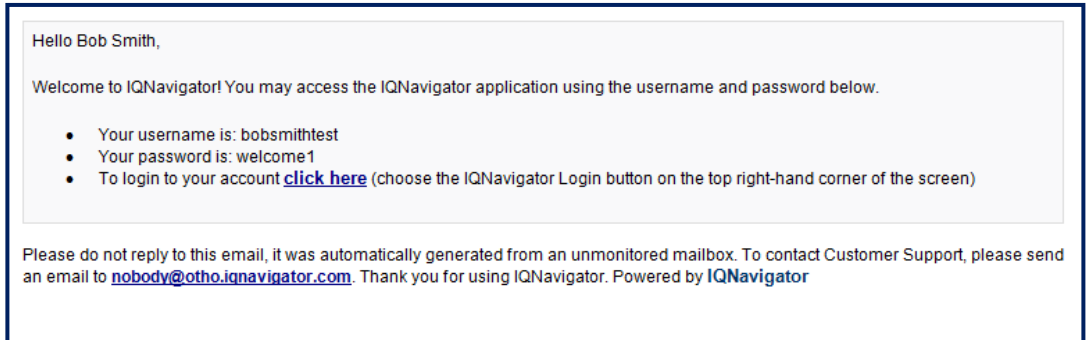


JOB AID: IQNavigator First Time Users Login

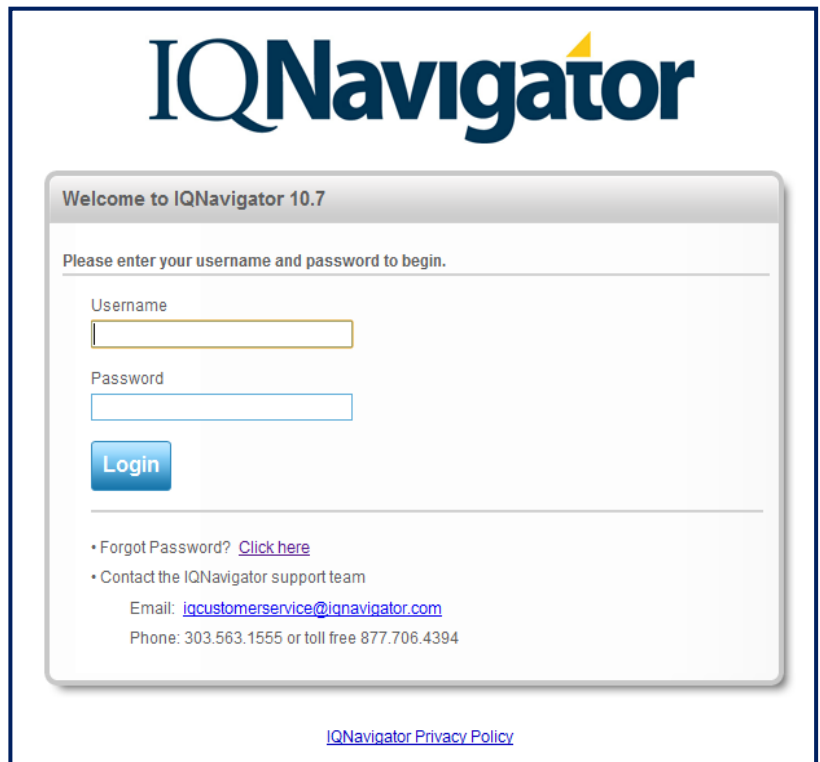
This job highlights the key steps for users logging into the application for the first time.

All new users for IQNavigator will receive an email with “Welcome to IQNavigator” in the subject line. This email will contain a username and password along with a link to the IQNavigator website



To login for the first time, users should follow the instructions below:

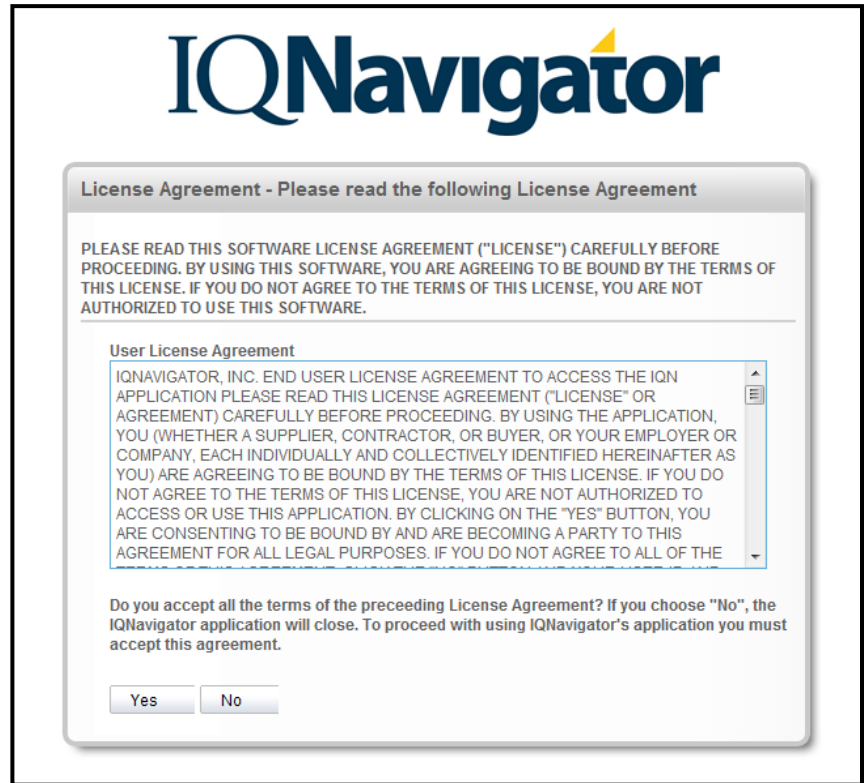
1. The user will need to click the URL and navigate to the website where they will input the username and password.



