

Lead Employer Trust Manager Registration User Guide

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Name of Creator: Wendy Burney

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Introduction

This guide is intended to assist managers and authorisers complete the user account registration process where a user account has been created for them as part of the system implementation.

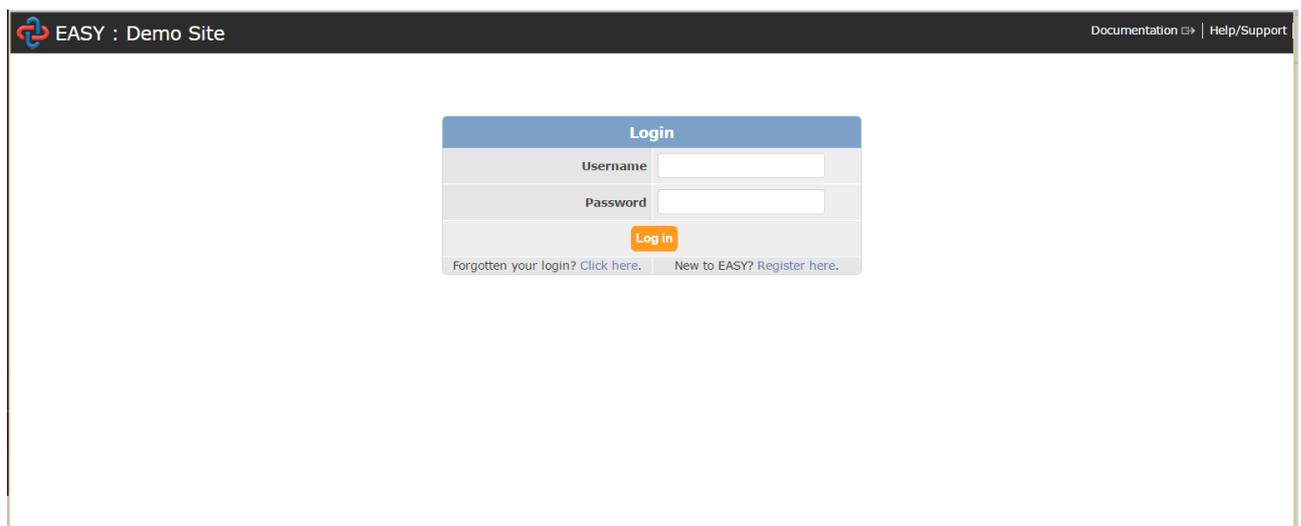
The images used in this guide taken from our demonstration system, but the steps shown below still apply.

An email may accompany this document that may contain additional information such as the EASY web address for your organisation.

Registering with the System

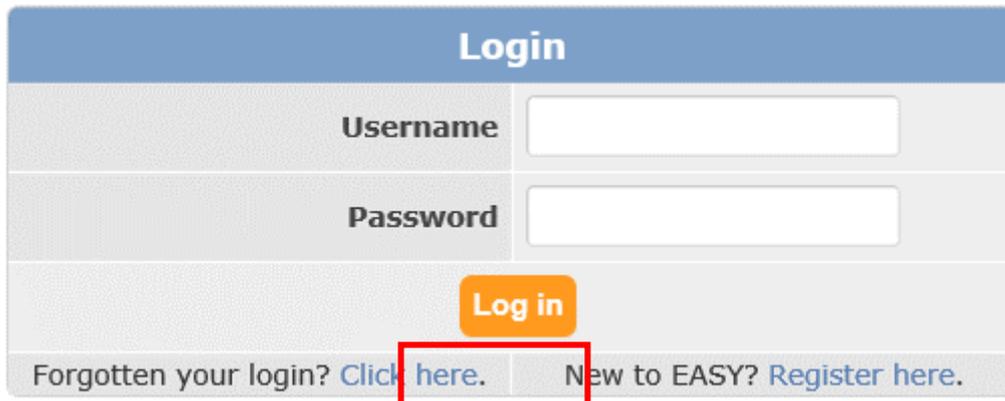
Step 1 – EASY Login Page

Open the EASY login page for the Lead Employer trust Electronic Expenses system via this link <https://let.easy.giltbyte.com>



Step 2 – Forgotten Your Login Link

Click on the Forgotten your login link on the login page.



