

User onboarding guide:

- You should receive an email that includes the following information :

1- **login link:** click on this link to get to easier login page.

2- **Email address:** this will be your username.

3- **Password:** this is your one time password, use it log-in for the first time, then you'll be guided to change this password.

4- **License expiry date.**

- Click on the login link (1) and use your username (2) , and one time password (3).
- click on **LOGIN**.

- You'll be guided automatically to a password change page. Please create a new password and confirm it.
- This will be your password to login easier platform.
- Make sure to read and accept the terms and conditions.
- click on **RESET PASSWORD**.

- Now click on **check-in** module, and start answering filling your answers.
- You can save your response at any point and continue later by clicking on **SAVE** button.
- After you finish filling in the data click **SUBMIT**.
- Do the same steps with the relevant energy modules.

