

User Guide

Security (User) v3.0.1



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Security (User)

1. HOW TO LOGIN TO EMPLX

1. Go to <https://mywavesuite1.biz/MYwaveApplication/scrt/login/display/login.php> for the login page as shown below.
2. Please check with your HR if the authentication feature has been activated for your company.



empl
employee Xpress

User Login

Login ID

Next

?

[Forget Password](#)

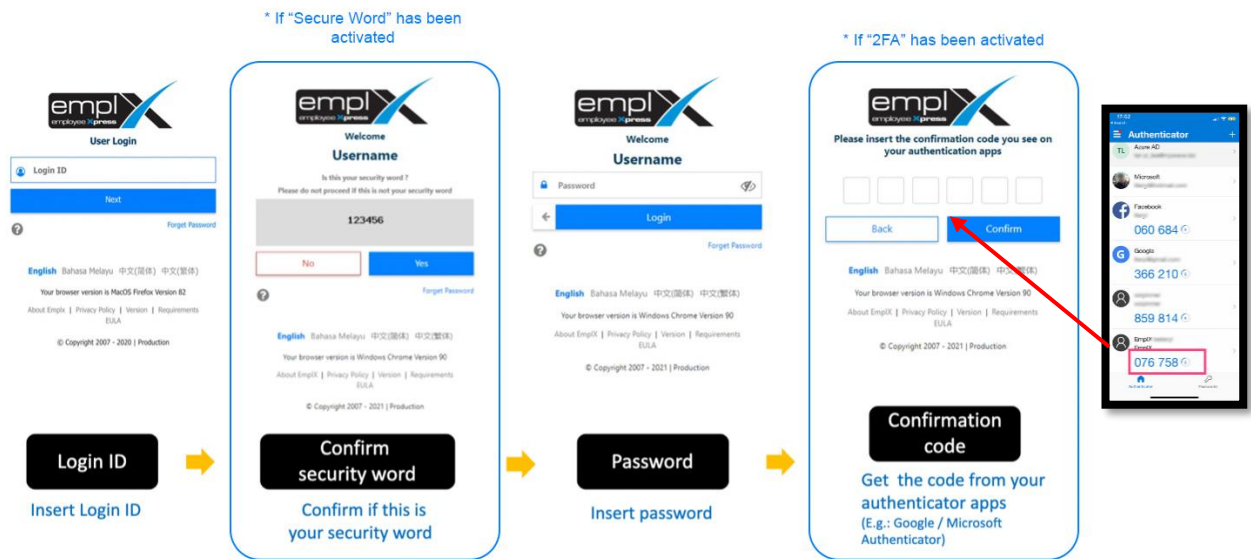
English Bahasa Melayu 中文(简体) 中文(繁体)

Your browser version is MacOS Firefox Version 82

[About Emplx](#) | [Privacy Policy](#) | [Version](#) | [Requirements](#)
EULA

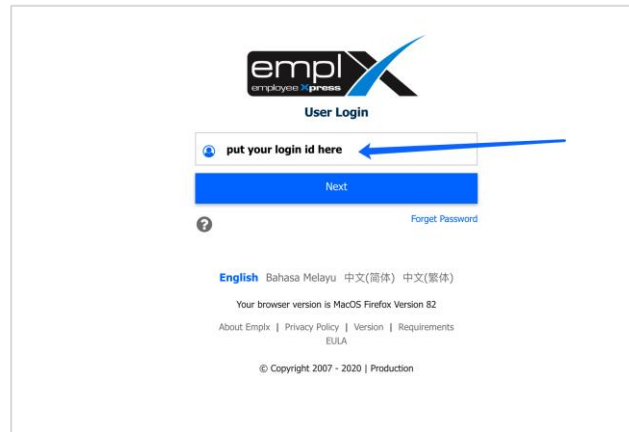
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2. LOGIN FLOW



