



**LEADERS HOLDING CO.**<sup>TM</sup>


Est. 1971

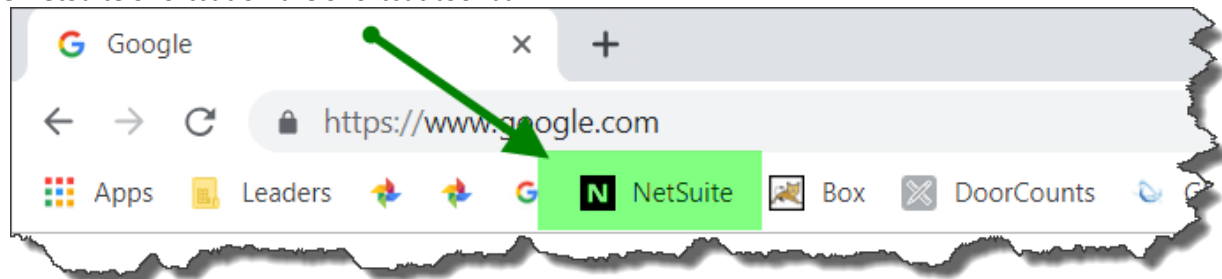
## Logging In To NetSuite

NetSuite is a cloud-based ERP. This means it lives in virtual space on the internet. Each team member will have their own unique log in. Although you can get to the NetSuite Log-In page you will only be able to log into NetSuite while on a company approved device due to current labor laws.

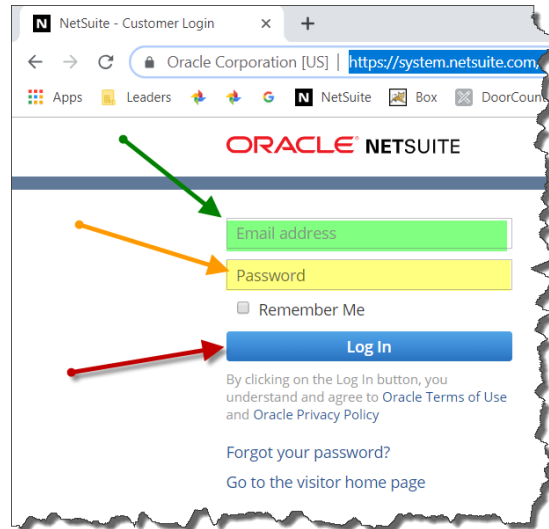
**Note:** You can only have one instance of NetSuite open for your log in credentials. If you open a new browser window and log in again it will close your last session.

### Getting Started

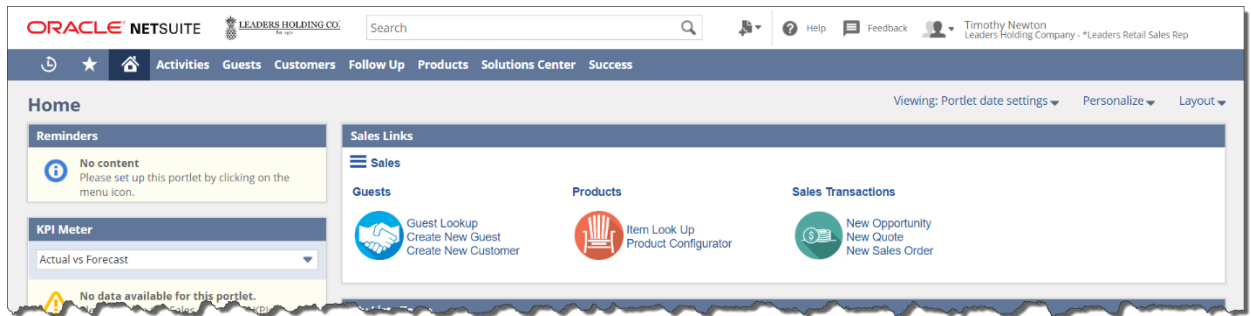
1. Turn on your device and wait for it to boot
2. Open a Chrome Web Browser by clicking  on your desktop or tool bar
3. Click the NetSuite Shortcut on the Shortcut tool bar.



- a.
  - b. If you do not see the shortcut use the following URL
    - i. <https://system.netsuite.com/pages/customerlogin.jsp>
4. Type in your:
    - a. Email Address
    - b. Password
    - c. Press <ENTER>



i.  
5. Welcome to NetSuite



You will have two different roles available to you. Your default production role and a training role called a Sandbox. For Further information on rolls and the Sandbox Training Environment See “Sandbox Training Environment” in the procedure manual.