



CSMS - INSTRUCTIONS TO LOGIN

Revised: 16-Dic-2010

1. Select the LOGIN button from the CSMS web site (<http://www.pancanal.com/eng/op/index.html>). When the following Windows is displayed, enter the username and password.

Login

Please enter your username and password.

GROUP: CSMS

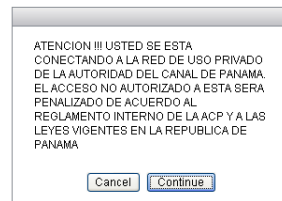
USERNAME:

PASSWORD:

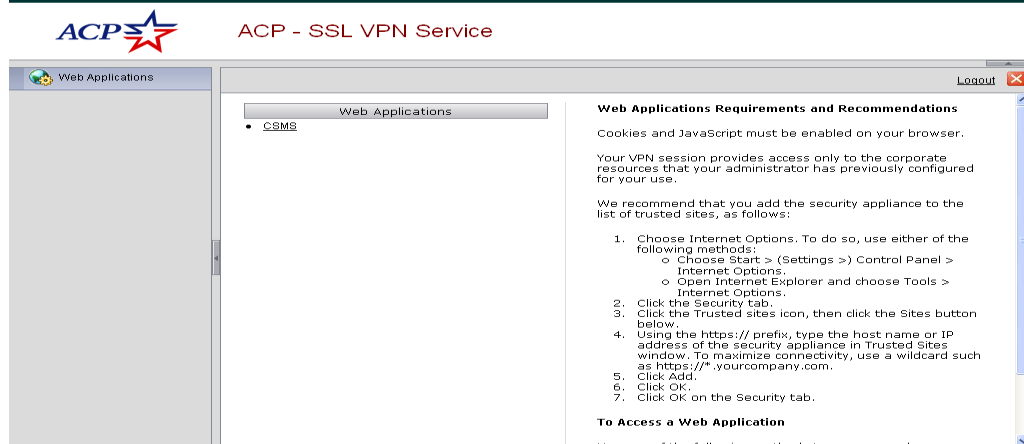
Login

Note: please remember to install the previously sent certificate, so your computer will recognize the ACP VPN, therefore, no other security window is displayed.

2. Click on “Continue” in the next screen.

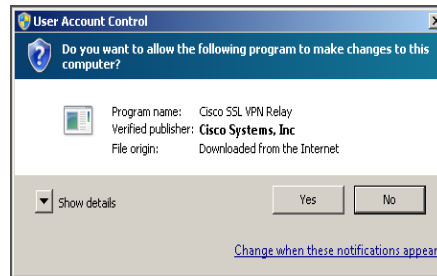


3. In the next Window, select under WEB Applications, the option “CSMS”:

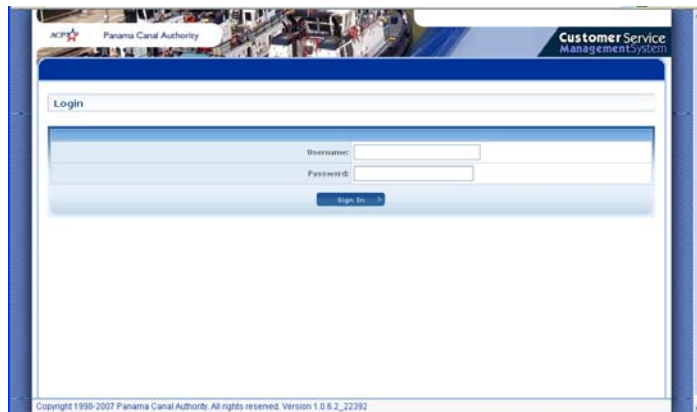




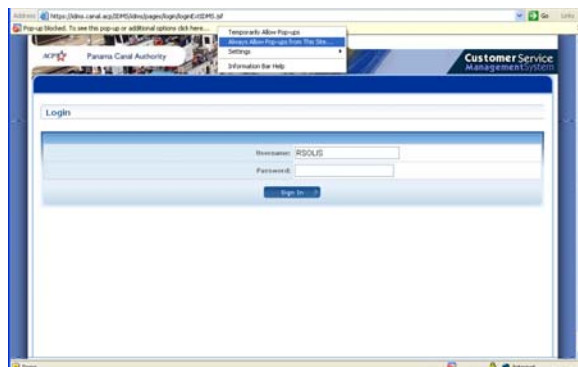
- For users with Windows 7 and IE 8 thereafter, in the following screen, select “yes”



- Then the following screen is displayed. Please enter the username and password given.

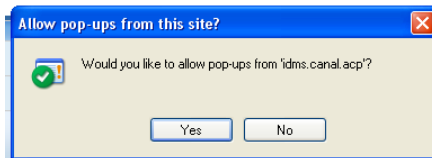


- The first time you enter, your browser will block the CSMS application; therefore, the following screen is displayed. In this screen select the option “Always Allow Pop-ups from this site”.





7. Thereafter, select “yes” in the following screen.



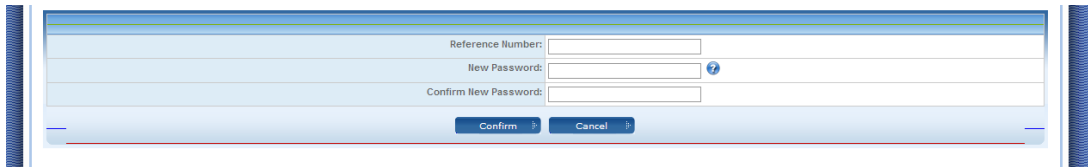
8. Enter you user and password.



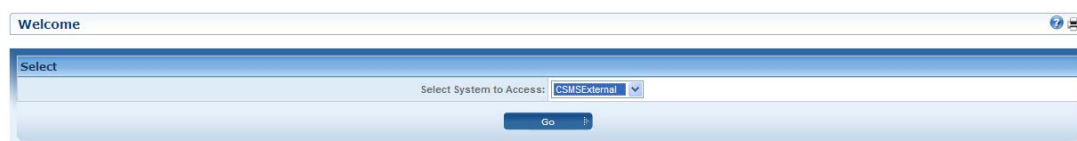
9. The first time you logged-in, the system shall request to change your password. In order to do so, you shall enter the Reference number (printed in the document sent by the system), new password and confirm new password in the following screen. The new password shall be a minimum of 10 characters for administrators and 8 characters for other users, and shall contain 3 of the following security rules:

- a. Uppercases (at least 1)
- b. Smallcases
- c. Numeric digits (at least 1)
- d. Special characters (\$, #, etc. at least 1)

NOTE: The password entered shall not include the user_name.



10. Thereafter, in the following screen, select “CSMS External”



11. For users with IE8 is required to enable each time you get to the main page of CSMS the compatibility mode for Internet Explorer in order to display correctly the screens.

