# E-Tawtheeq – EPRO’s

# User Manual

## Transition to the new E-Tawtheeq System

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# Set username and password for the new E-Tawtheeq System

## A one-time password must be set to login to the new system:

1- Login to the old E-Tawtheeq System.
2- A window will appear informing the user that the system has been launched in this country.
3- An email message will be sent automatically to the office main user only.

**The Countries: Cambodia, Somalia, Sir Lanka and Vietnam has transferred to the new System, an invitation email will be sent to the admin user's email**

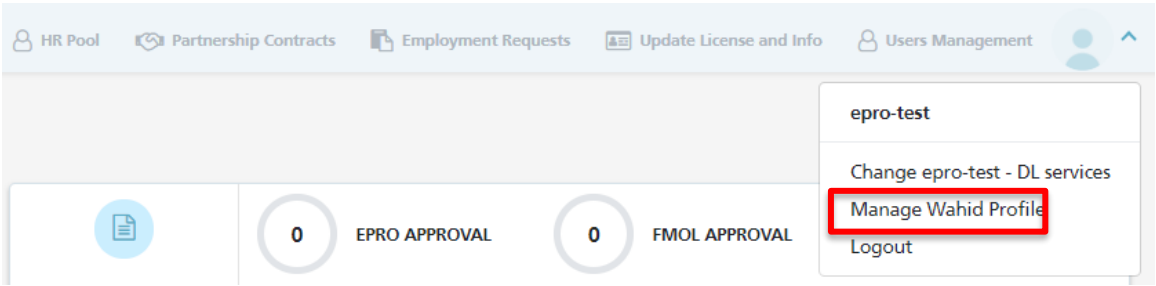
1- When receiving the sent e-mail, please click on the link. Complete the registration, you will be transferred to Whaid page.
2- Fill out the required fields to set the password and username, then click on "Save".
3- You will be transferred to the new system, you can login using the new password.

## Important Notes:

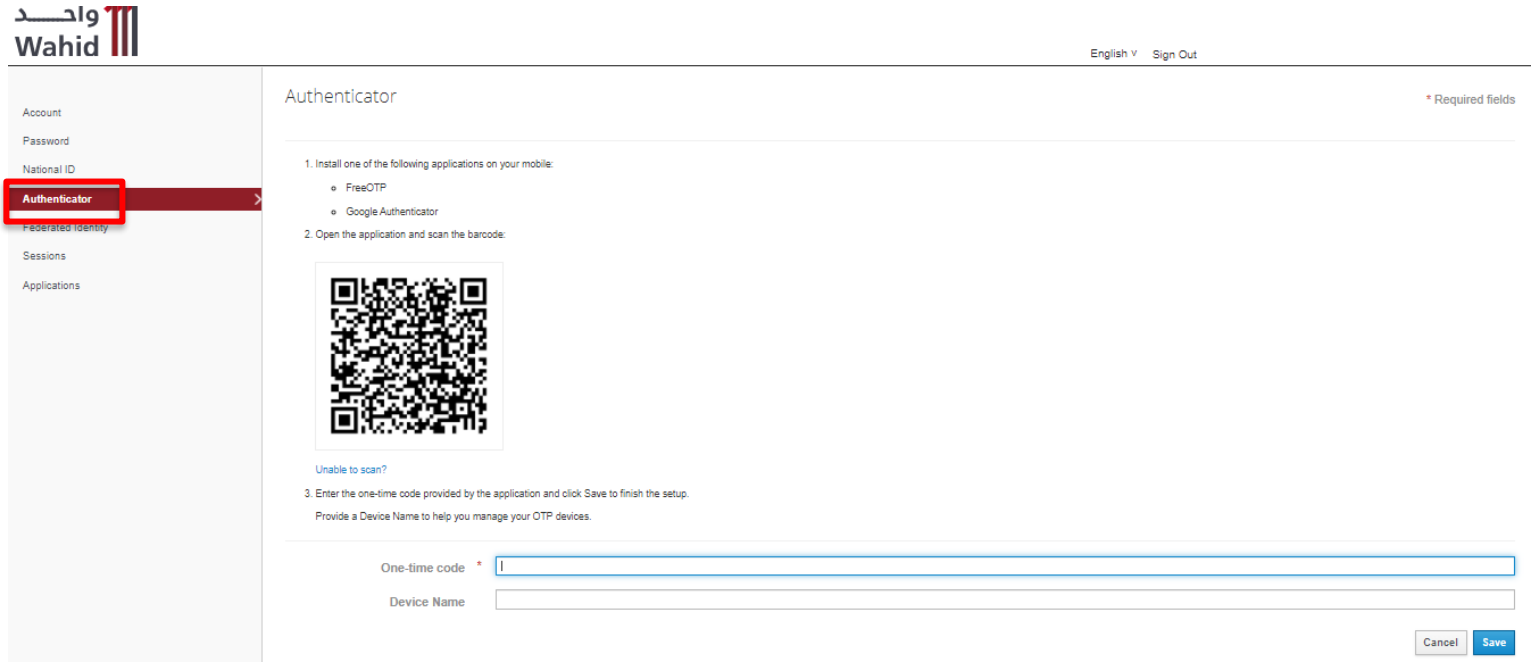
- The username and password are set once, and there is no need to repeat the steps.
- The main User of the office will be transferred to the new system without the sub-users, as the main user can re-create the sub-users in the new system.
- If the message from the new System dose not reach your e-mail, please re-try and verify you e-mail.