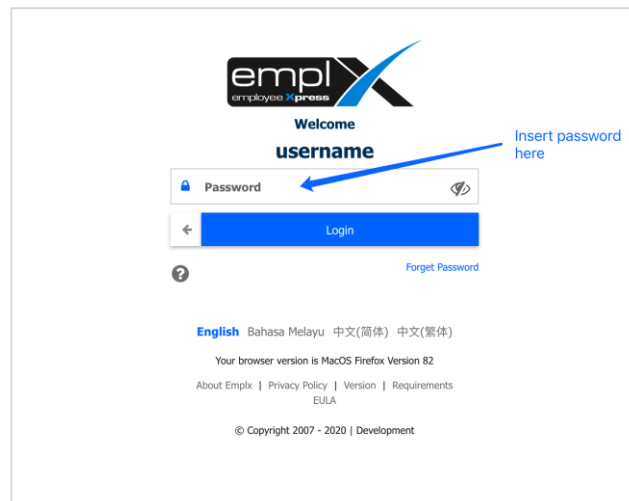
A. AUTHENTICATION TYPE – PASSWORD

1. Insert your login ID into the input box then click “Next” to proceed to the next step.



The screenshot shows the 'User Login' screen of the emplX system. At the top is the 'emplX employee Xpress' logo. Below it is a text input field with the placeholder 'put your login id here' and a blue arrow pointing to it. Under the input field is a blue 'Next' button. To the right of the 'Next' button is a 'Forgot Password' link. At the bottom, there are language options: 'English', 'Bahasa Melayu', '中文(简体)', and '中文(繁体)'. Below the language options, it says 'Your browser version is MacOS Firefox Version 82'. At the very bottom, there are links for 'About Emplx', 'Privacy Policy', 'Version', 'Requirements', and 'EULA', followed by the copyright notice '© Copyright 2007 - 2020 | Production'.

2. Insert your password and click “Login” to proceed to the next step.

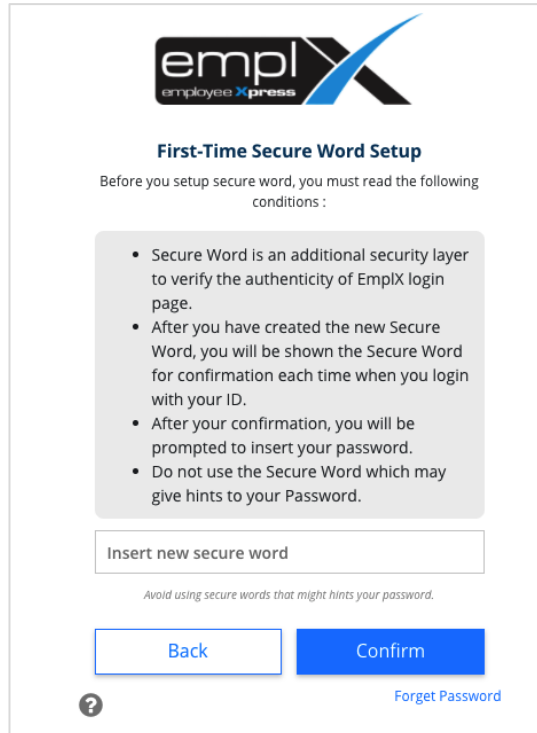


The screenshot shows the 'Welcome' screen of the emplX system. At the top is the 'emplX employee Xpress' logo. Below it is the text 'Welcome username'. Underneath is a password input field with a lock icon on the left and an eye icon on the right. A blue arrow points to the password field with the text 'Insert password here'. Below the password field is a blue 'Login' button. To the right of the 'Login' button is a 'Forgot Password' link. At the bottom, there are language options: 'English', 'Bahasa Melayu', '中文(简体)', and '中文(繁体)'. Below the language options, it says 'Your browser version is MacOS Firefox Version 82'. At the very bottom, there are links for 'About Emplx', 'Privacy Policy', 'Version', 'Requirements', and 'EULA', followed by the copyright notice '© Copyright 2007 - 2020 | Development'.

