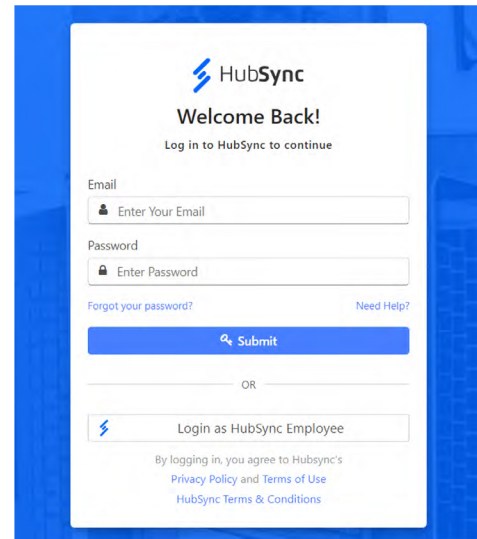# Login

On the login screen, please input your credentials, such as a username and password. If your organization has Single Sign-On (SSO) setup, instead of typing credentials, click on the "Login as Employee" button. It will redirect you to your organization's SSO provider's login page.
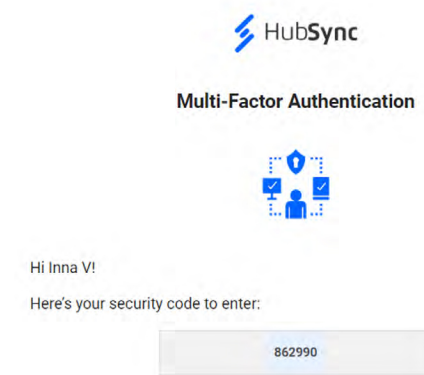
Once authenticated, you will have access to the Portal.

Verification Code Email

After you input your credentials, a verification code will be sent to your email, which you need to enter in the portal.
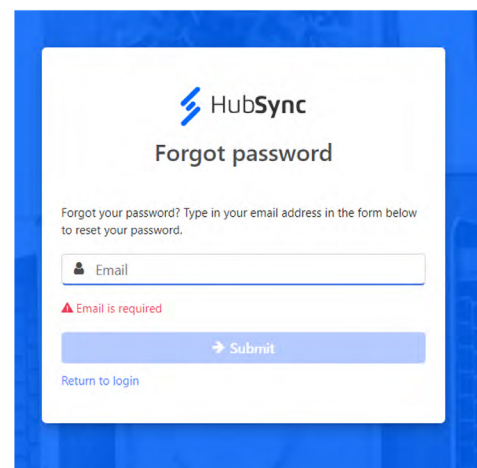
Once the code is verified, you will be logged in to the Portal.

Forgot Password

After clicking on "Forgot Password" on the login screen, you will be redirected to input the email address you used during sign-up.
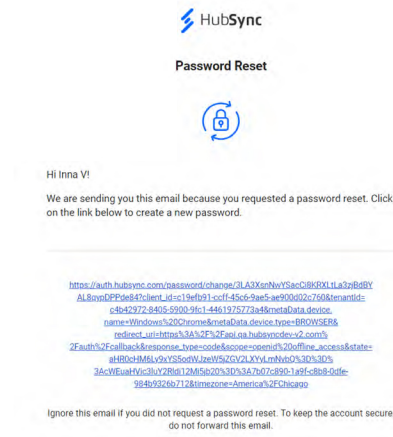
An email will then be sent containing a link that will allow you to reset your password.
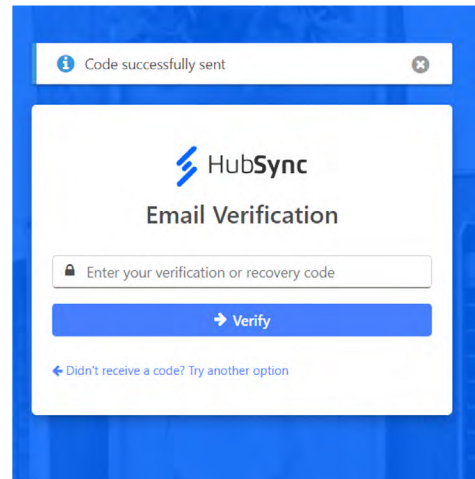
Reset Password Email

Example of Reset password email.

Please follow the link to create a new password.

Email Verification

You will be prompted to enter a verification code, which will be sent to your email.

Update Password

After code is verified, you can update your password and log in to the system.