

## How to Log into EEC and Change Password

1. In Internet Explorer, type EEC address as below:  
 EECUS: [www.eecsystem.com](http://www.eecsystem.com) (Warehouse, Chargeback, Evaluation etc.)  
 EEC: <https://eecsystem.cn> (Production, Shipment, Claim etc.)
2. If you encounter **Certificate Error** message as displayed below (See Figure 0-1) you can simply click Continue to the website to bypass the error message. However, to permanently fix this issue, you can click Internet Explorer Menu Bar click **Tools** and then click **Internet Options**. (See Figure 0-2)

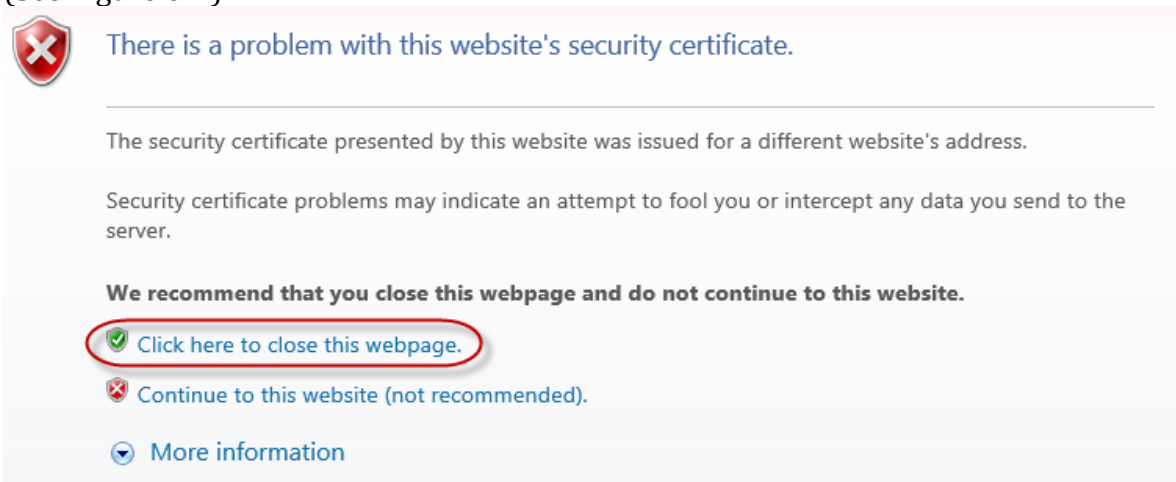


Figure 0-1 Certificate Error

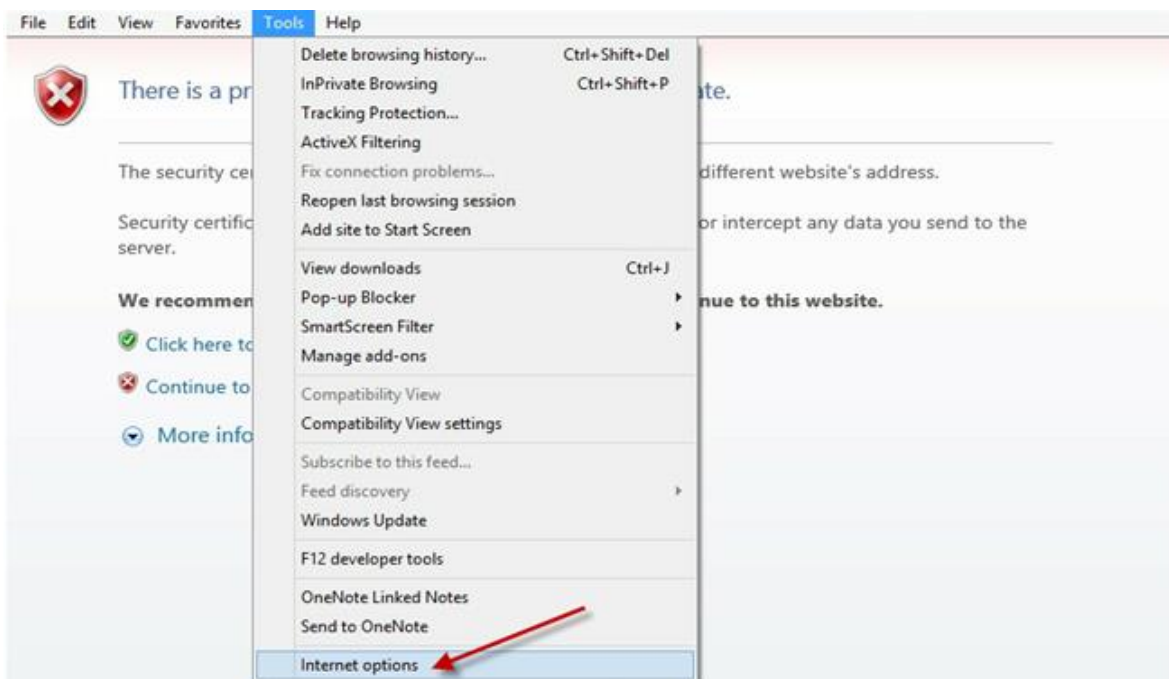


Figure 0-2 Internet Options

3. Click **Advance**, scroll down until you see **Warn about certificate address mismatch\***, please uncheck **it**. Click **Ok**. (See Figure 0-3)