Username

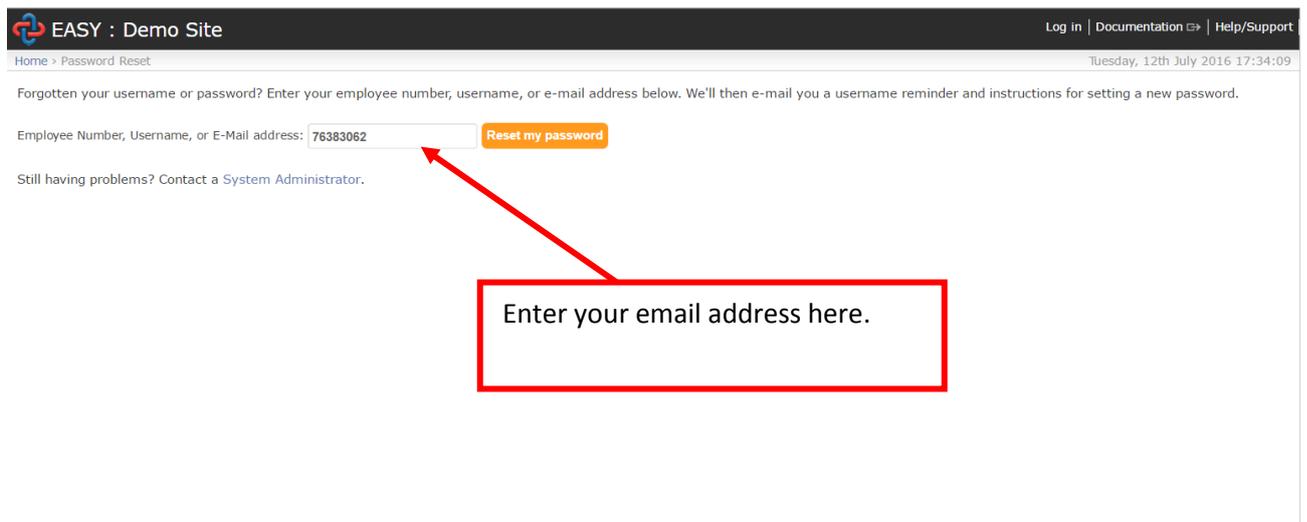
Password

[Log in](#)

Forgotten your login? [Click here.](#) New to EASY? [Register here.](#)

Step 3 – Enter your Email Address

Enter your email address in the field on the Password Reset page and then click on the **Reset my password** button. Please note that when you enter your email address this should be the email address that was used to send you the email that accompanied this guide.



EASY : Demo Site Log in | Documentation ⇨ | Help/Support

Home > Password Reset Tuesday, 12th July 2016 17:34:09

Forgotten your username or password? Enter your employee number, username, or e-mail address below. We'll then e-mail you a username reminder and instructions for setting a new password.

