IMPORTANT NOTE! You will <u>not</u> 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 Koeppe
Email:Charla@millertimber.com
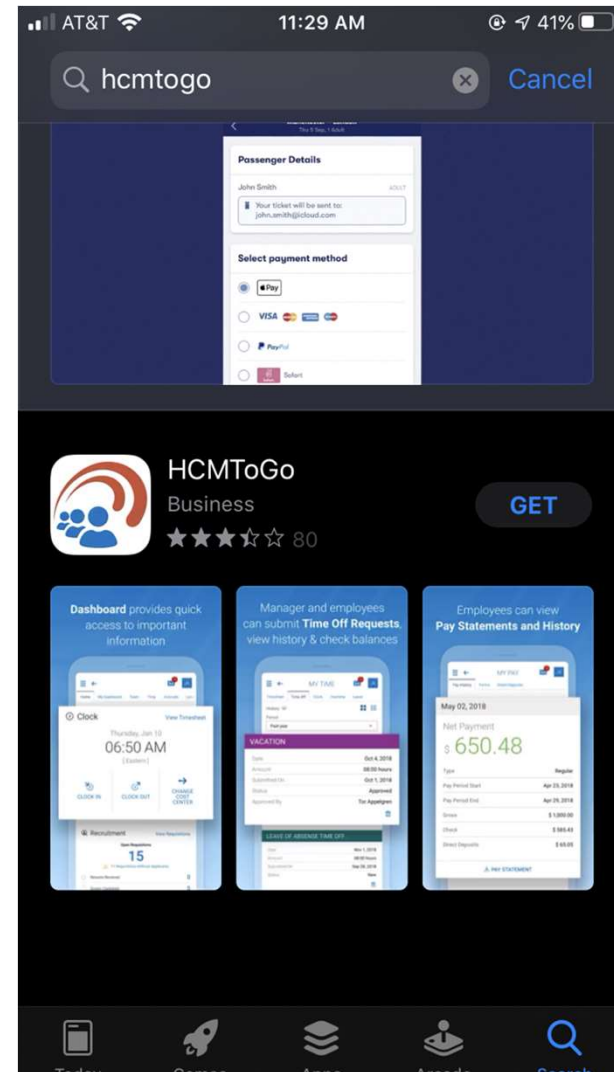Phone: (541) 929-2840
Text: (541) 740-4338
OR
KC Lightsey
Email: KC@millertimber.com
Phone: (541) 929 -8971

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
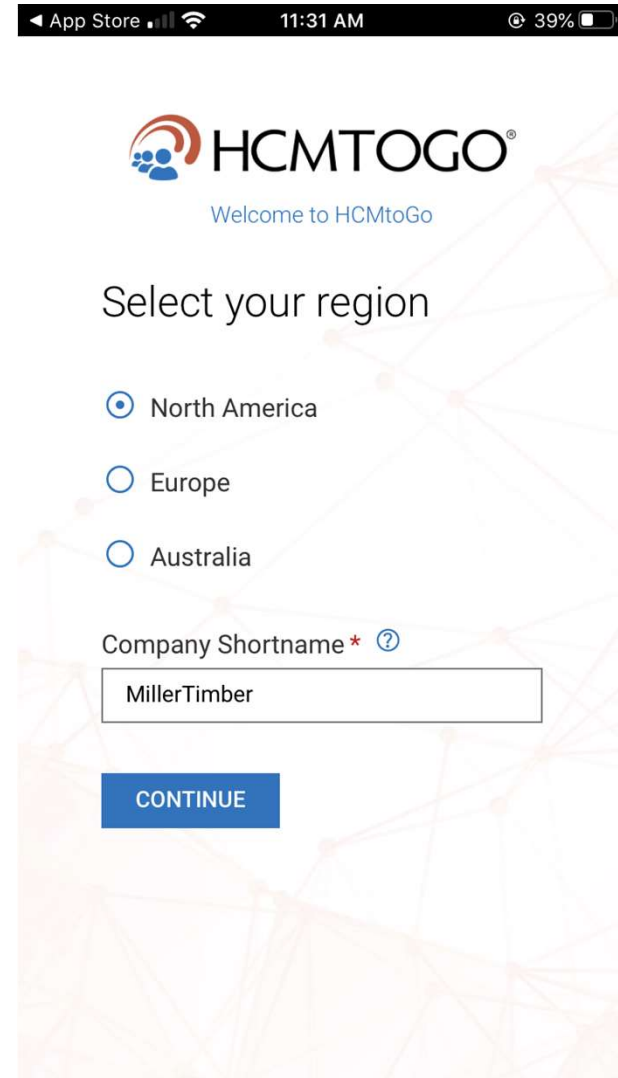
Setting Up the App

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

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
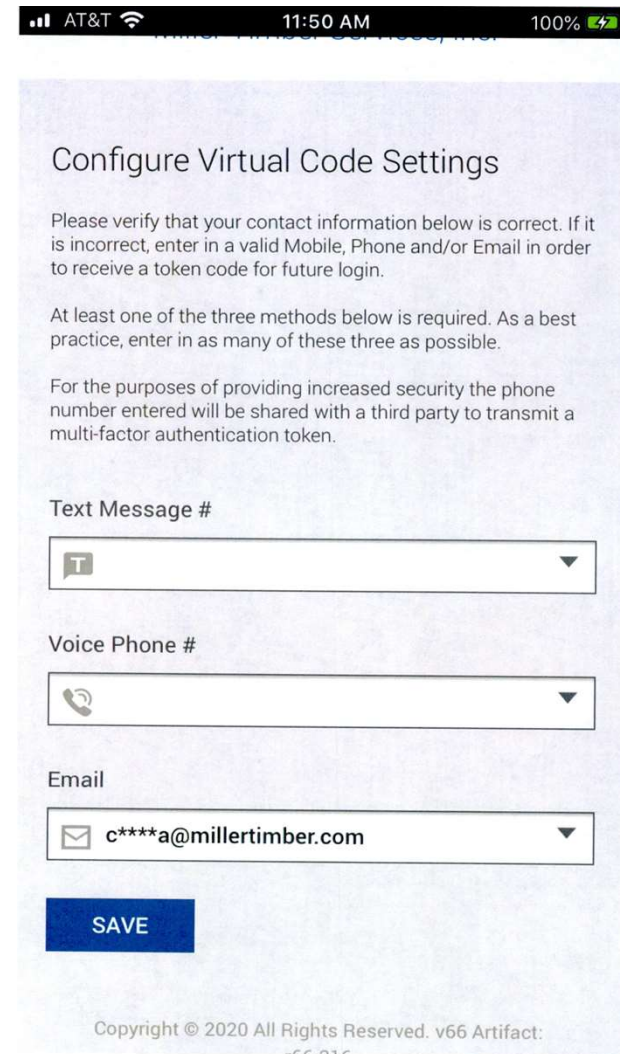
Login In Verification

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

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

c****a@millertimber.com

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

Mailboxes   Edit

Inbox

🔍 Search 🎤

donotreply@millertimber.com   11:34 AM ❯
ACTION REQUIRED By User
Please enter the code in application to continue login process. CODE: 719337

Doggett Sara   9AM ❯
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%...

charla   Yesterday ❯
Friday morning

Updated Just Now

MILLER
Timber Services

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

🔑 [   ]