B. AUTHENTICATION TYPE – SECURE WORD

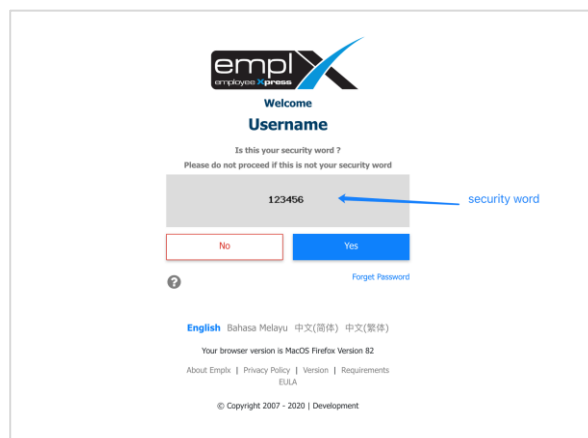
“Secure Word” is an additional security layer to verify the authenticity of the EmplX login page. Once it is activated, users must enter their preferred Secure Word during their first-time login to EmplX. You will be shown the Secure Word for confirmation each time when you log in to EmplX. The activation of Secure Word is at a companywide level only, the user is not allowed to turn on/off individually.

1. The first-time setup for the Secure Word is shown below. Do not use Secure Word which may give hints to your Password.



The screenshot shows the 'First-Time Secure Word Setup' page. At the top is the EmplX logo. Below it, the title 'First-Time Secure Word Setup' is followed by the instruction: 'Before you setup secure word, you must read the following conditions :'. A list of four conditions is provided in a grey box: 1. Secure Word is an additional security layer to verify the authenticity of EmplX login page. 2. After you have created the new Secure Word, you will be shown the Secure Word for confirmation each time when you login with your ID. 3. After your confirmation, you will be prompted to insert your password. 4. Do not use the Secure Word which may give hints to your Password. Below the list is a text input field labeled 'Insert new secure word'. Underneath the field is a note: 'Avoid using secure words that might hints your password.' At the bottom are two buttons: 'Back' and 'Confirm'. A 'Forgot Password' link is also present at the bottom right.

2. The Secure Word will be shown for confirmation for all the subsequent logins with ID. Please ensure that the displayed Secure Word is the same as what you have set before. Do not proceed if the Secure Word is different. You can change the Secure Word in the “Change Password” module after the successful login.

