

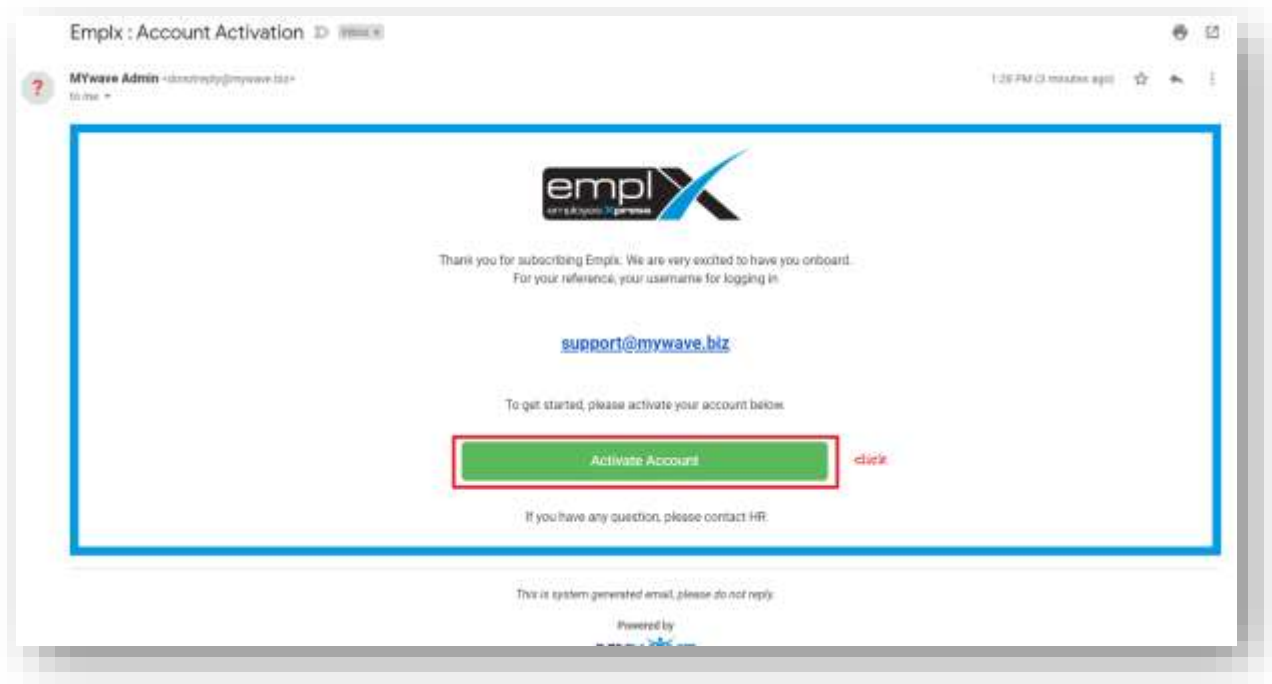
User Guide

Login for the 1st Time



HOW TO LOGIN FOR THE FIRST TIME

1. An **email notification** as below will be sent to the Email address that have been set in the system by your HR Admin.
2. Click **“Activate Account”** to create your own password.



3. Create Password and click **“Confirm”**.

emplx
employee experience

Change Password

support@mywave.biz

Password must be at least 8 characters length and must consist of at least ONE Capital Letter and ONE Numerical character.

Password

Re-type Password

Confirm

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4. You can now Login to the EmplX System by key-in **Login ID** -> click “**Next**”.



The screenshot shows the 'User Login' page of the EmplX system. At the top is the EmplX logo with the tagline 'employee Xpress'. Below the logo, the text 'User Login' is centered. A text input field contains the email address 'support@mywave.biz'. Below the input field is a large blue button labeled 'Next'. To the left of the 'Next' button is a question mark icon, and to the right is a link labeled 'Forget Password'. Below these elements, there are language selection options: 'English', 'Bahasa Melayu', '中文(简体)', and '中文(繁体)'. Further down, a message states 'Your browser version is Windows Chrome Version 79'. At the bottom, there are links for 'About EmplX', 'Privacy Policy', 'Version', 'Requirements', and 'EULA', followed by a copyright notice: '© Copyright 2007 - 2020 | Production'.

5. Then key-in **Password** -> click “**Login**”.



The screenshot shows the 'Welcome' page of the EmplX system. At the top is the EmplX logo with the tagline 'employee Xpress'. Below the logo, the text 'Welcome' is centered, followed by the email address 'support@mywave.biz'. A text input field contains a masked password represented by dots. Below the input field is a large blue button labeled 'Login'. To the left of the 'Login' button is a question mark icon, and to the right is a link labeled 'Forget Password'. Below these elements, there are language selection options: 'English', 'Bahasa Melayu', '中文(简体)', and '中文(繁体)'. Further down, a message states 'Your browser version is Windows Chrome Version 83'. At the bottom, there are links for 'About EmplX', 'Privacy Policy', 'Version', 'Requirements', and 'EULA', followed by a copyright notice: '© Copyright 2007 - 2020 | Production'.