

IMPORTANT NOTE! You will not have access to this App until after your first day of work.

Initial Log in Instructions

Logging into People Savvy for the First Time

For any questions or concerns contact:

Charla Koeppel

Email: Charla@millertimber.com

Phone: (541) 929-2840

Text: (541) 740-4338

OR

KC Lightsey

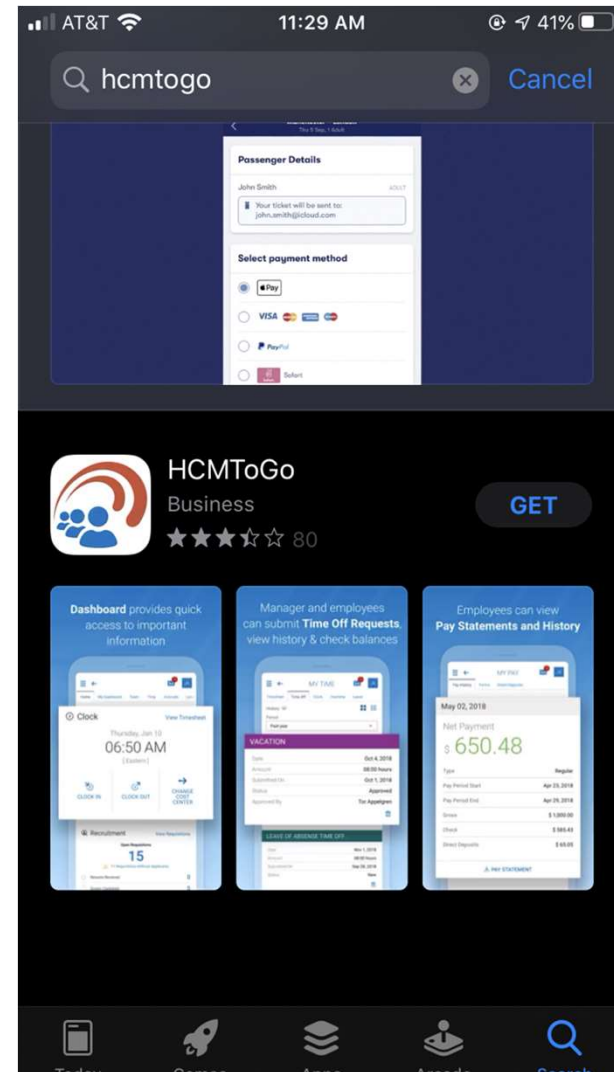
Email: KC@millertimber.com

Phone: (541) 929 -8971

Installing the App

- In the **app store** search for HCMtogo
- If you plan to log in on your computer the link to people Savvy is:

<https://secure5.saashr.com/ta/MillerTimber.login?rnd=DXN>



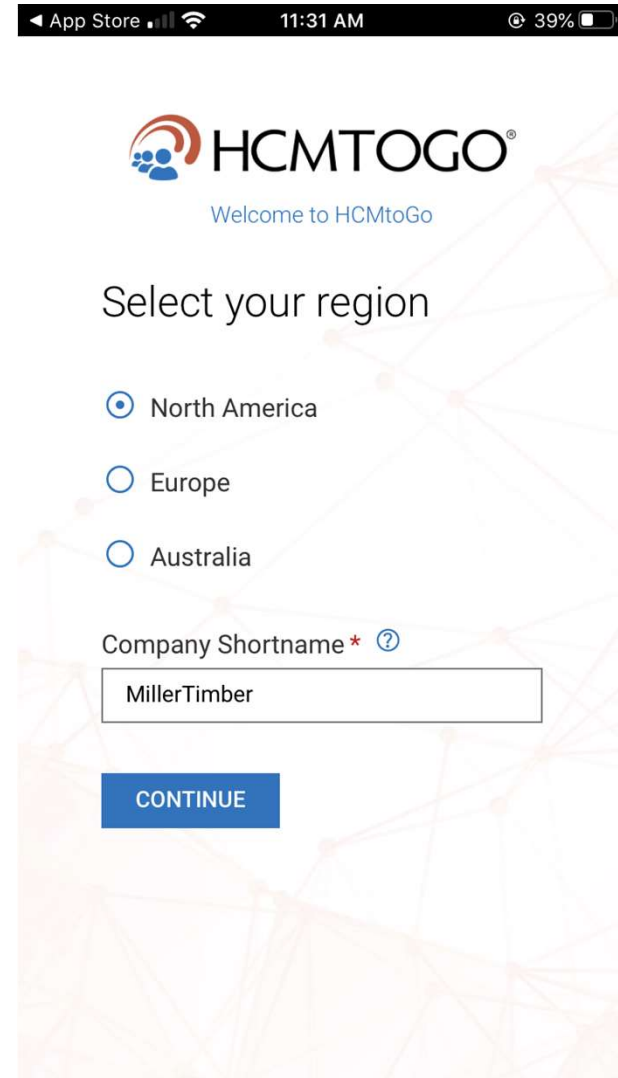
Setting Up the App

The first time you open the app it will prompt you to enter your region and Company Shortname

- Our Company Shortname is

MillerTimber

NO SPACES BETWEEN MILLER AND TIMBER



PLEASE NOTE:

- IF YOU REPLACE YOUR PHONE AND RE-DOWNLOAD THE APP YOU WILL HAVE TO DO THE INITIAL LOG IN STEPS AGAIN.

Logging In

Your Username is the First Initial of Your First Name Combined With Your Last Name.

It IS Case Sensitive! Example:

Charla Koeppe = CKoeppe

Your first time logging in you will use the default password created for every person:

Password: 1234* Pass!words

App Store 11:32 AM 39%

MILLER
Timber Services

Miller Timber Services, Inc.

