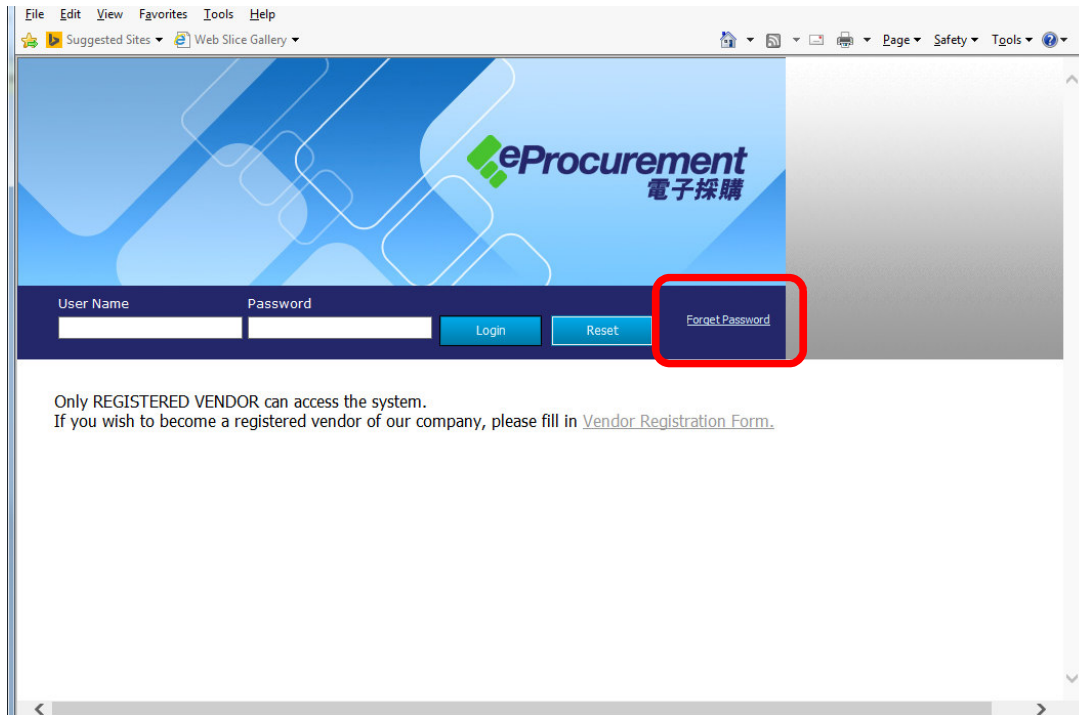
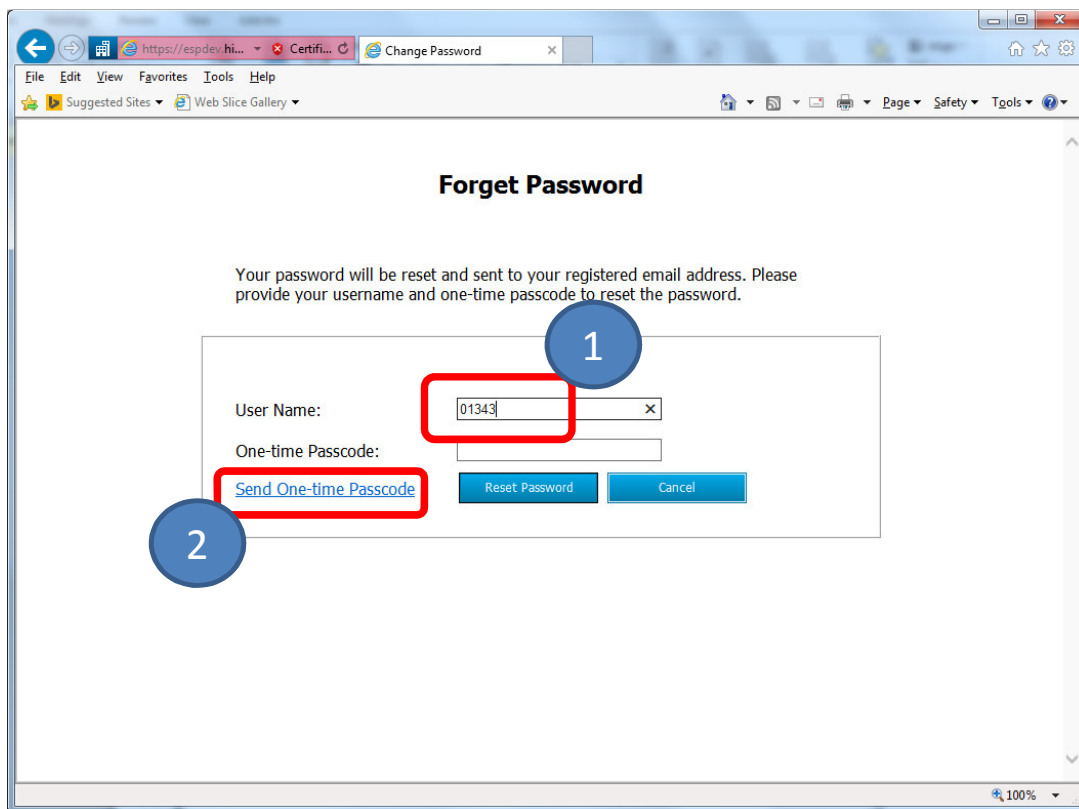


