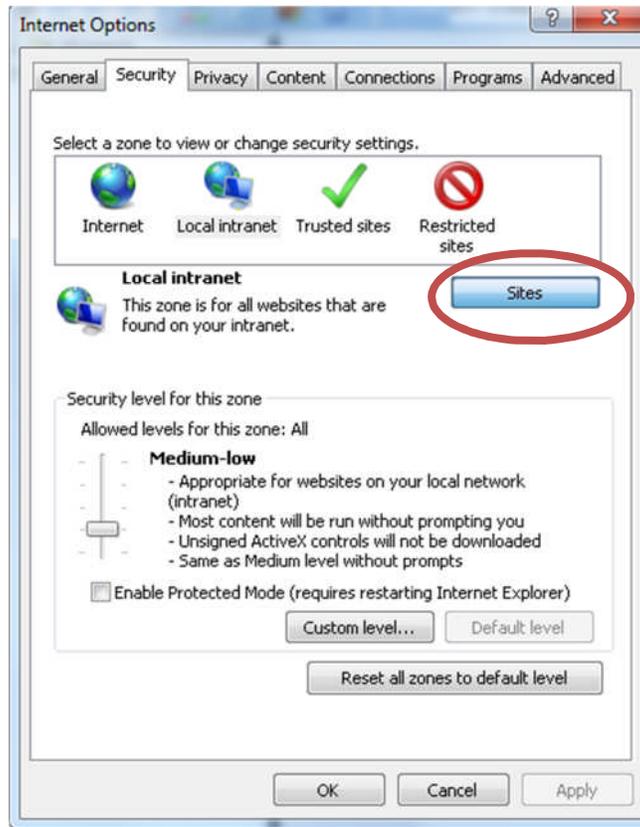
- Click on the security Tab.



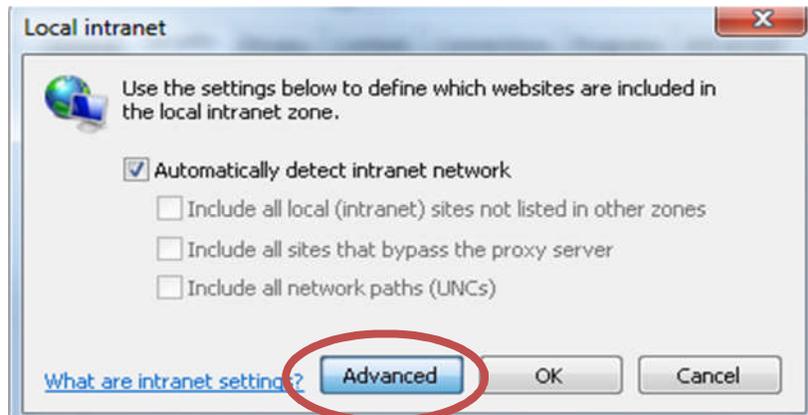
- Click on Local intranet.



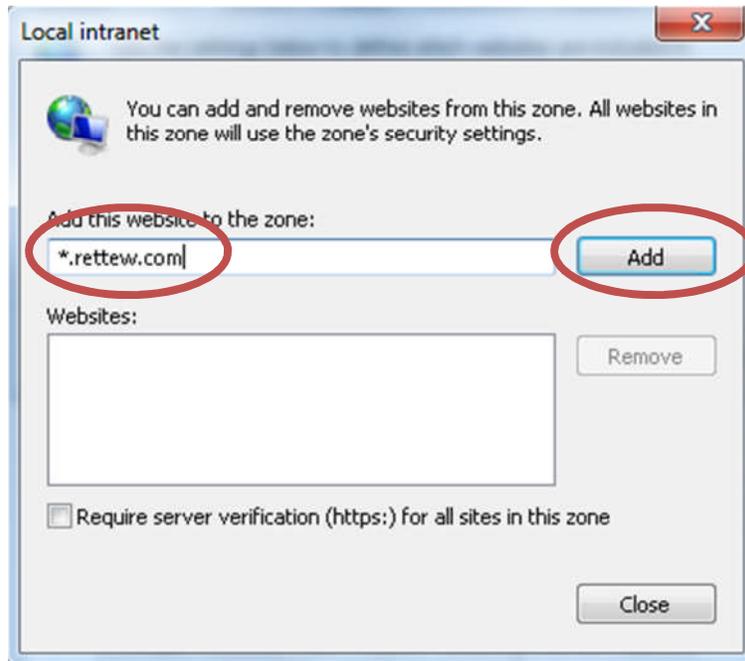
- Click Sites.