Log In 11:32 AM [PST]

Username

CKoeppe

Password [Forgot your password?](#)

LOGIN

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Changing Your Password

When you've logged in for the very first time it will auto prompt you to change your password

The Password MUST include at least one of the Following:

- Upper Case Letter
- Lower Case Letter
- Number
- Symbol
- Be At Least 15 Characters Long

i.e. 1234*Pass!words

*You will have to enter it in both boxes to confirm it

Change Password

Old Password

New Password

The New Password must be at least 8 characters long and contain at least one of each of the following character types:

- Upper Case Letter
- Lower Case Letter
- Number
- Symbol

Example: Password!

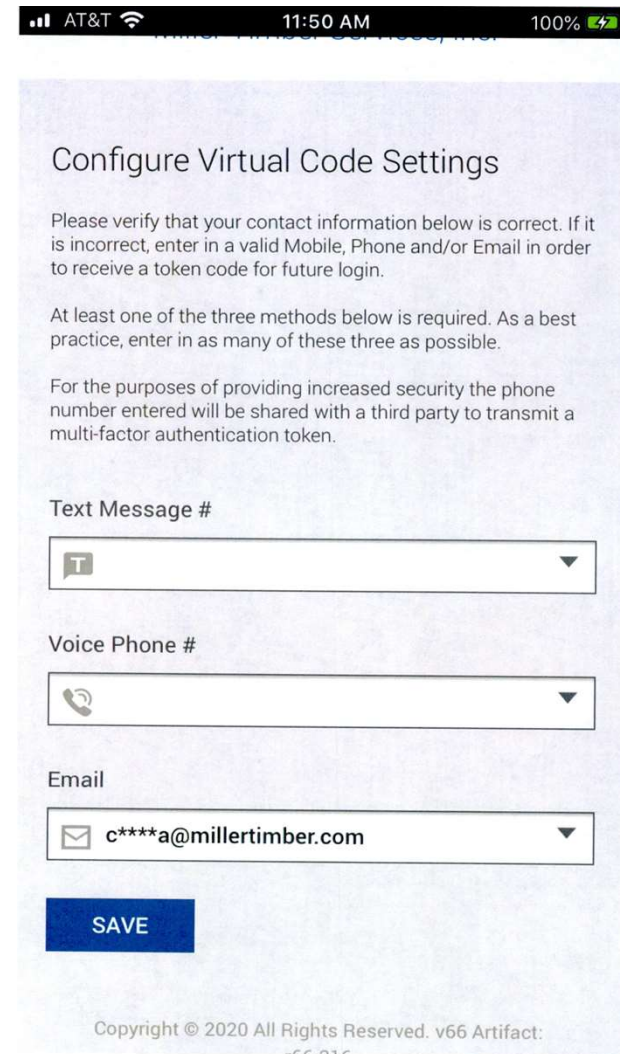
Done

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Login In Verification

The first time logging onto a new device you will have to verify your identity. You must select one of the three options to receive your verification code.

- Text
- Voice Message
- Email



The screenshot shows a mobile application interface for configuring virtual code settings. At the top, the status bar displays AT&T, signal strength, Wi-Fi, 11:50 AM, and 100% battery. The main heading is "Configure Virtual Code Settings". Below this, there are three paragraphs of instructional text. The first paragraph states that contact information must be verified and that a token code will be sent. The second paragraph notes that at least one of the three methods (Text, Voice, or Email) is required. The third paragraph explains that the phone number will be shared with a third party for multi-factor authentication. The form consists of three dropdown menus: "Text Message #" with a text icon, "Voice Phone #" with a phone icon, and "Email" with an email icon and the address "c****a@millertimber.com". A blue "SAVE" button is located below the form. At the bottom, there is a copyright notice: "Copyright © 2020 All Rights Reserved. v66 Artifact: 66 016".

Configure Virtual Code Settings

Please verify that your contact information below is correct. If it is incorrect, enter in a valid Mobile, Phone and/or Email in order to receive a token code for future login.

At least one of the three methods below is required. As a best practice, enter in as many of these three as possible.

For the purposes of providing increased security the phone number entered will be shared with a third party to transmit a multi-factor authentication token.

Text Message #

Voice Phone #

Email

SAVE

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Email Verification

- Whichever option you pick, they will send you a number code
- You need to enter that code into the Key code box
- Make sure you check the box at the bottom

By checking this box, the system will not require the entry of a code from this browser and computer with each login.

If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

CONTINUE

The image shows two screenshots from a mobile device. The left screenshot is an email inbox with the following entries:

- donotreply@millertimber.com** 11:34 AM > ACTION REQUIRED By User Please enter the code in application to continue login process. CODE: 719337
- Doggett Sara** Ponsse Invoices Please see attached copy of invoices from Ponsse. CD202000442 CD202000448 CD202...
- do-not-reply@azuga.com** 9:01 AM > Azuga Speeding Alert- Summary [Logo] <https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.azuga.com&c=E,1,0_...>
- FastoolNow.com** 5:12 AM > 10% Off ALL Laguna & SuperMax Is Still Going... Save 10% on all Laguna / SuperMax <https://linkprotect.cudasvc.com/url?a=https%3a%2f%2f...>
- charla** Yesterday > Friday morning

The right screenshot shows the 'Configure Virtual Code Settings' page for Miller Timber Services, Inc. It includes the following text and options:

- Miller Timber Services, Inc.
- Configure Virtual Code Settings
- Please select one of the following methods to validate your identity. A code will be sent to the method chosen.
- You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.
- Methods:
 - Text Message
 - Voice
 - Email
- Email will be sent to: c****a@millertimber.com
- SEND EMAIL**
- Enter Code
- [Key icon] [Input field]