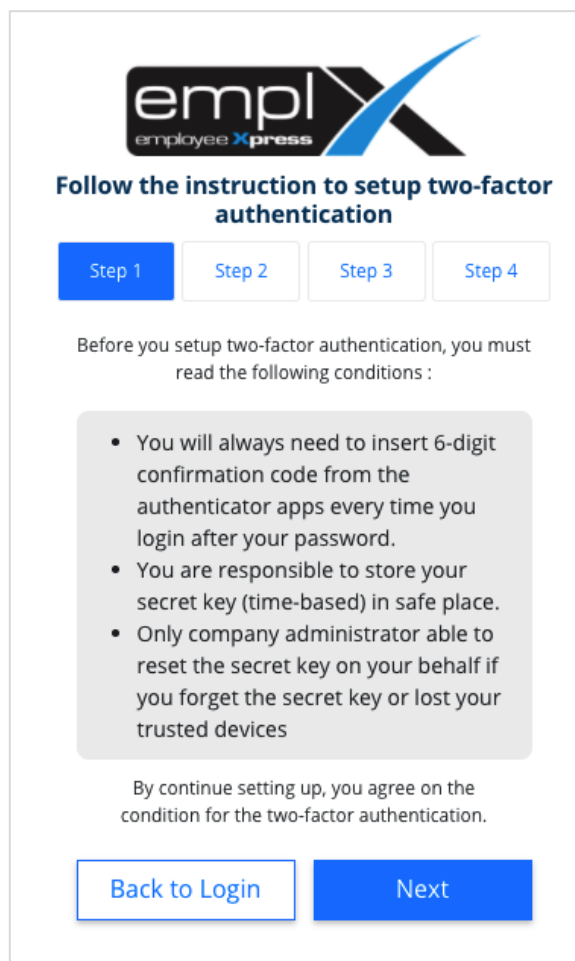


The screenshot shows the login confirmation screen. At the top is the EmplX logo. Below it, the text 'Welcome Username' is displayed. The question 'Is this your security word ?' is followed by the instruction 'Please do not proceed if this is not your security word'. A grey box displays the security word '123456', with a blue arrow pointing to it and the label 'security word'. Below the box are two buttons: 'No' and 'Yes'. At the bottom are a 'Forgot Password' link and a footer section containing language options (English, Bahasa Melayu, 中文(简体), 中文(繁体)), browser version information (MacOS Firefox Version 82), and copyright notice (© Copyright 2007 - 2020 | Development).

C. AUTHENTICATION TYPE – 2-FACTOR AUTHENTICATION (2FA) THROUGH AUTHENTICATOR APPS

If the 2FA authentication is activated, users must set up the 2FA during their first-time login to Emplx. You are required to insert the confirmation code from the 2FA Authenticator Apps each time during your login. The activation of the 2FA is at a companywide level only, the user is not allowed to turn on/off individually.

1. The first-time setup for the 2FA is shown below.



The screenshot shows the Emplx (employee Xpress) logo at the top. Below it, the heading reads "Follow the instruction to setup two-factor authentication". There are four steps in a row: "Step 1" (highlighted in blue), "Step 2", "Step 3", and "Step 4". Below the steps, a message states: "Before you setup two-factor authentication, you must read the following conditions :". A grey box contains three bullet points: "• You will always need to insert 6-digit confirmation code from the authenticator apps every time you login after your password.", "• You are responsible to store your secret key (time-based) in safe place.", and "• Only company administrator able to reset the secret key on your behalf if you forget the secret key or lost your trusted devices". Below this, a message says: "By continue setting up, you agree on the condition for the two-factor authentication.". At the bottom, there are two buttons: "Back to Login" and "Next" (highlighted in blue).

emplX
employee Xpress

Follow the instruction to setup two-factor authentication

Step 1 Step 2 Step 3 Step 4

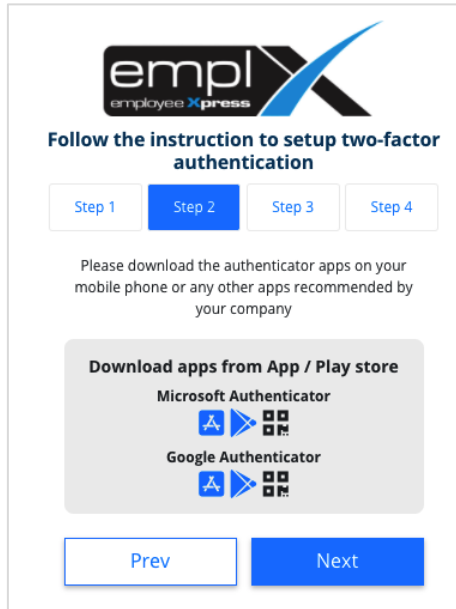
Before you setup two-factor authentication, you must read the following conditions :

- You will always need to insert 6-digit confirmation code from the authenticator apps every time you login after your password.
- You are responsible to store your secret key (time-based) in safe place.
- Only company administrator able to reset the secret key on your behalf if you forget the secret key or lost your trusted devices

By continue setting up, you agree on the condition for the two-factor authentication.

