

How to Log into EEC and Change Password

1. In Internet Explorer, type EEC address as below.
 Internal: <https://192.168.0.94/EECSysTemUS>
 External: <https://64.47.138.40/EECSysTemUS>
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)

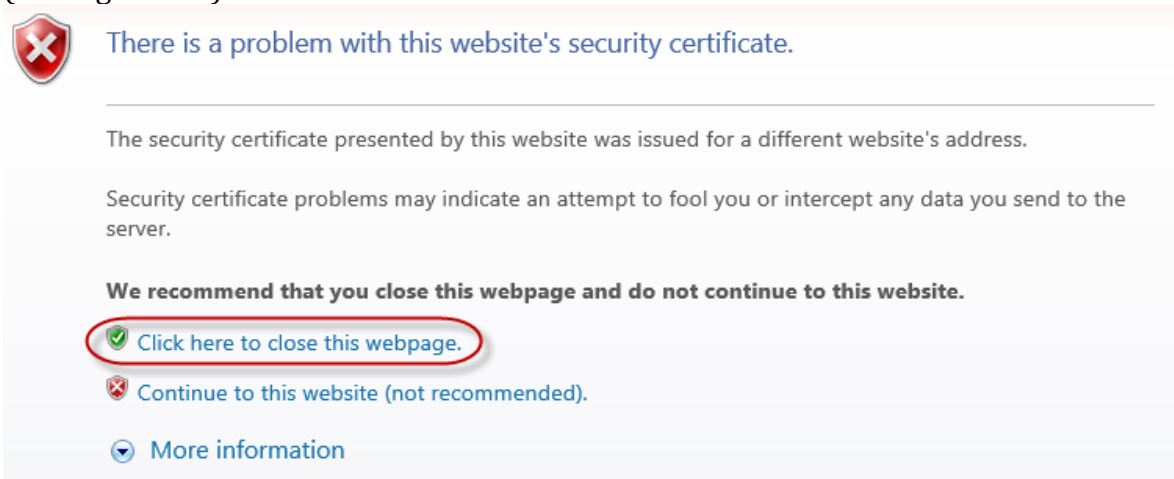


Figure 0-1 Certificate Error

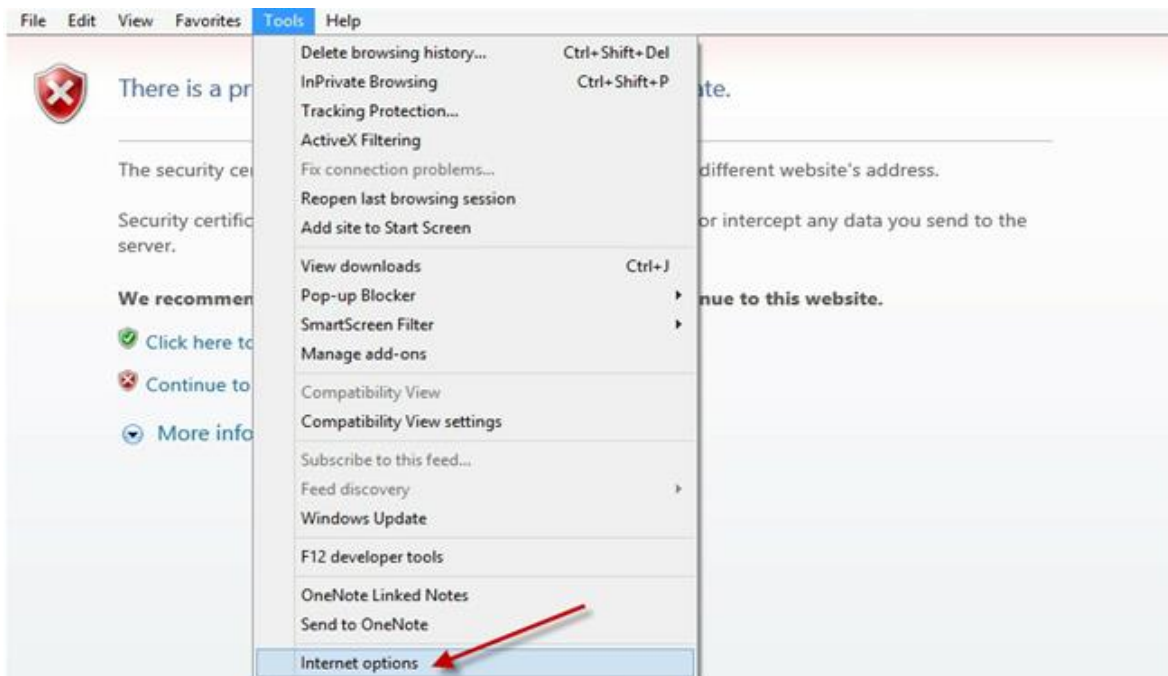


Figure 0-2 Internet Options