- **Activate Two-factor authenticator for the first time:**

Click on Manage Wahid profile to go to Wahid profile




Click on authenticator and follow the steps below:



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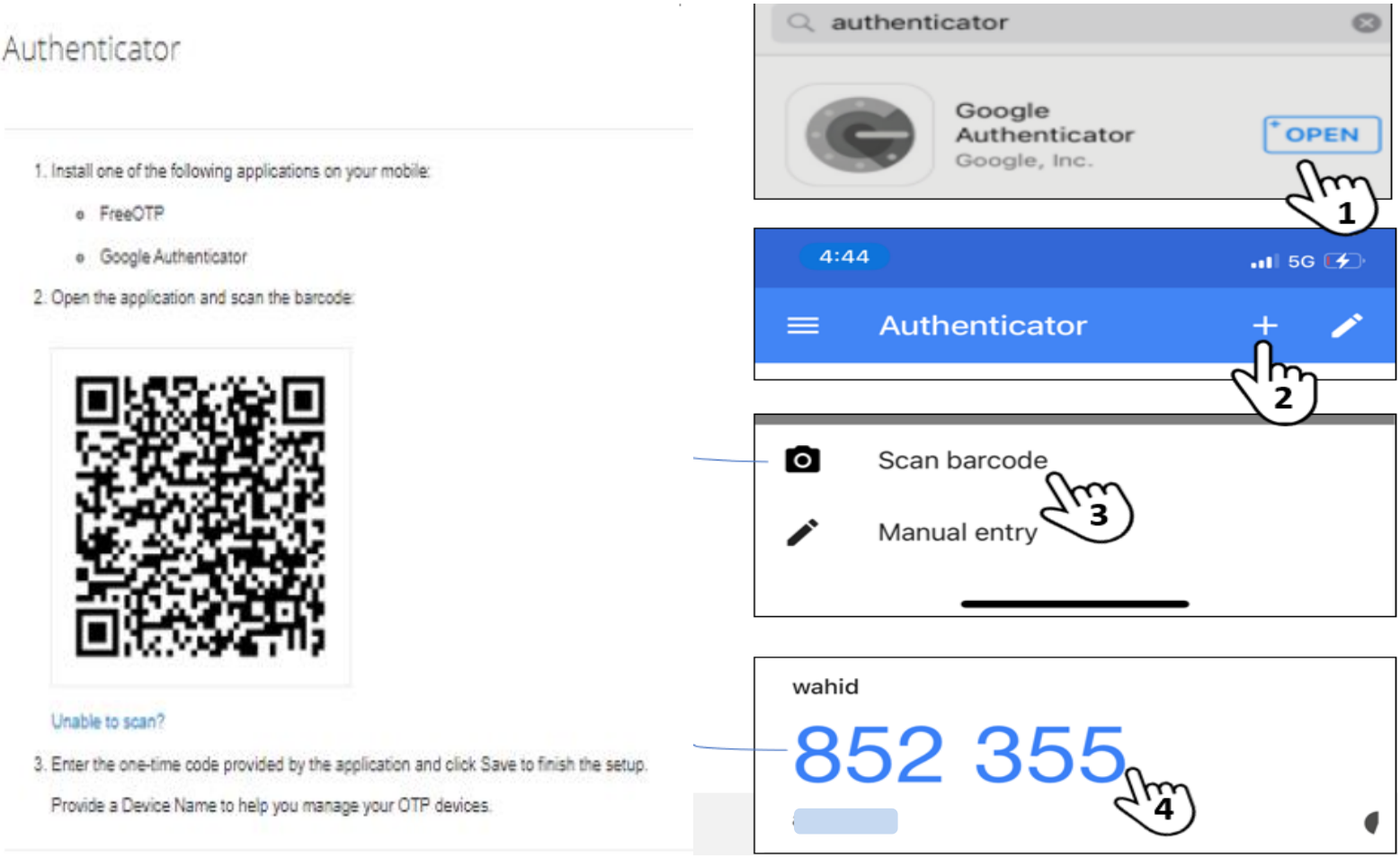


