

E-KAIZEN USER REGISTRATION GUIDE

<u>SL No</u>	<u>Contents</u>	<u>Index</u>
a)	New User Registration	Page-2
b)	How to get intimate and get approval for my kaizen ID	Page-3
c)	Existing User Login	Page-3
d)	How to Change Password	Page-4
e)	How to Reset Password (Forgot Password)	Page-5

a) New User Registration :-

- Please click on **Sing Up** option as shown in below image.

Login

Please Login using your registered credentials

Company: --Select Company--

Employee ID:

Password:

Forgot your password?

LOGIN

Hello, Welcome

Haven't Registered yet.??

SIGN UP

How to Use?

- a) New User Registration
- b) How to get intimate and get approval for my kaizen ID
- c) Existing User Login
- d) How to change Password
- e) Forgot Password

Create Account

Please provide the following details..!!!

Company: TTipl - TOYOTA TSUSHO INDIA PVT LTD

Corporate Information technology

Demo

Demo123 demo@ttopl.co.in

SIGN UP

Hello, Welcome! (Test)

Already Registered.??

LOGIN

- Please Select Company Name, SBU (If Applicable) and Department.
- Please Enter Emp. Name, Emp. ID (or Name if there is no Emp. ID), Email Address and Password.
- Password must contain 1 Upper Case, 1 Lower Case, 1 Numeric Number and 1 Special Character.
- Please Click on **Sign up** button to complete the User Registration.

b) How to get intimate and get approval for my kaizen ID:-

- Once User Registration is completed, user need to send e-mail (mention with Emp. ID) to the respective Company's e-Kaizen Admin for Approval.
- e-Kaizen Admin will Approve User Request and Confirm to User by email.

c) Existing User Login:-

- User can Login e-Kaizen Portal using Company, Registered Emp. ID and Password, Once User Request has been approved by e-Kaizen Admin.

Login

Please Login using your registered credentials

Company: --Select Company--

Employee ID:

Password:

[Forgot your password?](#)

LOGIN

Hello, Welcome

Haven't Registered yet. ??

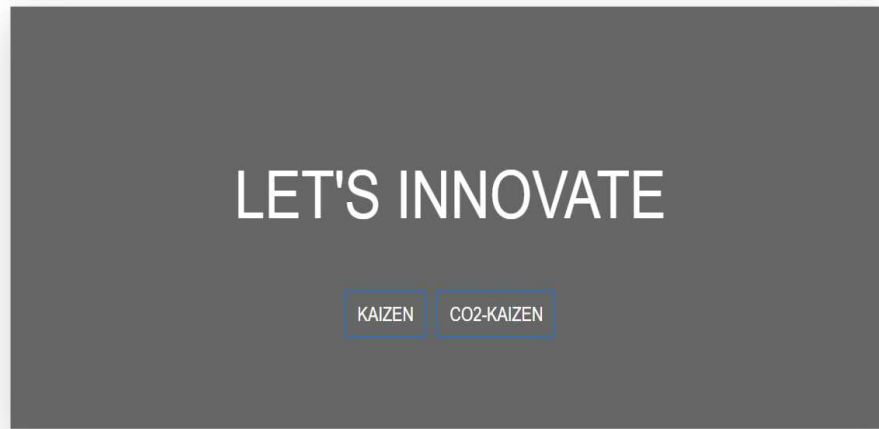
SIGN UP

How to Use?

- a) New User Registration
- b) How to get intimate and get approval for my kaizen ID
- c) Existing User Login
- d) How to change Password
- e) Forgot Password

d) How to Change Password :-

- User Login into the e-Kaizen Portal.
- Click on Change Password Button for Password Change by provided Current and New Password.



Change Password Form

Enter Current Password :

Enter New Password :

Confirm Password :

e) How to Reset Password (Forgot Password):-

- If User forgot e-Kaizen Portal Password.
- User need to send e-mail (mention with Emp. ID) to the respective Company's e-Kaizen Admin for Resetting the User Password.
- e-Kaizen Admin will Reset with New Password and Confirm to User by email.
- User can Login by using New Password and Change Password if Required.