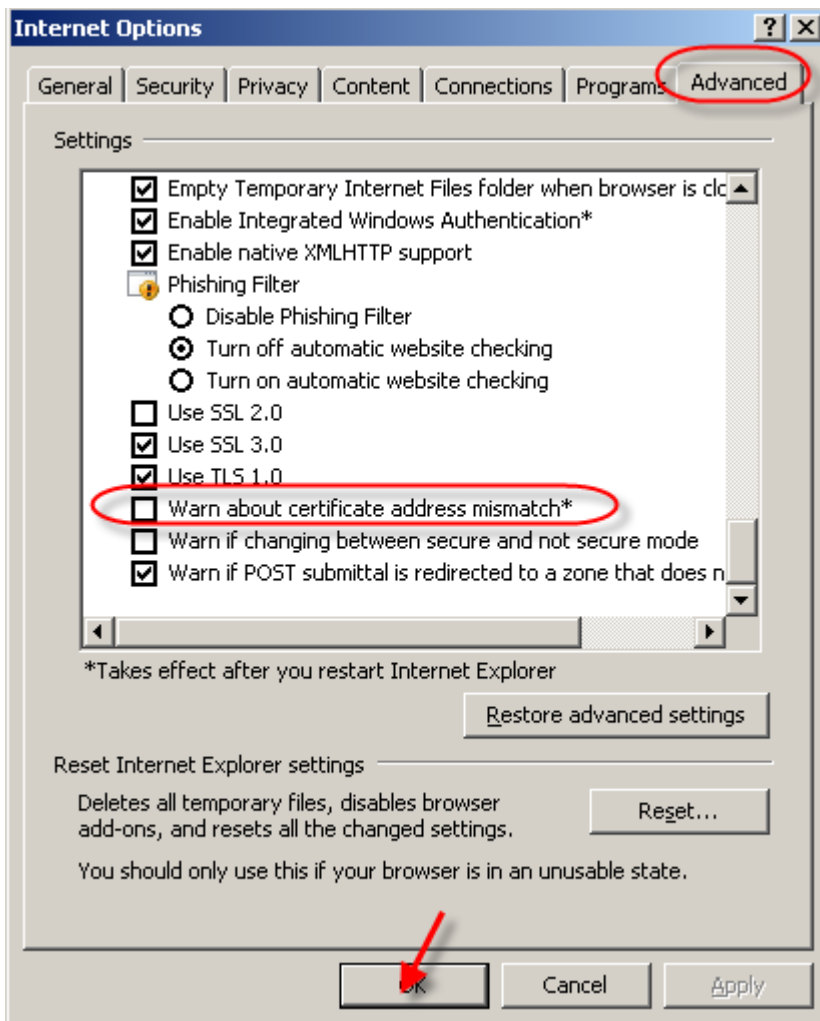


Figure 0-3 Warn about certificate address mismatch\*

4. Close all Internet Explorer and restart a new one and retype EEC address in [Step 1](#).
5. You will see **EEC login Page**. Type your **User Name**, **Password** and **Check Code** and click **OK**. (See Figure 0-4)
  - If you do not have user name. Your **User Name** and **first time** temporary **Password** can be obtained by contact [eechelpdesk@syncsoftinc.com](mailto:eechelpdesk@syncsoftinc.com) (China User) or [eechelpdesk@jlahome.com](mailto:eechelpdesk@jlahome.com) (Corporate User) with your supervisor's approval.
  - If you have user Name set up before, but now forget your password - click "Forget password" button to reset password by the given link thru email.
  - If you do not want to type the user name next time, please put a check for **Remember User Name**.



### Who We are ...

E&E Co., Ltd is a globally integrated company specializing in providing quality products for every lifestyle. From Home Fashion to Apparel, pet products to decorative accessories. we provide strategic market and design directions, manage production and distribution for our retail trade partners. From concept to final product, our global design and product development teams collaborate with each individual customer to create and source products, that not only meet their objective but consistently deliver strong profitability.

Founded in 1993, E&E has grown rapidly. Our success begins with a unique business model that offers depth and breadth of capability unmatched in the industry. Our talented design team bring originality and freshness to each fashion season by researching and understanding market and trend evolution. From licensing to private label, our collective design experience and production execution are the foundations for our success at retail. Using innovative tools and strategies, E&E creates synergies in design, global sourcing and manufacturing.

User Name	<input type="text" value="sunxiaohe@jlachina.com"/>
Password	<input type="password" value="....."/>
Check Code:	<input type="text" value="8rp82x"/> 
	<input checked="" type="checkbox"/> Remember User Name
	<input type="button" value="OK"/> <input type="button" value="Reset"/>

Figure 0-4 EEC Login Page

- After the first login, please change the password immediately to your own by clicking **Password** located on the top bar of the front page.



7. Type your **Old Password**, **Password** and **Confirm Password** and click **OK**. The system requires the password to be a minimum of 8 characters in combination of letters and numbers, and it is case sensitive. (See Figure 0-5)

Do you want to modify your password ?

Old Password:		
Password:		
Confirm Password:		

Notes: Please type password with 8~30 characters and match upper/lower case

Figure 0-5 Modify Password Page

8. To try your new password, click **Logoff** located on the top bar of the front page.