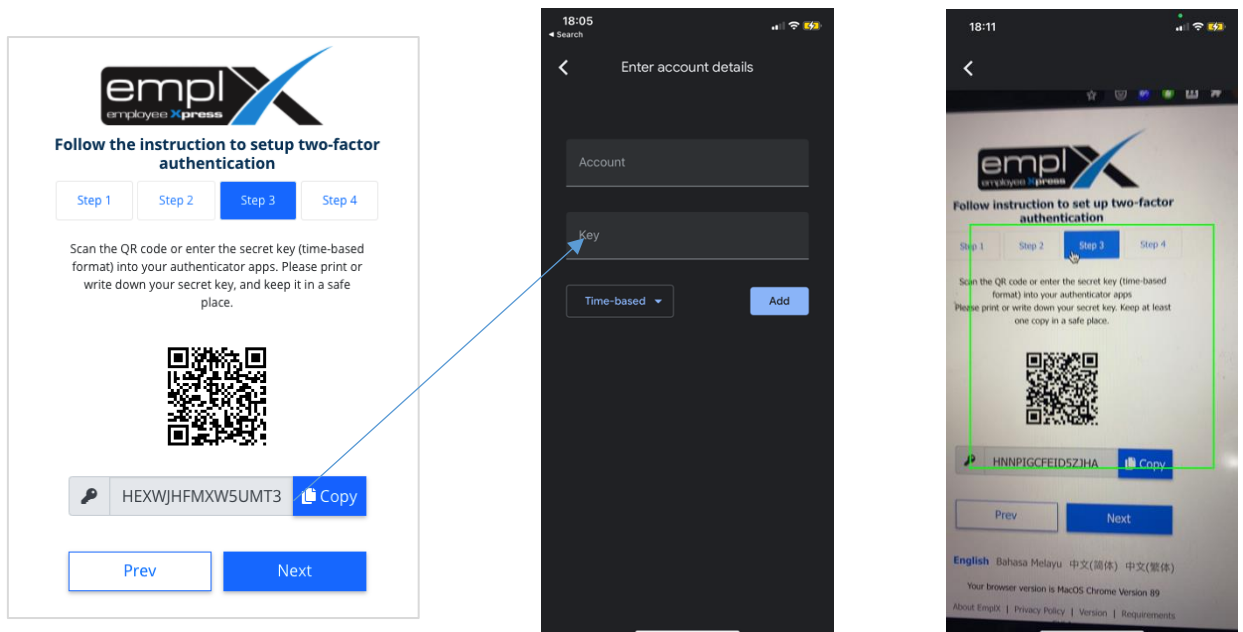
Back to Login Next

2. Step 2 - Please download the authenticator apps from Google Play Store or Apps Store. Or you may click on the icons or scan the QR code to go to the apps downloading page. "Microsoft Authenticator" and "Google Authenticator" apps are recommended by EmplX. You can use any other third-party authenticator apps in the market according to your confidence in their security level.

