

# **INTRODUCING EXCELITY ESS Mobile App**

## **HOW TO GET THE APP**

The Excelity ESS app has an Android version and an iPhone version.

- The Android version can be downloaded from Google Play store. It works on Android versions 4.4 and above. Just Open Play Store and Search App “Excelity ESS”.
  - Download link: <https://play.google.com/store/apps/details?id=com.excelity.excelityESS&hl=en>
- The iPhone version can be obtained from App Store. Just Open App Store and Search App “Excelity ESS”.
  - Download link. <https://itunes.apple.com/in/app/excelity-ess/id1146466080?mt=8>

## **Registration and Sign-up Process**

- Please launch the mobile app.
- You can see signup button on login page.
- Once click on signup will redirect to another screen where user can enter all the details. Please provide your Official mail and User Id while registering.
- Once details are submitted the user will receive mail with default password. User has to login with UserID and default password very first time and App will redirect to the Change password screen.
- Please note in case User does not receive Default Password mail then User can click on the Forget Password link and reset their password.

## **LOG IN**

As soon as you open the app, the login page opens up. You need to enter User Id and Password.

**Enter User Id** – This is the user ID registered through the Mobile registration page.

*Note: This is not the same as the Web login.*

**Enter password** – This is the password you have set during registration. While entering the password, you can choose to have it visible or have it in asterisks, so as to keep it private from privy eyes. This can be controlled by clicking on the eye-shaped icon at the end of the line where you enter your password.

\* An open eye indicates that the text is visible

\* A crossed eye shows the letters as you type and immediately turns them into an asterisk.

If you cannot remember your password, navigate to the bottom of the screen. Use “Forgot Password” icon. Clicking on takes you to a new page where you have to enter the below details. Once you submit these, you can reset your password.

- User ID
- Email ID
- Date of Birth (DOB)
- Date of Joining (DOJ)

As of now, the app can support only in English language