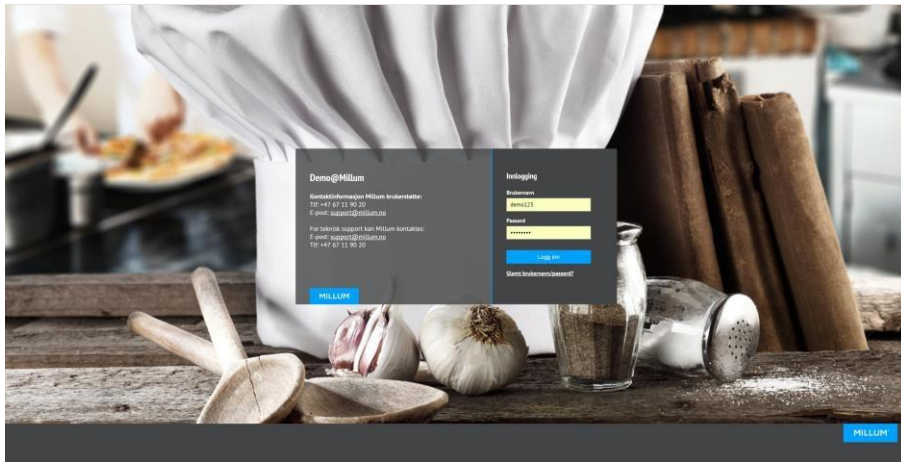


## Log in

To log in to the system you need a link to the web site (url), as well as a username and password from your administrator.

Having followed the web sites URL you will arrive at the log in site:

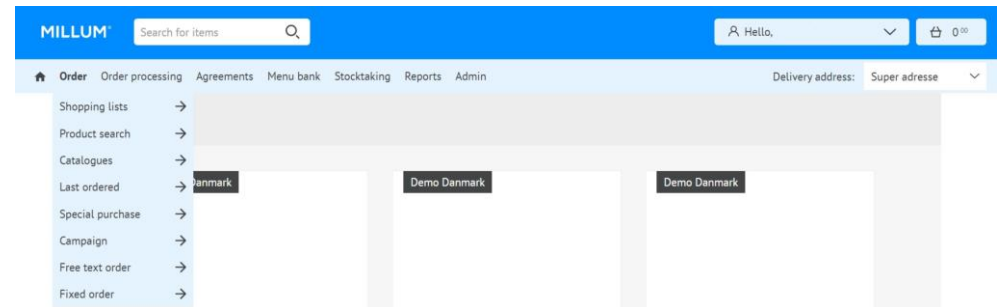


The actual site design will vary slightly, as your company may have implemented the company logo and colours. To log in you add your username in the **User name** field, and your password in the **Password** field.

Should you have forgotten your username/password you can click the text **Glent brukernavn/passord**. Input your email address registered in the system and click the button **Send epost**. You will then receive your username and password in an email sent to your email address. This requires that the correct address is registered for you in the solution. When you have added the correct username and password you click **Logg inn**.

## Order side:

Having logged in you arrive at the **Order site**. Here you will find the menu and the search field where you can perform product searches. By scrolling further down you will see news articles published by your administrator, and an overview of your recently placed order, as well as an overview of your **Shopping lists**.



In the top right-hand side of the screen, you will see your shopping basket, and **My page**. By clicking **My page** you can change the password and email for your user. To go back to your order page, just click on the home-icon (house) or the Millum-logo.