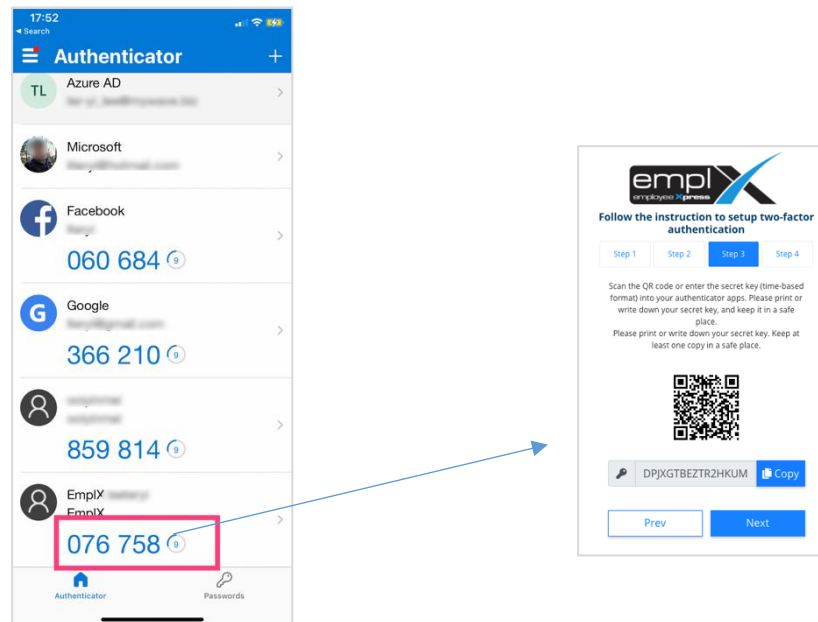


3. Step 3 - After downloading the apps, please use the QR code scanner in the authenticator apps to scan the QR code on the screen. You can also insert the secret key with a time-based setting.

****Note:** Please print or write down your secret key and keep it in a safe place.



4. Once the QR code or secret key has been inserted successfully in the authenticator apps, the apps will show a 6-digit confirmation code, as shown below. The 6-digit confirmation code will regenerate every 30 seconds. The user is required to input the 6-digit confirmation code within the timeframe to complete the login processes.

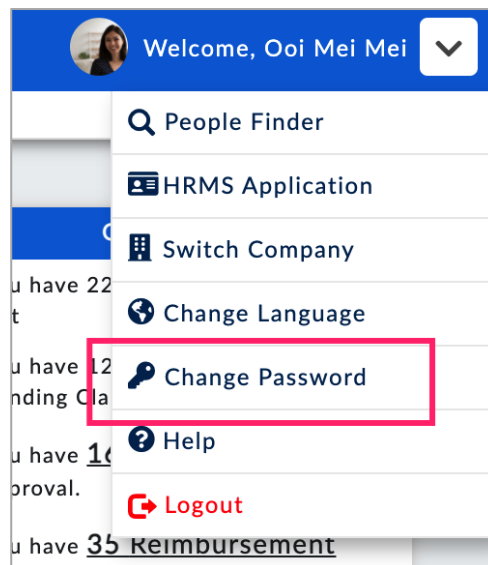


5. In all the subsequent login sessions, users are required to refer and input the 6-digit confirmation code generated in the Authenticator Apps. Please contact your HR to reset your secret key if you lost your device or accidentally deleted the authenticator apps.

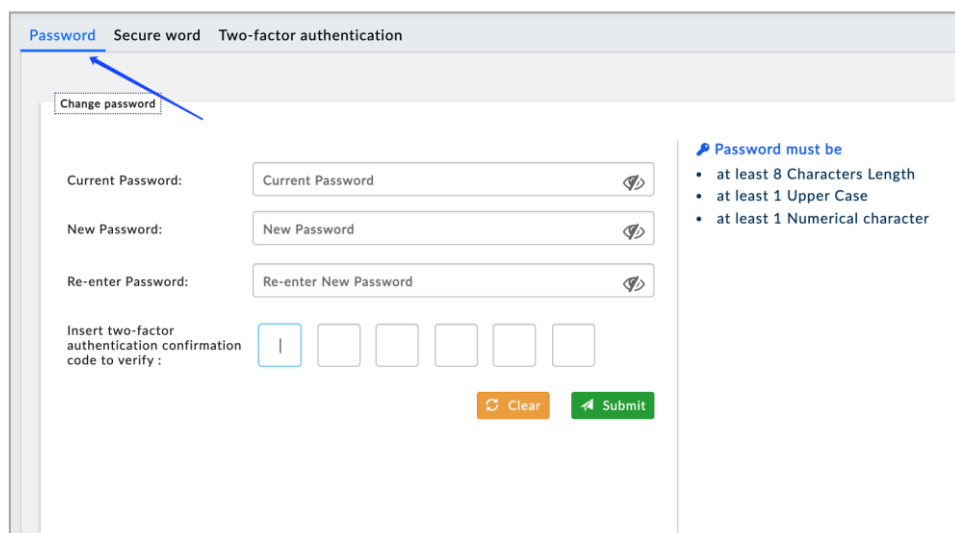
The image shows a web-based login confirmation screen. At the top is the 'emplX employee Xpress' logo. Below it, the text reads 'Please insert the confirmation code you see on your authentication apps'. There are six input boxes for the 6-digit code; the first box contains a vertical line. Below the input boxes are 'Back' and 'Confirm' buttons. At the bottom, there is a language selection bar with 'English' selected, followed by 'Bahasa Melayu', '中文(简体)', and '中文(繁体)'. Below this, it says 'Your browser version is MacOS Chrome Version 89'. At the very bottom, there are links for 'About EmplX', 'Privacy Policy', 'Version', 'Requirements', and 'EULA', followed by the copyright notice '© Copyright 2007 - 2021 | Development'.