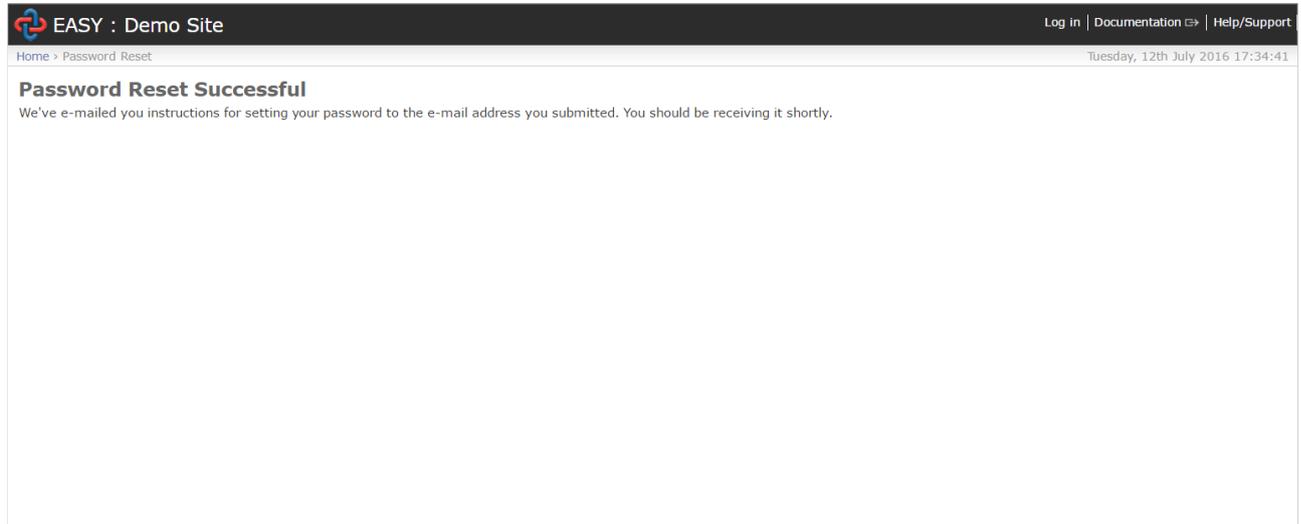
Employee Number, Username, or E-Mail address: [Reset my password](#)

Still having problems? Contact a [System Administrator](#).

Enter your email address here.

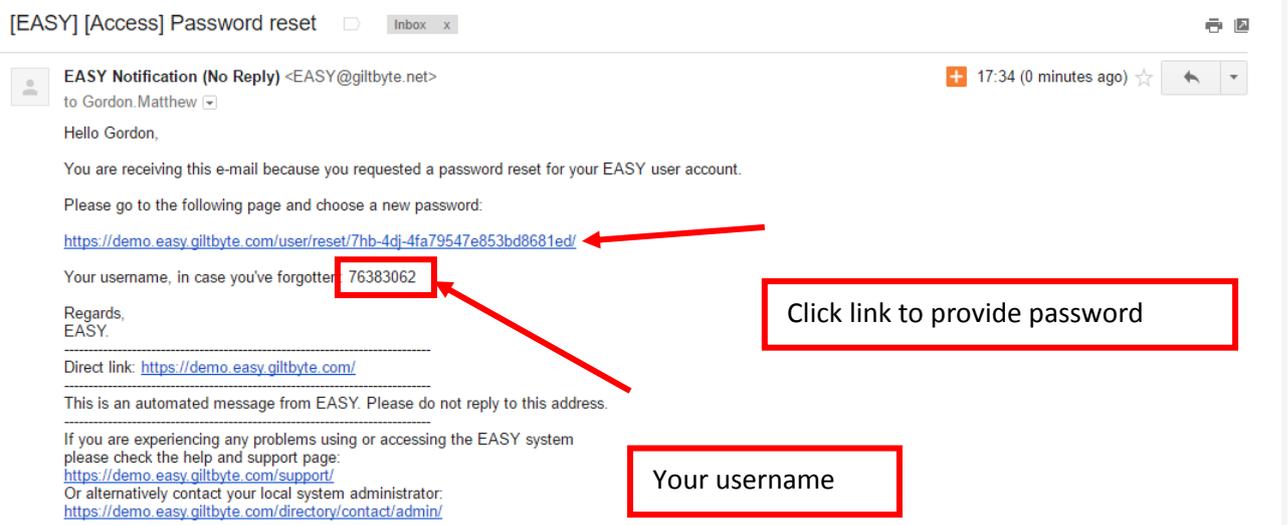
Step 4 – Password Reset Successful Page

After clicking on the **Reset my password** button, a password reset successful page will be displayed. This is just a confirmation that the system has sent you an email to enable you to complete the password reset process.



