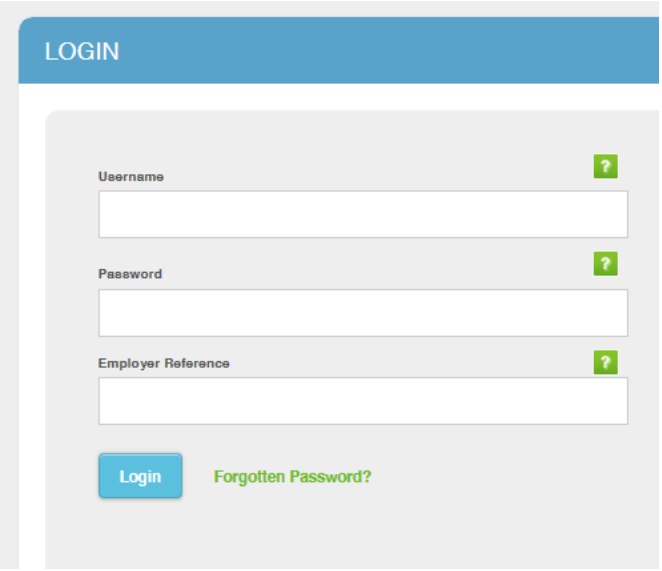
EDM User Guide – Login

Choose ‘Login’ from the menu on the EDM home page and you will be presented with the screen below. If you haven’t registered to use the site you will not be able to login yet so please see the Registration User Guide to complete registration.

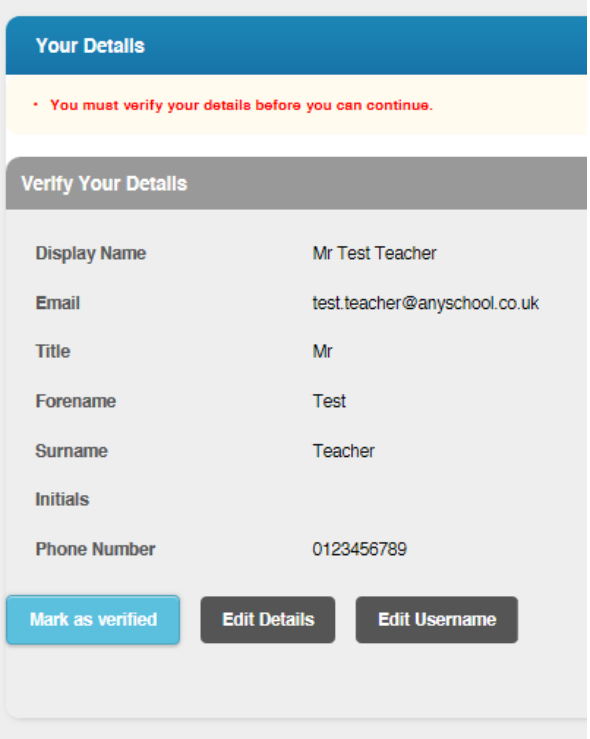


Complete the login page using the following information:

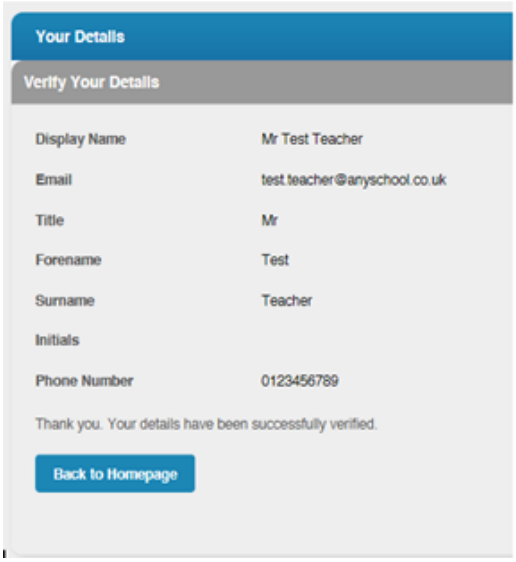
1. Username: The email address you used to register
2. Password: Your chosen password
3. Employer Reference: The SPPA employer Reference for your organisation

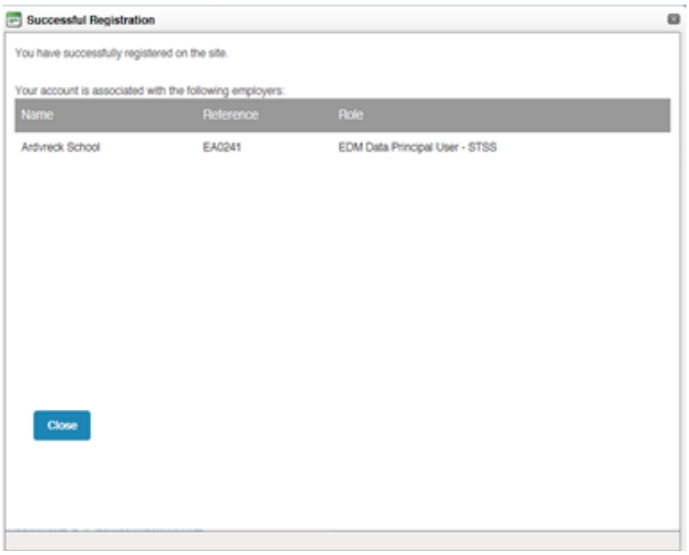
If you enter an incorrect password more than twice you will be locked out of the system and will need to click on ‘forgotten password?’. You will need to answer the security questions you set up at registration before your password is reset.

The first time you log in after registration, you will see the following registration screen:



Please check your details to ensure they are correct. You are able to edit the details by clicking on the 'Edit Details' or 'Edit Username' buttons. Click 'Mark as verified' and you will see the screens below:





You can now proceed to the site.