3. HOW TO CHANGE PASSWORD

1. After login successfully, click the top right arrow and click "Change Password".

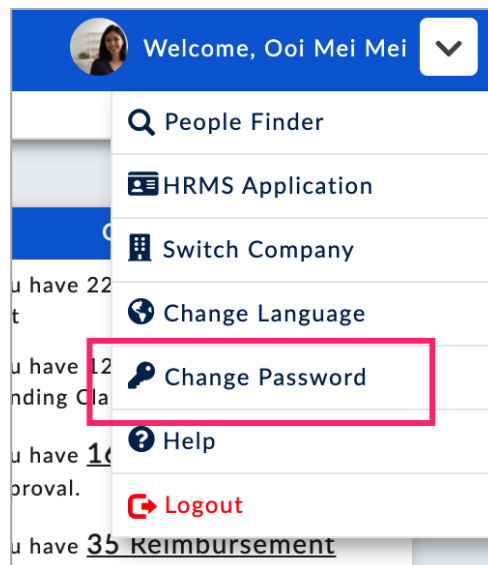


2. Click the "Password" tab and change your password. The requirements of the account password as follow:
 - at least 8 Characters Length
 - at least 1 Upper Case
 - at least 1 Numerical Character

A screenshot of a 'Change password' form. At the top, there are three tabs: 'Password' (selected), 'Secure word', and 'Two-factor authentication'. Below the tabs, there is a 'Change password' section with three input fields: 'Current Password', 'New Password', and 'Re-enter Password'. Each field has a toggle icon for visibility. Below these fields, there is a section for 'Insert two-factor authentication confirmation code to verify' with six input boxes. At the bottom right, there are 'Clear' and 'Submit' buttons. On the right side of the form, there is a list of password requirements: 'Password must be' followed by 'at least 8 Characters Length', 'at least 1 Upper Case', and 'at least 1 Numerical character'.

4. HOW TO CHANGE THE SECURE WORD

1. After login successfully, click the top right arrow and click "Change Password".



2. Click the "Secure Word" tab to change the Secure Word. Before changing the Secure Word, you are required to verify your identity by inserting the password and the 2FA confirmation code (if the 2FA authentication level is activated by the company).
3. Click "Validate" after filling in the required information.

A screenshot of the 'Secure word' tab in a user settings interface. The tab is selected and highlighted with a blue underline. Below the tab, there is a section titled 'Change secure word' with a blue arrow pointing to it. The section contains the text 'Please validate your password and two-factor authentication confirmation code to change secure word :'. Below this text, there are two input fields: 'Insert password:' with a text box containing 'Insert your password' and a toggle icon, and 'Insert two-factor authentication confirmation code to verify :' with a row of six empty square boxes. At the bottom right of the input fields, there are two buttons: 'Clear' (orange) and 'Validate' (green). To the right of the input fields, there is a section titled 'How to change your secure word' with a blue link. Below this title, there is a list of steps: 'Insert your password & two-factor authentication confirmation code', 'Insert new secure word', and 'Save to update secure word'.

4. Insert your new Secure Word in the input box and click "Submit" to change the Secure Word.

Password

Secure word

Two-factor authentication

Change secure word

Current secure word:

test

New secure word:

New secure word

40

Avoid using secure words that might hints your password.

