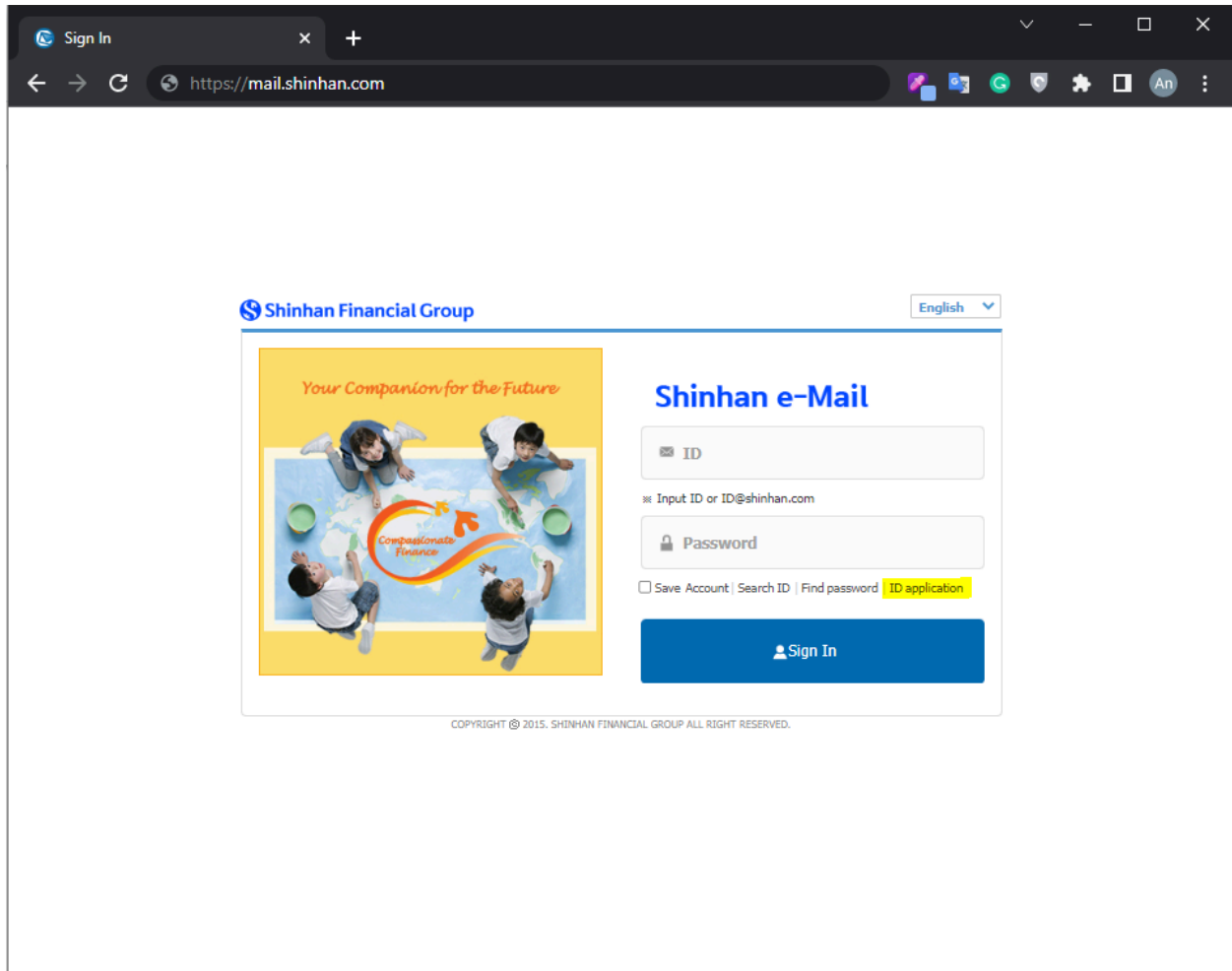


# Shinhan DSVN Web Mail Instruction

(This is available only for employees who have been with the company for at least 2 days. You may not be able to register an email account on your first working day.)

1. Access website: <https://mail.shinhan.com/>
2. Choose **ID application**



The screenshot shows a web browser window with the address bar displaying <https://mail.shinhan.com>. The page content includes the Shinhan Financial Group logo and a language dropdown set to 'English'. On the left, there is a graphic with the text 'Your Companion for the Future' and 'Compassionate Finance' featuring children playing. On the right, the 'Shinhan e-Mail' login section contains an 'ID' input field with a hint 'Input ID or ID@shinhan.com', a 'Password' input field, and a row of links: 'Save Account', 'Search ID', 'Find password', and 'ID application' (which is highlighted in yellow). A blue 'Sign In' button is at the bottom of the login section. A copyright notice 'COPYRIGHT © 2015. SHINHAN FINANCIAL GROUP ALL RIGHT RESERVED.' is visible at the very bottom.

3. Fulfill 2 information below:

- Affiliated Company, choose 신한DS 베트남
- Employee Number

The screenshot shows the Shinhan Financial Group e-Mail login interface. On the left is a banner with the text "Your Companion for the Future" and "Compassionate Finance" over an image of children. On the right is the login form titled "Shinhan e-Mail" with fields for "ID" and "Password". Below these fields are links for "Save Account", "Search ID", "Find password", and "ID application". A "Sign In" button is at the bottom. An "ID application" dropdown menu is open, showing a list of affiliated companies. The company "신한DS 베트남" is highlighted with a red box.

ID application	
Affiliated company	신한금융지주
Employee number	신한금융지주
	신한은행
	신한은행(해외법인)
	신한카드
	신한투자증권
	신한라이프
	신한캐피탈
	제주은행
	신한저축은행
	신한자산신탁
	신한DS
	신한아이다스
	신한신용정보
	신한자산운용(대체투자)
	신한리츠운용
	신한AI
	<b>신한DS 베트남</b>
	신한벤처투자
	신한EZ손해보험

4. Select all the “I agree...” and then select “OK”

5. Fill in the information to create a webmail

- ID format email: Lastname.firstname (Do not input employee number)

For exp: Nguyen Van A => a.nguyen or a.nguyenv then “check duplication” (If “Available ID” is okay to continue)

- Select password

=> Finish => then you have a webmail

## 6. Try Login in the 1st time.

This is your webmail interface

