

# News Today HELPFUL TIP FOR LOGGING ONTO WMS



Sign in			
Username			
Password			
		Sign in	Cancel

### LOGGING IN

In the event you are having difficulty logging on or log on was unsuccessful, follow these simple instructions:

- Verify URL
- Verify Username
- Verify Password

If you tried to log in with your URL, Username, and Password and it won't let you into your site, please do not exceed **5** attempts.

Please contact our office or client support immediately so we can assist you in logging in. A web browser will automatically save any data entered, especially when it's a shared computer. If you attempt to log in or have had previous issues, the issues will show even with a new user.

Please ensure to clear your cached files and cookies on the web browser before trying to login again. Clear the cache every night before the next workday.

## GOOGLE CHROME WEB BROWSER

### STEPS ON HOW TO CLEAR IT:

- Please go to your 3 dots at the end of URL bar
- Click settings
- Go into Privacy and Security
- Clear browsing data
- Make sure that cached images and files and cookies and other site data is check marked
- Then click clear data.





## **MAINTENANCE**

As part of our plan to maintain a clean system, we will be completing maintenance checkups, participant reviews, training report reviews or simply checking in to ensure all is running great.

Please let Client Support know of any changes that need to be made to your site.

Contact Email: clientsupport@nss4.com

Phone: 705-524-8189