If you have questions or require assistance with the new application please call the IQNavigator Customer Service Desk at 1-877-706-4394 or send an e-mail to iqcustomerservice@iqnavigator.com.

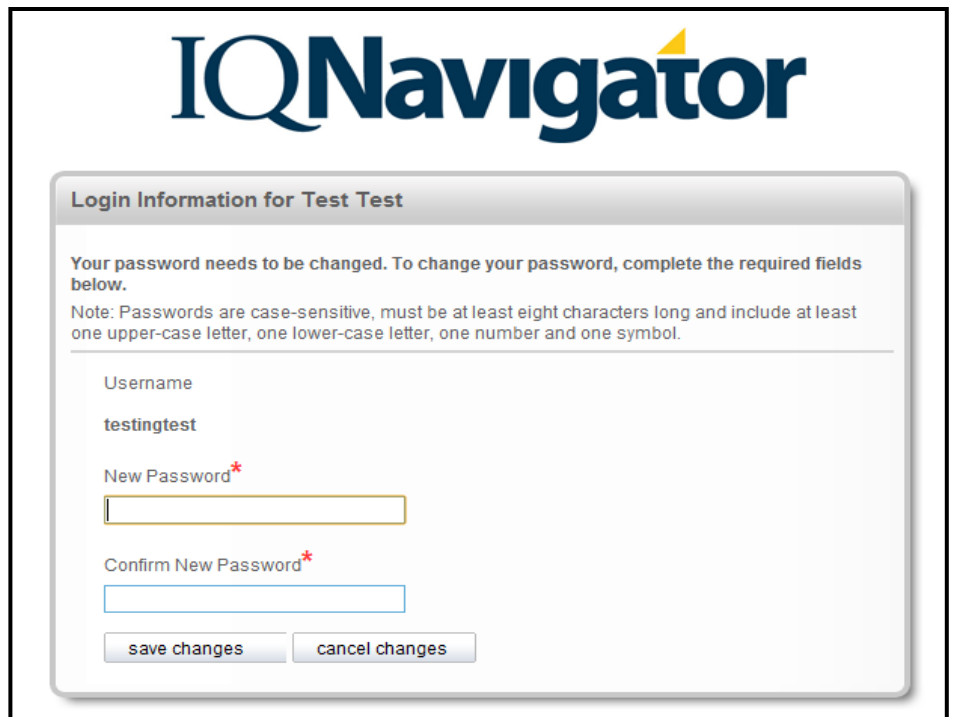
JOB AID: IQNavigator First Time Users Login

2. Then the user will need to accept the end user license agreement by clicking Yes. If this agreement is not accepted, the user will not be able to access the application.



The screenshot shows a dialog box titled "License Agreement - Please read the following License Agreement". The main text reads: "PLEASE READ THIS SOFTWARE LICENSE AGREEMENT ('LICENSE') CAREFULLY BEFORE PROCEEDING. BY USING THIS SOFTWARE, YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS LICENSE. IF YOU DO NOT AGREE TO THE TERMS OF THIS LICENSE, YOU ARE NOT AUTHORIZED TO USE THIS SOFTWARE." Below this is a scrollable text area titled "User License Agreement" containing the full terms of the license. At the bottom, there is a question: "Do you accept all the terms of the preceeding License Agreement? If you choose 'No', the IQNavigator application will close. To proceed with using IQNavigator's application you must accept this agreement." There are two buttons: "Yes" and "No".

3. The user will be prompted to change their password. After a new password is created, the user must click Save Changes and then they will have system access. At this point, the password provided in the original email will be invalid.



The screenshot shows a dialog box titled "Login Information for Test Test". The main text reads: "Your password needs to be changed. To change your password, complete the required fields below." Below this is a note: "Note: Passwords are case-sensitive, must be at least eight characters long and include at least one upper-case letter, one lower-case letter, one number and one symbol." There are three input fields: "Username" with the value "testingtest", "New Password*" (empty), and "Confirm New Password*" (empty). At the bottom, there are two buttons: "save changes" and "cancel changes".

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