Step 5 – Password Reset Email

Check your email inbox for the email that the system has sent. The email contains a link that will open the page to enable you to provide a new password. In addition, the email confirms your username that you will require to log into the EASY System in future.



Step 6 – Provide Your Password

Enter the password that you have chosen in the New Password and New Password Confirmation fields, and then click on the **Submit** button. At the top of the page there is a note that tells you what your organisation’s password requirements are, e.g. minimum length of 8 character, a mix of upper and lower case characters and a number.

You will be asked to provide the password each time that you log into the system.

EASY : Demo Site Log in | Documentation ⇨ | Help/Support

Home > Password Reset Tuesday, 12th July 2016 17:36:23

Please enter your new password twice so we can verify you typed it in correctly.

Passwords must:

- be at least 8 characters long.
- contain at least one number.
- contain a mix of upper and lower case characters.

New password:

New password confirmation:

[Submit](#)

Step 7 – Password Reset Complete

The Password Reset Complete page will be displayed. This also has a [Log In](#) link that you should click on to take you to the Log In page.

EASY : Demo Site Log in | Documentation ⇨ | Help/Support

Home > Password Reset Tuesday, 12th July 2016 17:36:59

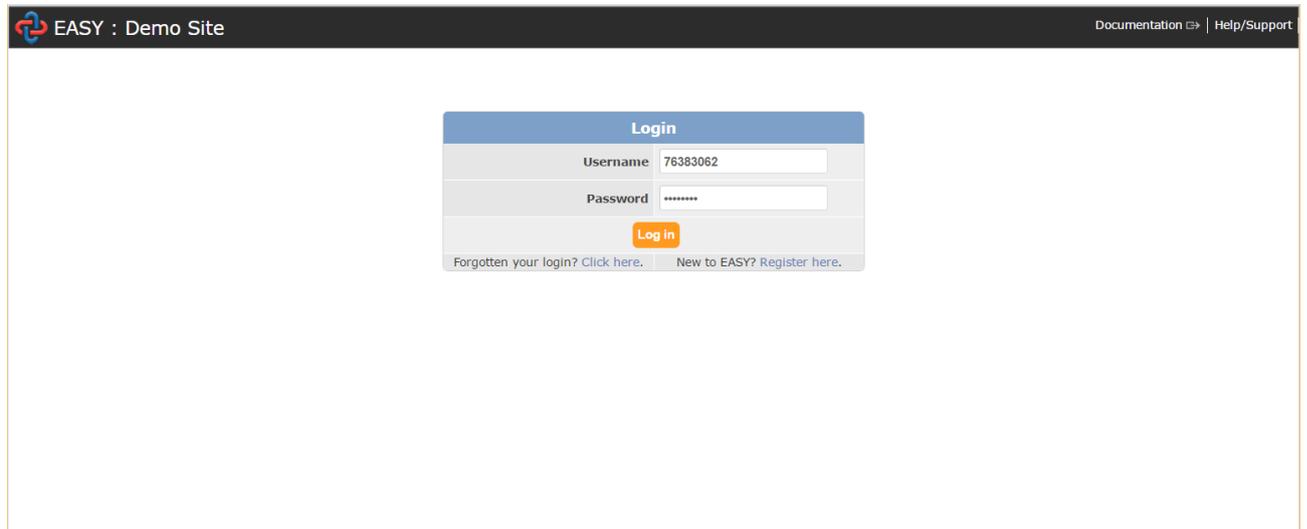
Password Reset Complete

Your password has been set. You may go ahead and log in now.

