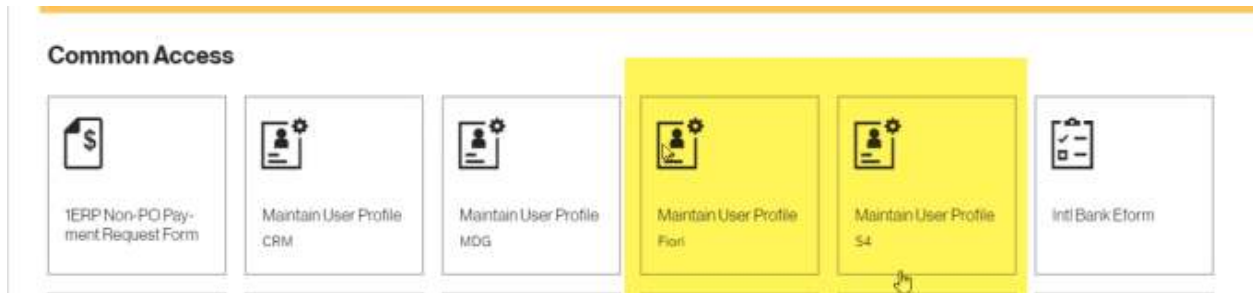


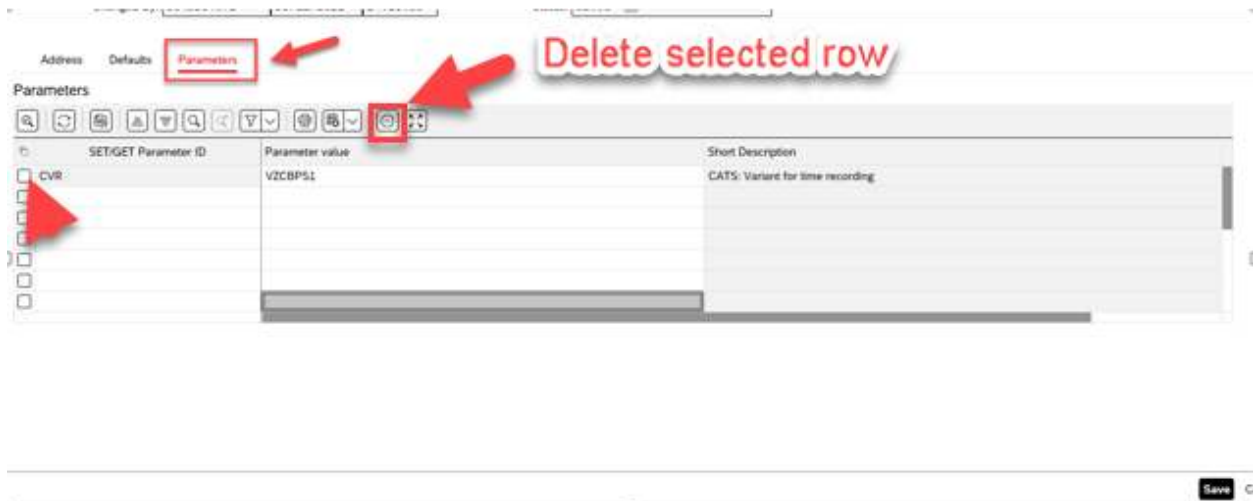
## 1ERP CATS time – Set Parameter For Contractor:

1. Navigate to VZWeb.verizon.com.
2. Click on the **ERP Portal**.
3. Click the **Maintain User Profile S4** tile under the Common Access group.



4. Click the **Parameters** tab. Under **SET/GET Parameter ID** type **CVR**. Next under Parameter value type **VZCBPS1** and click the **Save** button at the bottom right of the window.

**Note:** If current parameter setting are incorrect to delete check the box to the left of CVR and then click on the icon below to delete.



5. Repeat **step 4** for the **Maintain User Profile Fiori** tile.
6. Then click on **My Timesheet** tile and you should now be able to create an assignment to enter your time sheet.