

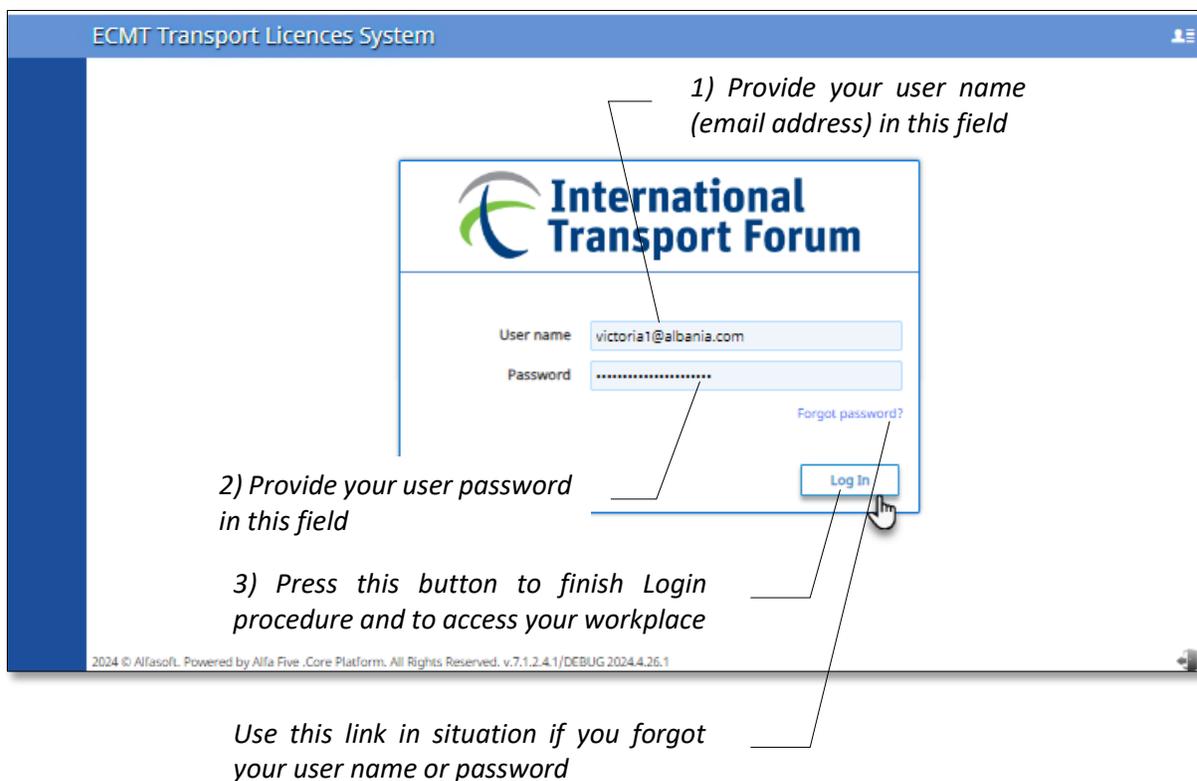
## How to log in the System

User account is created by administrator. To create an account any user provides an email address to the administrator, and the administrator creates an account for the user and provides a password for the following authentication process. Once the account is accessed, the user can change the password for the safety purpose (see paragraph **Error! Reference source not found.**)

To pass the authentication process do the following:

1. Use your browser to access the system's electronic page.
2. In the login form that will be displayed on your screen insert your email as a username and password:

**Figure 1 ECMT TLS login page**



**Note1:** User name and password fields are sensitive for capitalization, so be sure that you enter your credentials in the way they were provided during the registration.

**Note2:** If you forgot your user name or password use “Forgot password?” link situated under the authentication fields.

3. Click  button.

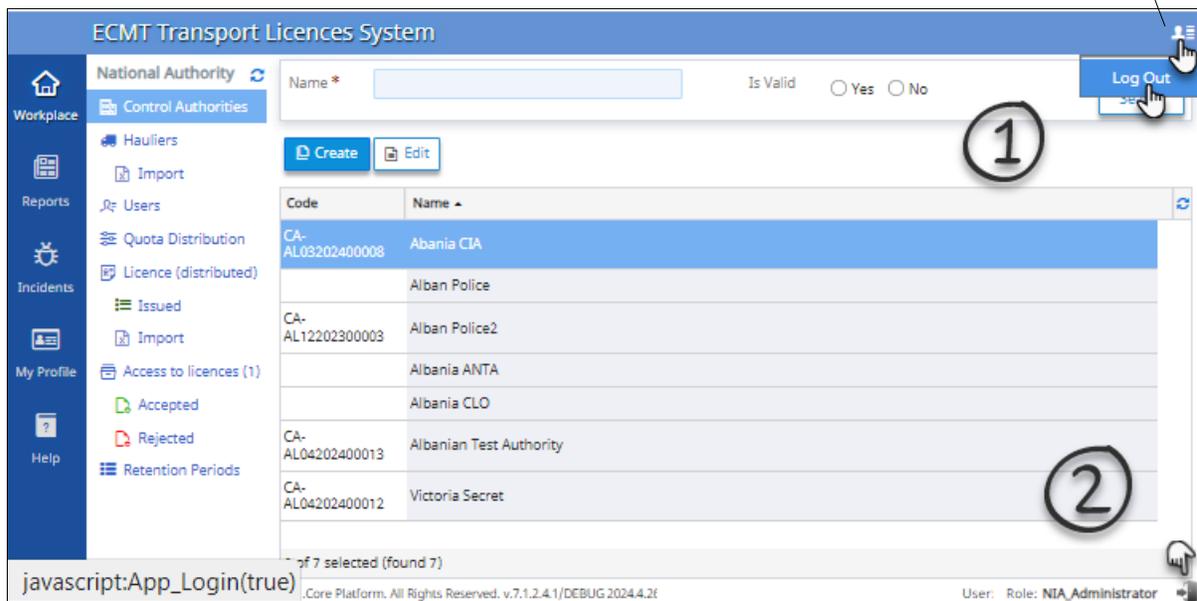
As a result of passed steps you will be moved into your working place (see **Error! Reference source not found.**)

## How to log out the System

Once you are done with your work in the system it is recommended to effectuate Logout procedure. In this way you will protect your workplace from outside interferences and will keep safety of the system data. To execute Logout procedure press **Logout** button in the right top corner of your workplace  or same functionality button in the right down corner of your account workplace .

**Figure 2** Ways to logout the system

*Click these buttons to logout the system*



*Or click these button to logout the system*