- Click Advanced.

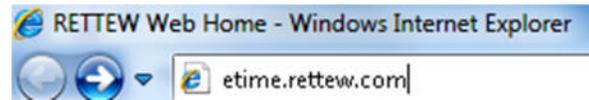


- Enter *.rettew.com and click Add.

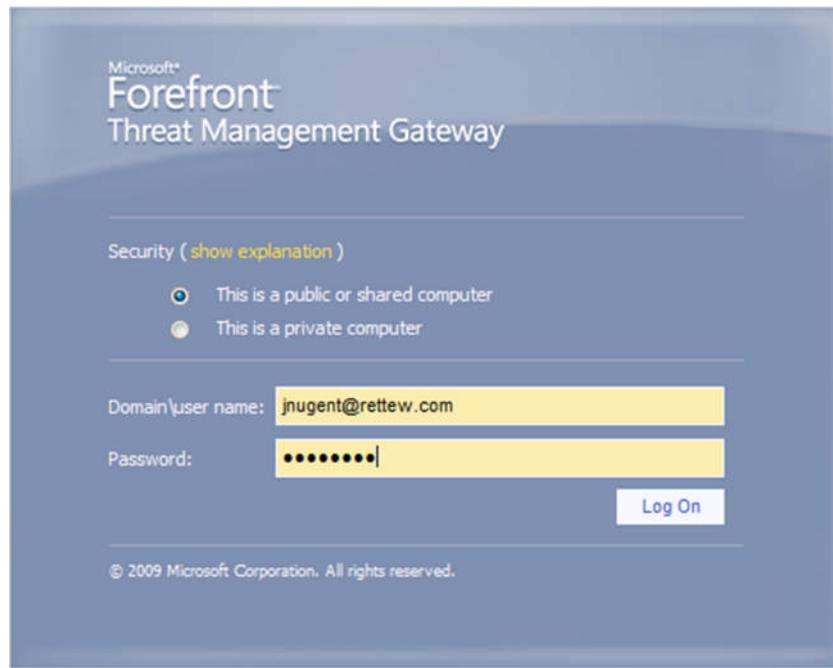


- Click Close, and then OK on each screen to exit out of Internet options and then proceed to step 1 on the next page.

1. Go to etime.rettew.com in Internet Explorer.



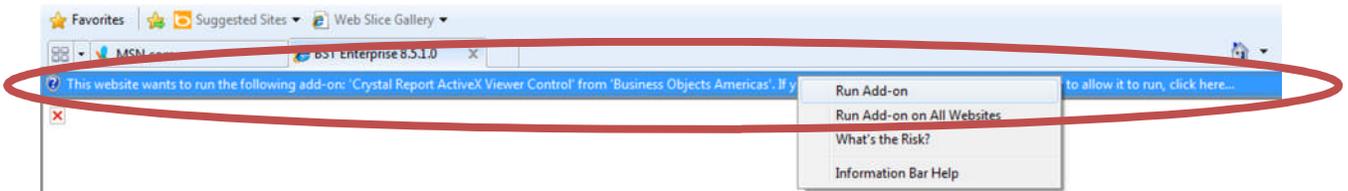
2. Login with your email address and network password.



3. At the bottom of the Page Click "Launch eTime & eExpense" Link.

[Launch eTime & eExpense](#)

4. You will get several drop down menus that look like this.
 - a. Click on the drop down menu and select Run Add-on for each prompt you get.(Approx. 5)
 - b. You may get these prompts at different times throughout connecting to the system.
 - c. You will only get these prompts the first time you access BST on each different computer you access from.