User Guide of First Time Login for eProcurement System

A) Activate your account



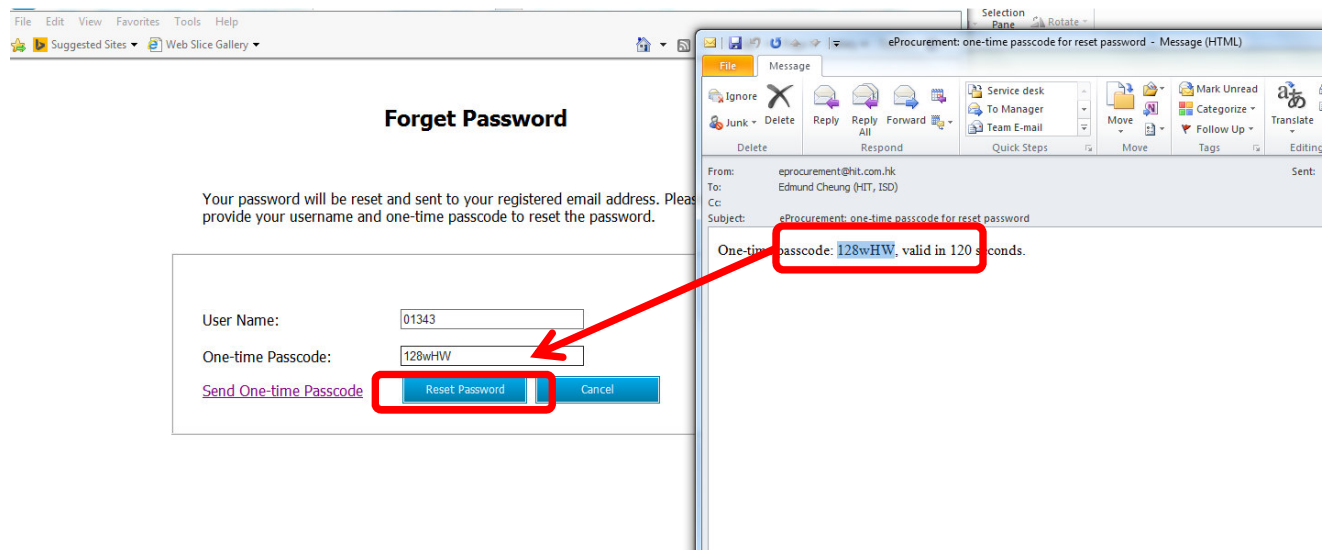
A.1 Click "Forget Password" to start the account activation



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A.2 Input your user name (should be a 5 digit)

A.3 Click "Send One-time Passcode" hyperlink to get the one-time passcode



A.4 System will send an email with one-time passcode to your registered email address

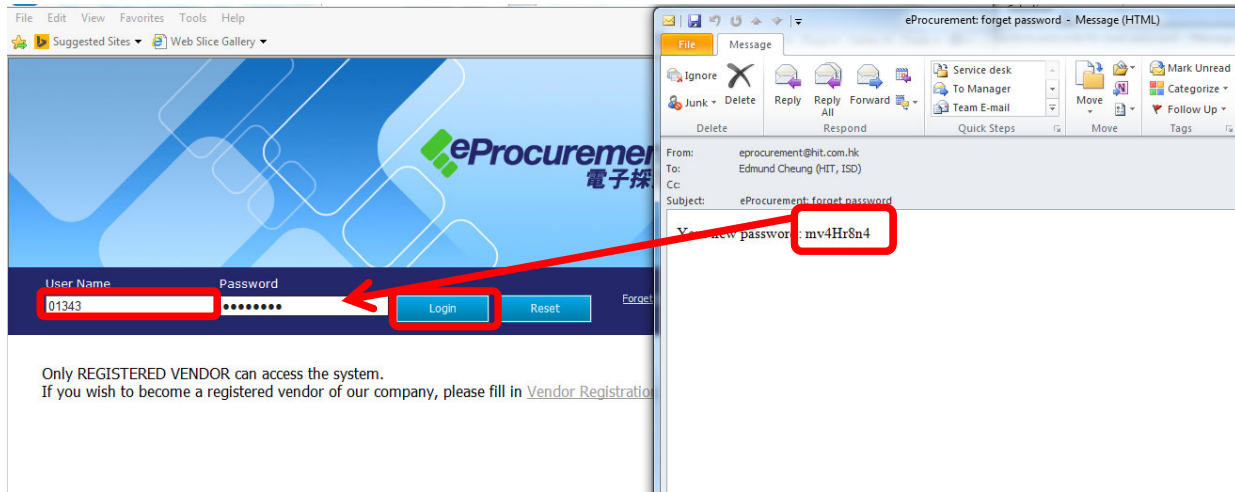
A.5 Open the specific email and input the passcode, then click "Reset Password"

