

Welcome to the team!

1. Creating Your Company Account

Your HR representative will send you an onboarding email containing your company username and a temporary password.

Login to the employee portal and update your password immediately.

2. Setting Up Company Email

Go to mail.company.com and log in using your company credentials.

If you experience login issues, contact the IT department.

3. Accessing Internal Tools

Access tools such as the HR portal, time tracking, and project management via the company intranet at intranet.company.com.