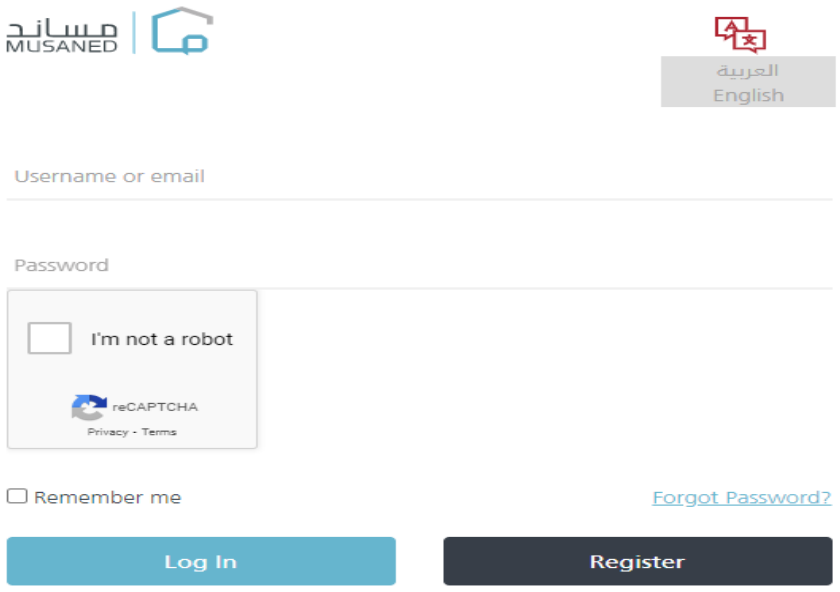

- Factor Authenticator set-up:
  - Install one of the following applications on your mobile:
    - FreeOTP
    - Google Authenticator
  - Open the application and scan the barcode
    - Enter the one-time code provided by the application and click save to finish.

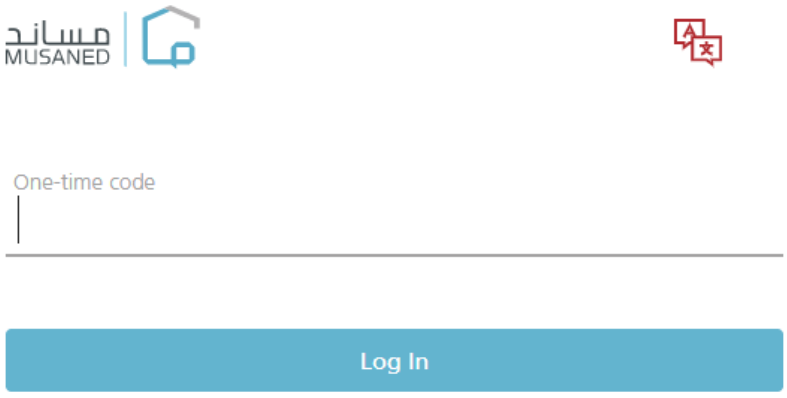
# How to use Two-factor authenticator to login the system:

1- After filling in the username and password and clicking on login.

2- A window appears to add the verification number.

3- Open the downloaded application on the mobile and transfer the appearing verification number and click on Login.



# E-Tawtheeq System – General information

- To Login the new system, the password must be reset for the first time by following the above steps.

- All information (employment contracts, partnership contracts, resumes and the main office user) will be transferred to the new system.

- For any inquiries, please contact us on

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Thank you