A.6 System will send another email to you for next "password"

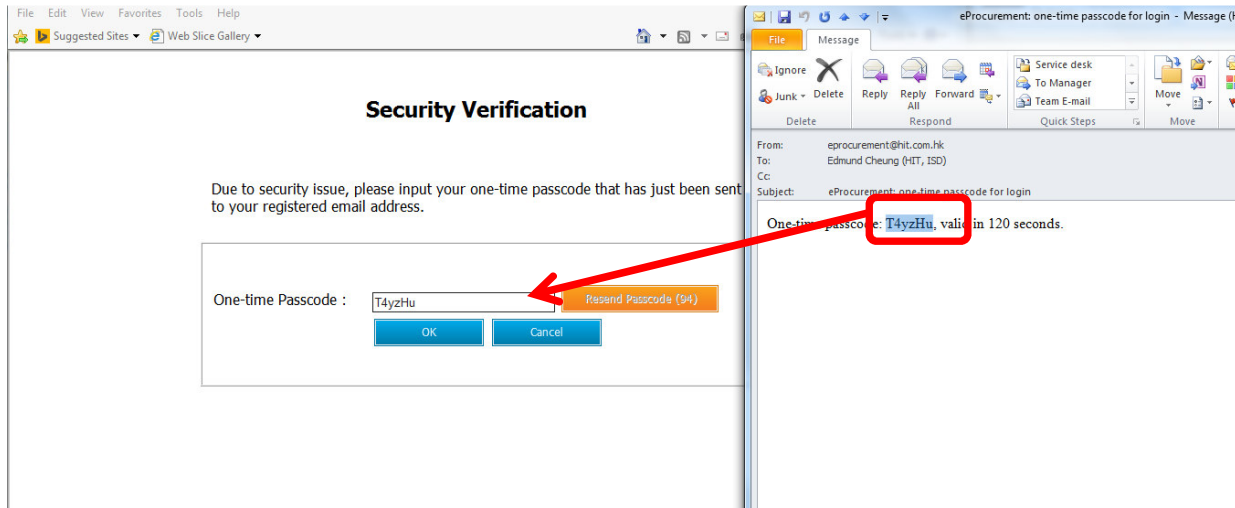
A.7 The account activation has been completed.

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B) Login the system



B.1 Input the user account and Password. If you have lost your password, click “Forget password” to get the new password