← Back

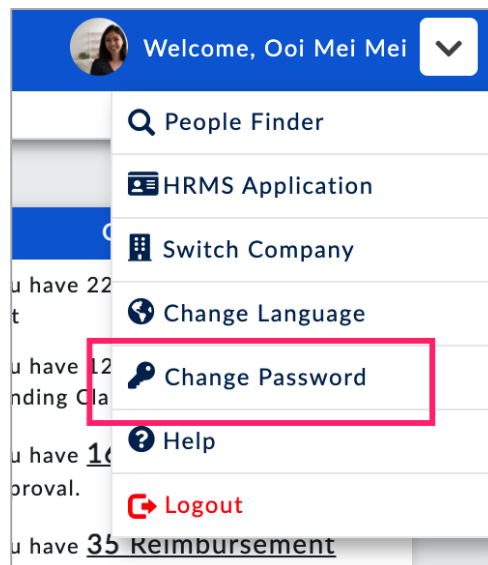
Submit

[How to change your secure word](#)

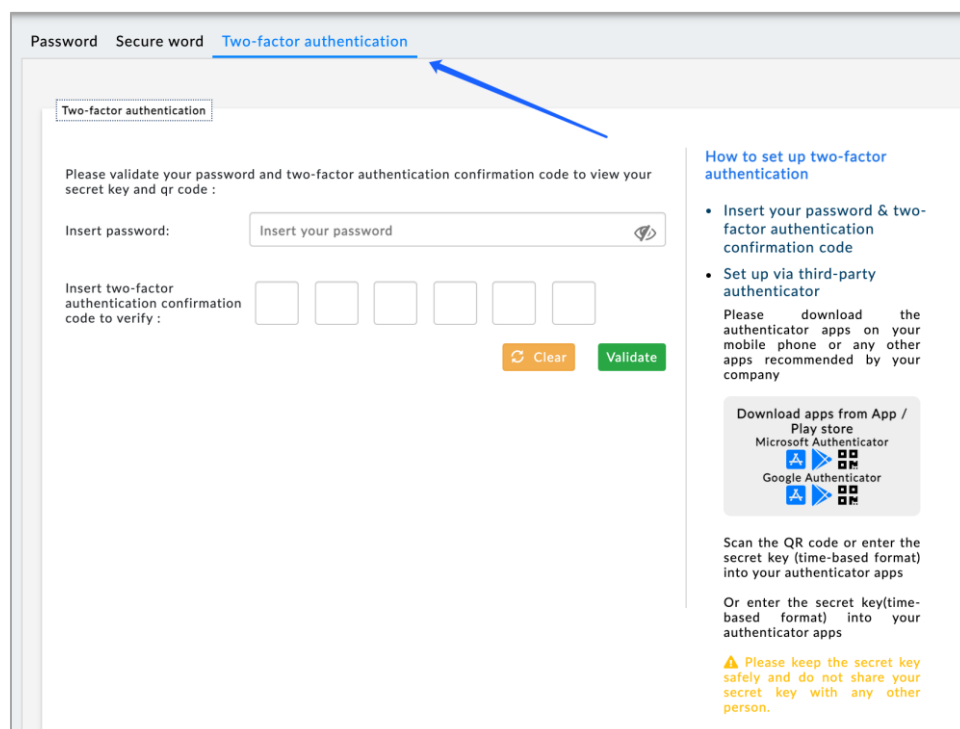
- Insert your password & two-factor authentication confirmation code
- Insert new secure word
- Save to update secure word

5. VIEW 2FA SECRET KEY

6. After login successfully, click the top right arrow and click "Change Password".



7. Click the "Two-factor Authentication" tab. The right panel is the guides to set the 2FA.



8. Please insert your password and 2FA authentication confirmation code to verify your identity.

9. The QR code and secret key will be shown as follow. Now you can set up the 2FA on another device.