[Log in](#)

Step 8 – Log Into EASY

Enter your username that was provided in the email that was sent to you, enter the password that you have chosen and click on the **Log in** button

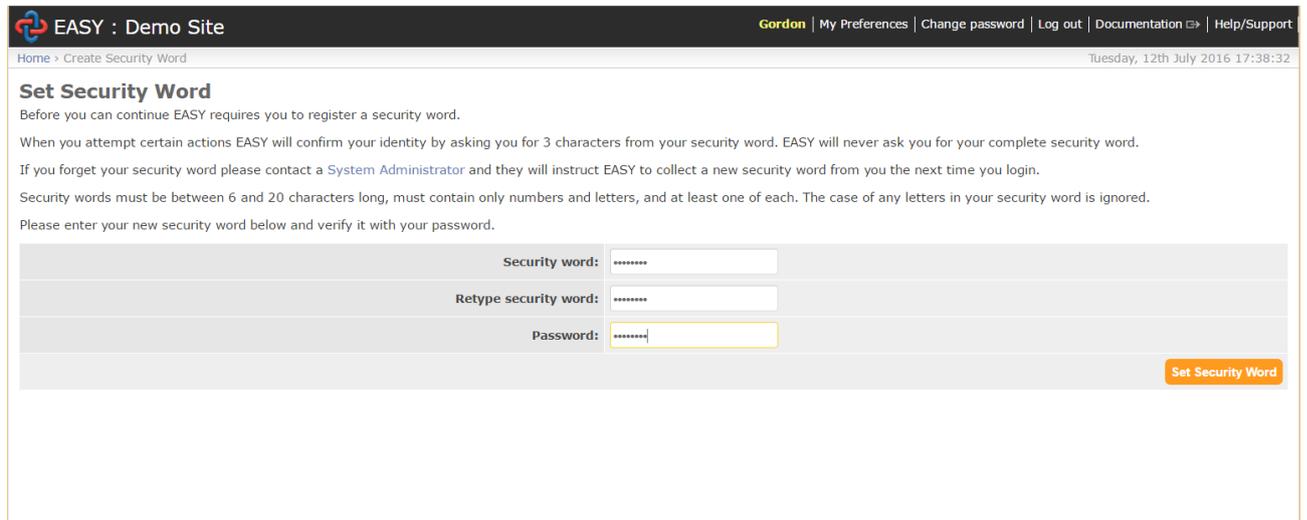


The screenshot shows the EASY Demo Site login page. At the top left is the EASY logo and 'EASY : Demo Site'. At the top right are links for 'Documentation' and 'Help/Support'. The main content area features a 'Login' form with a blue header. The form has two input fields: 'Username' with the value '76383062' and 'Password' with masked characters '*****'. Below the fields is an orange 'Log in' button. At the bottom of the form, there are two links: 'Forgotten your login? Click here.' and 'New to EASY? Register here.'

Step 9 – Provide a Security Word

When you first log into the EASY System you will be asked to provide a security word. The security word is effectively your electronic signature, and the system will ask you for three characters from your security word whenever you submit your own expense claims for authorisation or when you are authorising your staffs' expense claims or vehicle details.

Enter the security word that you have chosen in the Security Word and Retype Security Word fields, you will also need to enter your password and then click on the **Set Security Word** button.