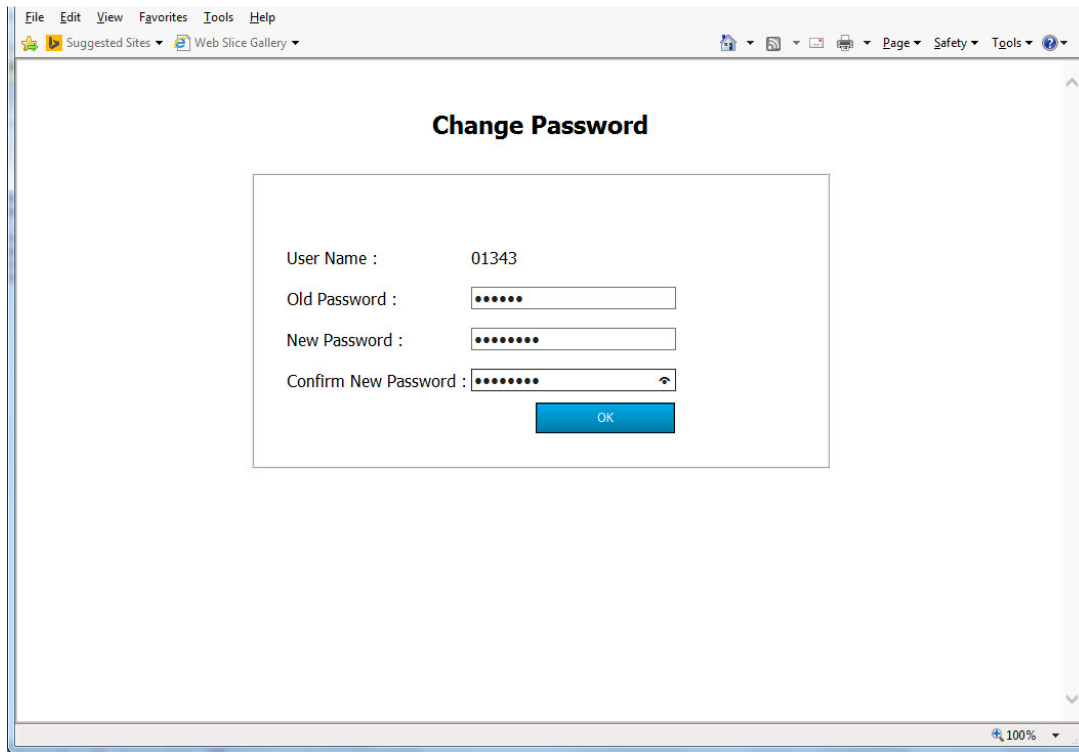


B.2 When the password is correct, system will send another email for one-time passcode.

B.3 Input the one-time passcode, then click “OK”

B.4 Due to first time login the system, you are requested to change your password.

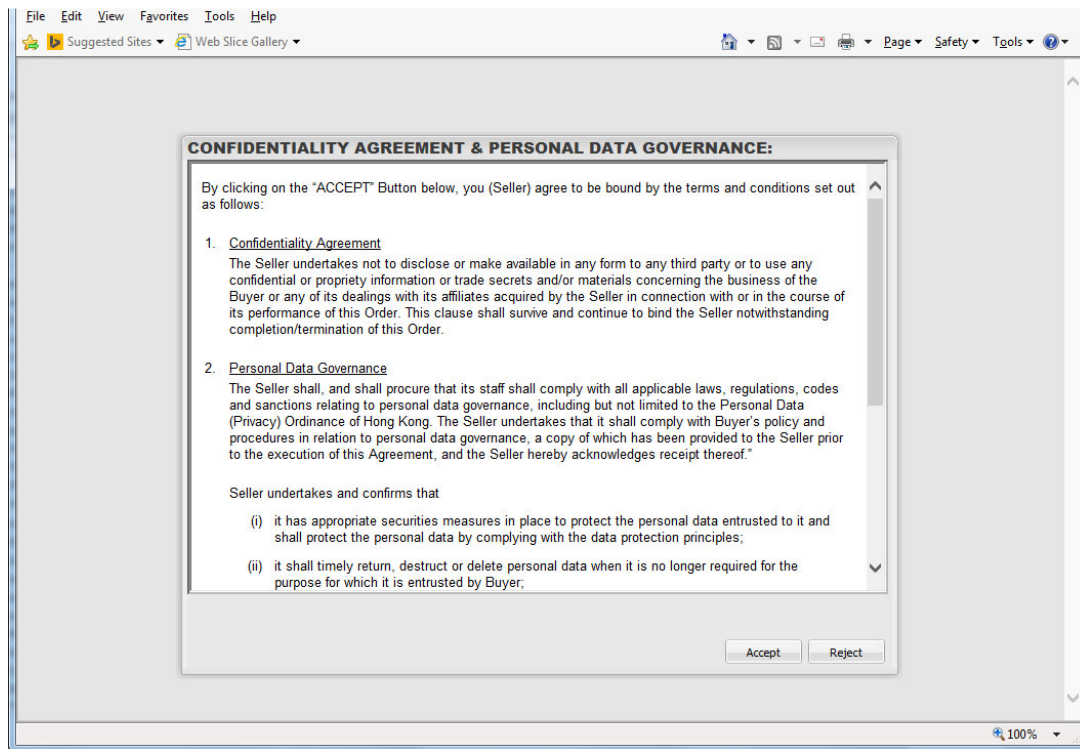
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B.4 The new password is case sensitive and it should be at least 8 digits including number(s), capital letter(s) and small letter(s).

B.5 When the "change password "process is completed, the system will drive to next screen

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B.6 After successful of system login, clicking "Accept" to go next step or "Reject" to quit the system

B.7 If the password is lost, click "Forget password" to get a new one.