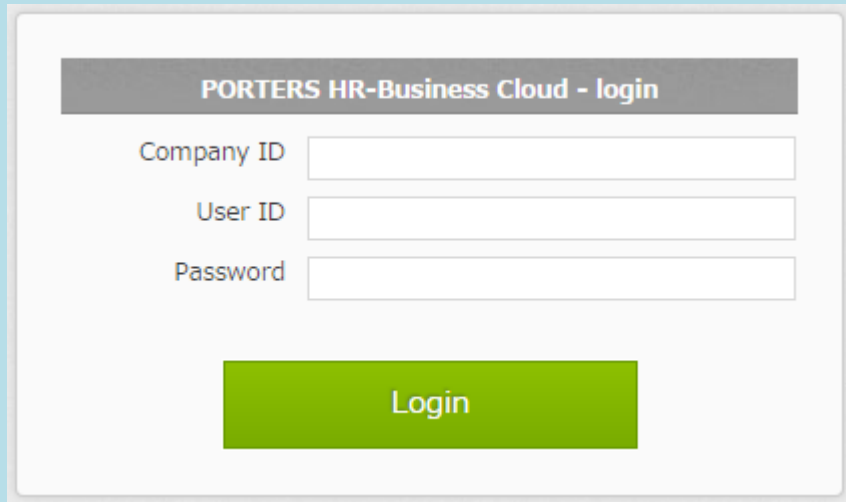


# How to Login, Logout and Change Password

## 1) Login



PORTERS HR- Business Cloud supports following browsers.

Internet Explorer 9 or later  
Google Chrome

While we make every effort to make our application compatible with various browsers, use of an unsupported browser may cause some of our application features and services to operate incorrectly.

Caution: The system does not work well on older versions of Internet Explorer such as versions 6 and 7.

### [Login Procedure]

Access the link below.

<https://hrbc-jp.porterscloud.com/>

- ① Enter the “Company Id”
- ② Enter the “Username”
- ③ Enter the “Password”
- ④ Click the “Login” button

(Additional Information)

“Company Id”: This is common in the company. In case you don't know this, please contact your system administrator.

“Username”: This is the user's email address.

“Password”: This is automatically generated when the user account is created by the system administrator and is sent via email. In case you forgot your password, please contact the system administrator to reset your password.

## 2) Logout

## 3) Password Change

The screenshot displays the PORTERS HR-Business Cloud interface. At the top, the user name 'Catherine Porters' is visible, along with a dropdown menu containing 'User Info', 'Password', 'Edit main menu', and 'Logout'. The 'Password' option is highlighted with a red dashed box. Below the user menu, a red box highlights two buttons: 'A Password' and 'B Logout'. A red arrow points from the 'Password' button to a form titled 'Change Password Procedure'. The form contains three input fields: 'Current Password' (with a masked password of 10 dots), 'New Password', and 'Confirm New Password'. A 'Save' button is located at the bottom of the form. The form is annotated with numbered steps 1 through 4.

### [Logout Procedure]

- ① Click the Name menu at the upper right corner.
- ② Select "Logout" from the menu.

### [Change Password Procedure]

- ① Click the Name menu at the upper right corner.
- ② Select "Password" from the menu
- ③ Enter the current password
- ④ Enter new password twice.
- ⑤ Click the "Save" button.