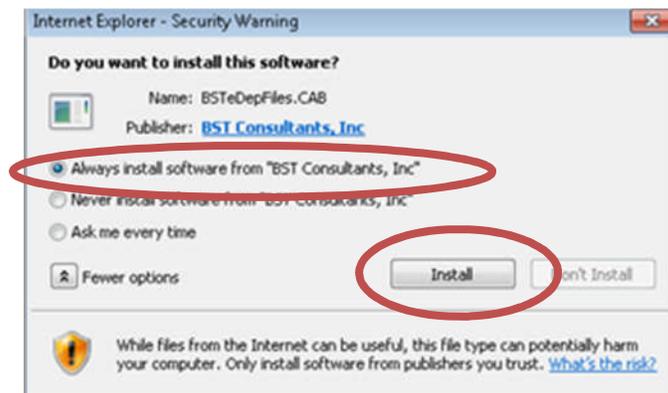
5. Click Run.



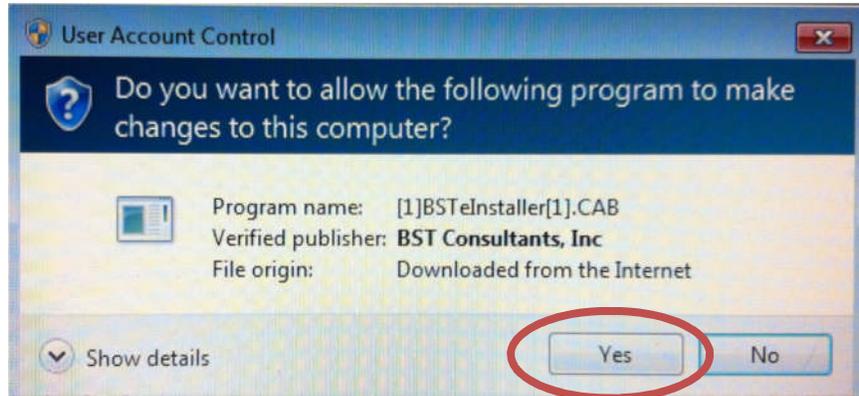
Or

Depending on prompt

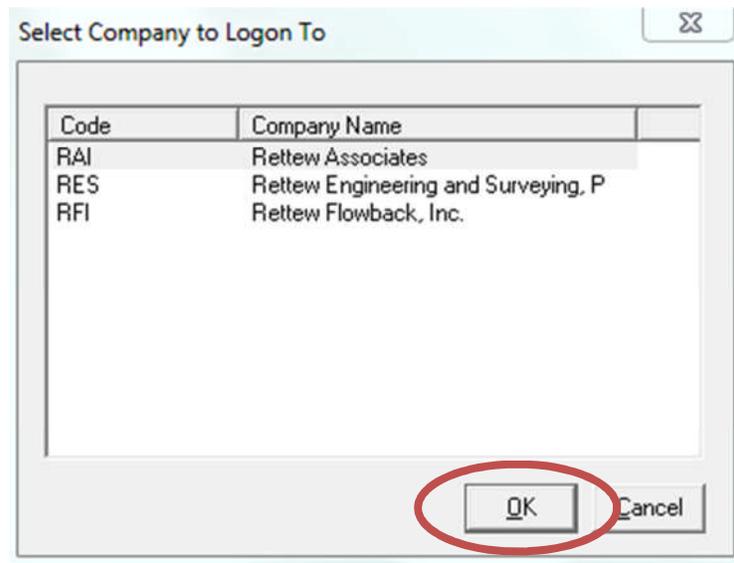
6. Click on more options and select Always install software from “BST Consultants, Inc” and click install.



7. Windows Vista/Windows 7 Users.
 - a. If User Account Control (UAC) is enabled on your system you may get the following prompt for each add on that gets installed.
 - b. Click Yes.



8. Once all the add ons are installed (Approximately 5 add on prompts to install) you will get the following screen.
 - a. Select your company to log into and Click OK.



9. Once you selected the appropriate company you will see the eExpense and eTime screen.