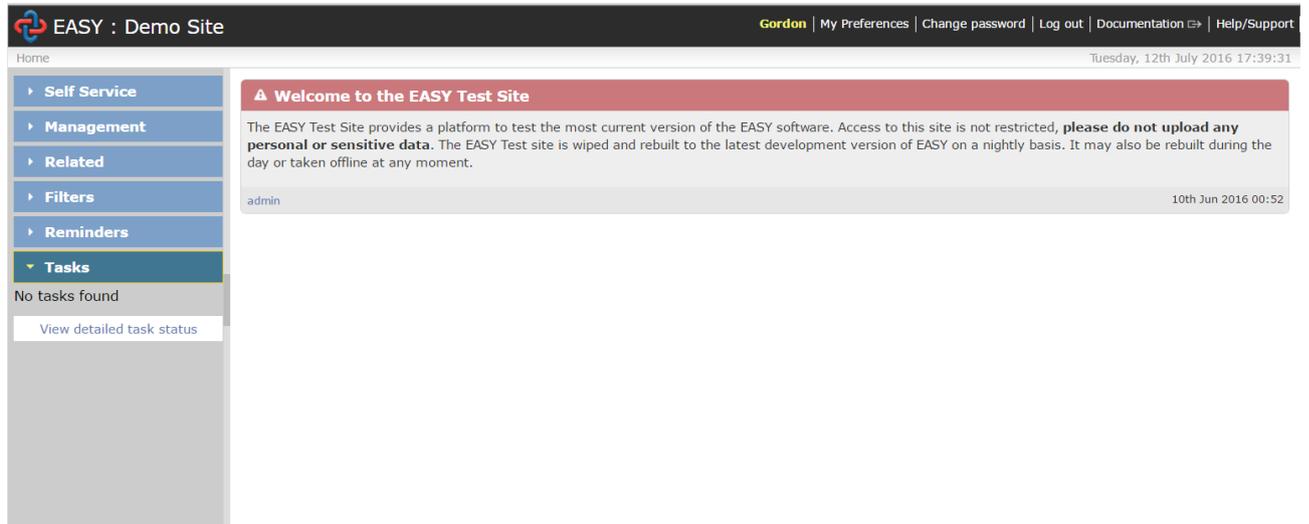


The screenshot shows the EASY Demo Site 'Set Security Word' page. The top navigation bar includes the EASY logo, 'EASY : Demo Site', and user links for 'Gordon', 'My Preferences', 'Change password', 'Log out', 'Documentation', and 'Help/Support'. Below the navigation bar, there is a breadcrumb 'Home > Create Security Word' and a timestamp 'Tuesday, 12th July 2016 17:38:32'. The main heading is 'Set Security Word'. Below the heading, there is explanatory text: 'Before you can continue EASY requires you to register a security word.', 'When you attempt certain actions EASY will confirm your identity by asking you for 3 characters from your security word. EASY will never ask you for your complete security word.', 'If you forget your security word please contact a System Administrator and they will instruct EASY to collect a new security word from you the next time you login.', 'Security words must be between 6 and 20 characters long, must contain only numbers and letters, and at least one of each. The case of any letters in your security word is ignored.', and 'Please enter your new security word below and verify it with your password.' Below the text are three input fields: 'Security word:' with masked characters '*****', 'Retype security word:' with masked characters '*****', and 'Password:' with masked characters '*****'. An orange 'Set Security Word' button is located at the bottom right of the form area.

Step 10 – Registration Complete

After clicking on the **Set Security Word** button, the EASY Home page will be displayed and you have successfully completed the registration process.

Remember that you will need your username, password and security word when using the system in future.



The screenshot shows the EASY Demo Site home page. At the top, there is a navigation bar with the site name "EASY : Demo Site" on the left and user options "Gordon | My Preferences | Change password | Log out | Documentation ⇄ | Help/Support" on the right. Below the navigation bar, the page is divided into a left sidebar and a main content area. The sidebar contains a list of menu items: "Self Service", "Management", "Related", "Filters", "Reminders", and "Tasks" (which is expanded to show "No tasks found" and a "View detailed task status" link). The main content area features a red warning banner titled "Welcome to the EASY Test Site" with a warning icon. The banner text states: "The EASY Test Site provides a platform to test the most current version of the EASY software. Access to this site is not restricted, **please do not upload any personal or sensitive data**. The EASY Test site is wiped and rebuilt to the latest development version of EASY on a nightly basis. It may also be rebuilt during the day or taken offline at any moment." Below the banner, the user "admin" is logged in, and the date and time "10th Jun 2016 00:52" are displayed in the bottom right corner of the main content area. The page also includes a "Home" link and a timestamp "Tuesday, 12th July 2016 17:39:31" in the top right corner.