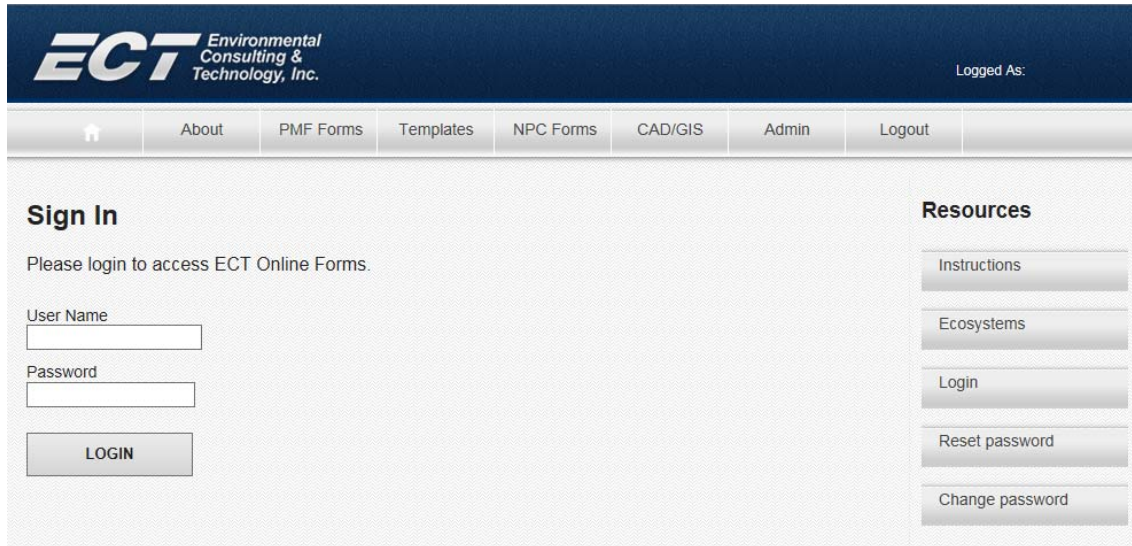


LOGIN INSTRUCTIONS

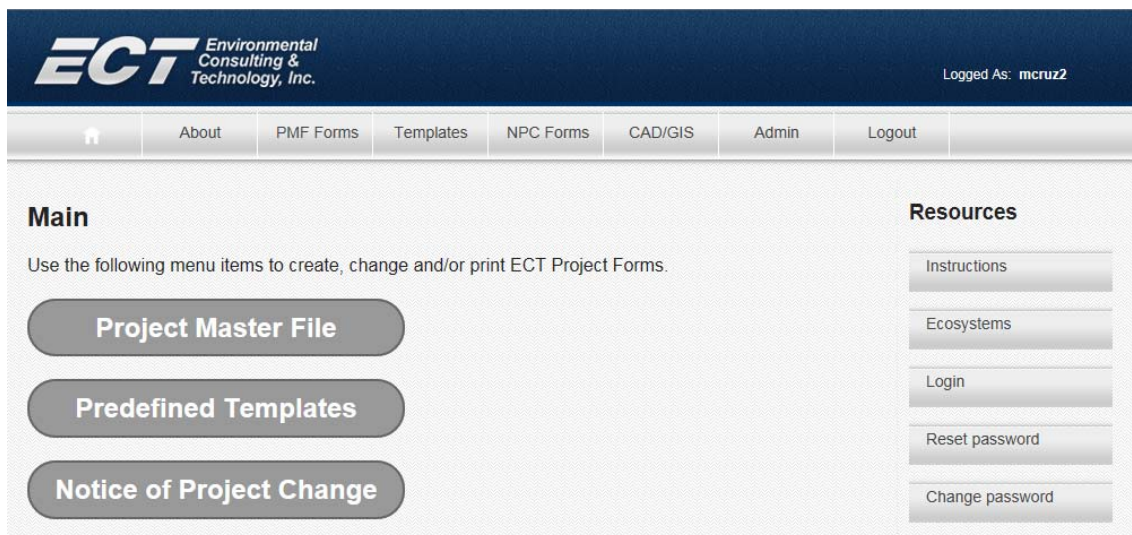
You can access ECT's Online Forms from Ecosystems, Corporate Services page, or by following this link: <http://www.ectincdata.com/admin/index.php>.

The IT department should provide username and password. In general, username will be set to first initial name + last name (ex. jsmith = Joe Smith), and be case insensitive. Password will have no format, and be case sensitive.



The screenshot shows the login page for ECT Online Forms. At the top left is the ECT logo with the text "Environmental Consulting & Technology, Inc.". At the top right, it says "Logged As:". Below the logo is a navigation menu with items: Home, About, PMF Forms, Templates, NPC Forms, CAD/GIS, Admin, and Logout. The main content area is divided into two sections. On the left, under the heading "Sign In", there is a message: "Please login to access ECT Online Forms." Below this are two input fields: "User Name" and "Password", followed by a "LOGIN" button. On the right, under the heading "Resources", there are five buttons: "Instructions", "Ecosystems", "Login", "Reset password", and "Change password".

Once logged in successfully, the following screen should appear, with full access to the system.



The screenshot shows the main page of the ECT Online Forms system after a successful login. The top header is the same as the login page, but now it says "Logged As: mcruz2". The navigation menu is also the same. The main content area is divided into two sections. On the left, under the heading "Main", there is a message: "Use the following menu items to create, change and/or print ECT Project Forms." Below this are three large, rounded buttons: "Project Master File", "Predefined Templates", and "Notice of Project Change". On the right, under the heading "Resources", there are five buttons: "Instructions", "Ecosystems", "Login", "Reset password", and "Change password".

NOTE:

For optimal display of the Online Forms, we recommend using Internet Explorer (IE). Using other browsers (such as Chrome, Firefox) may display content incorrectly, especially at printing.

Reset Password:

If you have trouble accessing the Online Forms (forgot password), you can reset password at: <http://www.ectinidata.com/admin/index.php?page=reset.php> or, by clicking on the “Reset password” button in the Resources (side bar) menu.

ECT Environmental Consulting & Technology, Inc. Logged As: mcruz2

About PMF Forms Templates NPC Forms CAD/GIS Admin Logout

Reset password

Please input your user name (first name initial + last name) to reset password.

User Name

NOTE:
If the username exists in the database, password will be reset to: ectNNNN
(NNNN = employee number, no leading zeros)

Resources

- Instructions
- Ecosystems
- Login
- Reset password
- Change password

Password will be reset to: ectNNNN, where NNNN=employee number (1-9999). Do not use leading zeros. Example: If employee number is 77, password will be reset to ect77.

Change Password:

Once logged in, if you decide to change your password (ex. to match another password), you can by clicking on the “Change password” button from the Resources menu.

ECT Environmental Consulting & Technology, Inc. Logged As: mcruz2

About PMF Forms Templates NPC Forms CAD/GIS Admin Logout

Change password

Please provide the following information to change your password.

Old Password:

New Password:

Repeat New Password:

Resources

- Instructions
- Ecosystems
- Login
- Reset password
- Change password