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

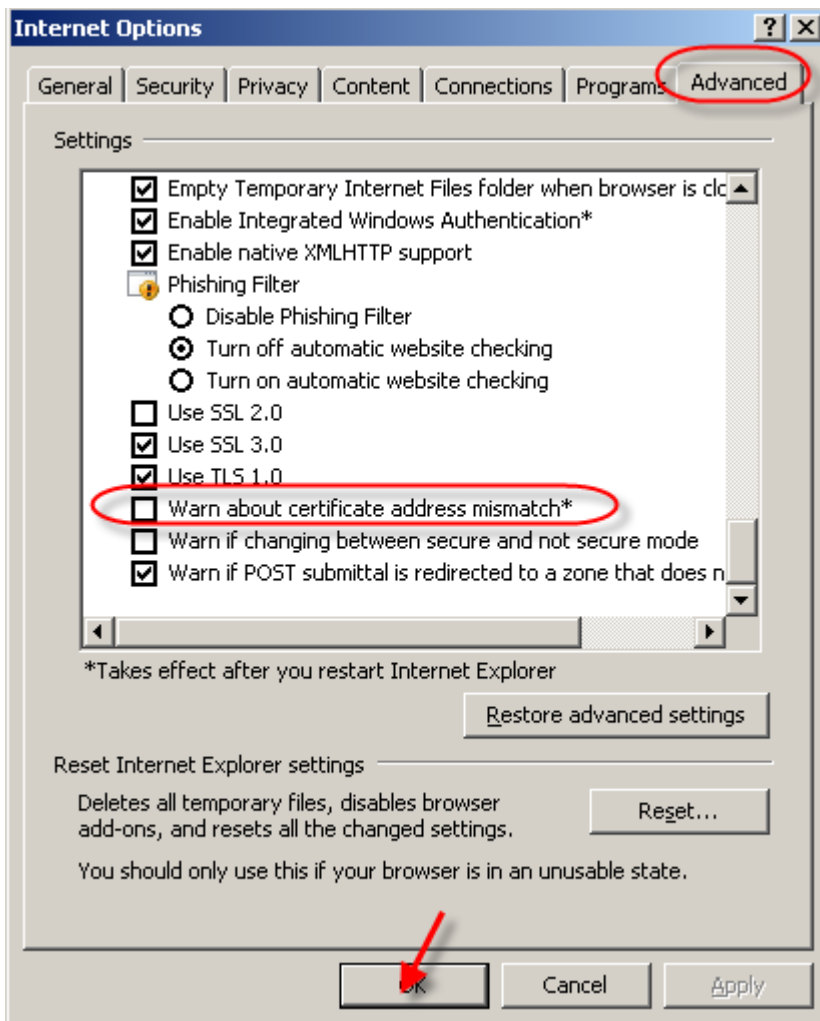


Figure 0-3 Warn about certificate address mismatch*

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 (China User) or 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**.



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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.

