

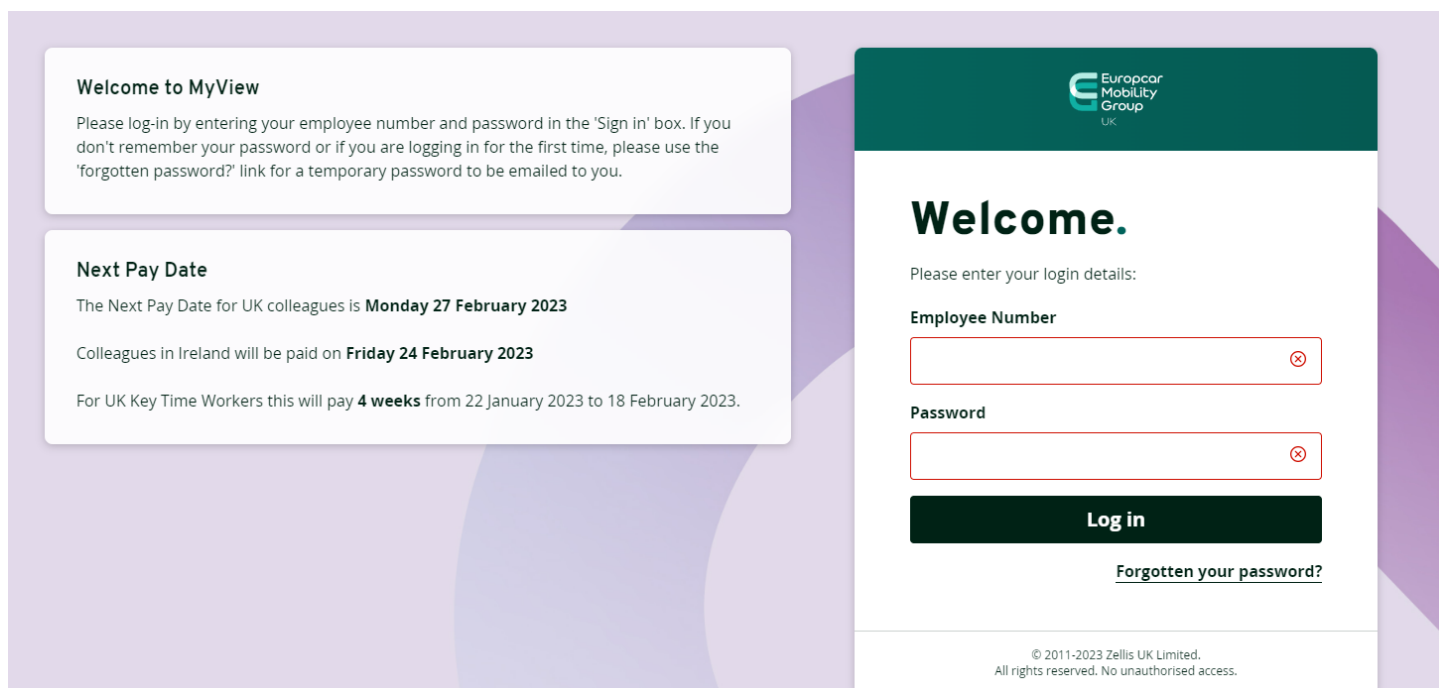
MyView is a web based system that you are able to access from within the Europcar network or from any open internet connection - this will include accessing via your personal smartphone or tablet.

When accessing from outside the Europcar network (when not logged in to the Company VPN) you should use the below URL which is set up to give you basic employee access:

<https://ecinternet.myview.zellis.com/dashboard/dashboard-ui/index.html#/landing>

It is recommended that you add this link to your browser favourites

When clicking on this link, you will see the MyView homepage as displayed below. You will always see some useful information around the next pay date on the left hand side of the screen and the login section on the right.



The screenshot displays the MyView dashboard interface. On the left, a white box titled 'Welcome to MyView' contains instructions for logging in. Below it, another white box titled 'Next Pay Date' provides information about upcoming pay dates for UK and Ireland colleagues, and for UK Key Time Workers. On the right, a dark green header features the Europcar Mobility Group UK logo. Below the header, a 'Welcome.' message is followed by a prompt to enter login details. There are two input fields: 'Employee Number' and 'Password', each with a red 'X' icon indicating a required field. A dark green 'Log in' button is positioned below the password field. Underneath the button is a link for 'Forgotten your password?'. At the bottom of the page, a small copyright notice reads: '© 2011-2023 Zellis UK Limited. All rights reserved. No unauthorised access.'

When accessing MyView for the first time, you will need to use the forgotten password function to set-up your own password. Click on the Forgotten password button just below the login button and follow the guidance:

The Forgotten Password process will ask you to provide your username which is the payroll number provided to you by email. You are also asked to provide your date of birth which **MUST** be entered using the format DD/MM/YYYY (with forward slashes in between characters) - your date of birth will be verified against what is held in MyView. You are also asked to enter your "place of birth" and "mothers maiden" - please enter as appropriate, but these security questions will actually be set later in the process.

Once all fields are complete, click Reset my account



Forgotten your password?

NOTES FOR COMPLETION: - Date of birth should be entered in the format (DD/MM/YYYY) with forward slashes included - Answers to security questions are case sensitive and so must be entered exactly as they are stored. - If security questions are not entered exactly as they are held then the email containing the temporary password will not be sent to you. - Your password should include at least one numeric character, one lowercase character and be at least six characters in length.

your username

Enter date of birth (DD/MM/YYYY)

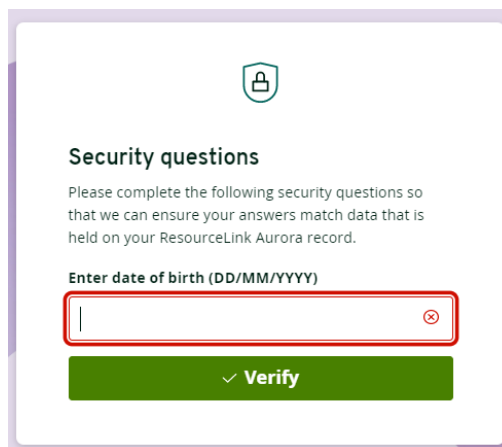
Where were you born? (town or city)

What is your mother's maiden name?

Reset my account

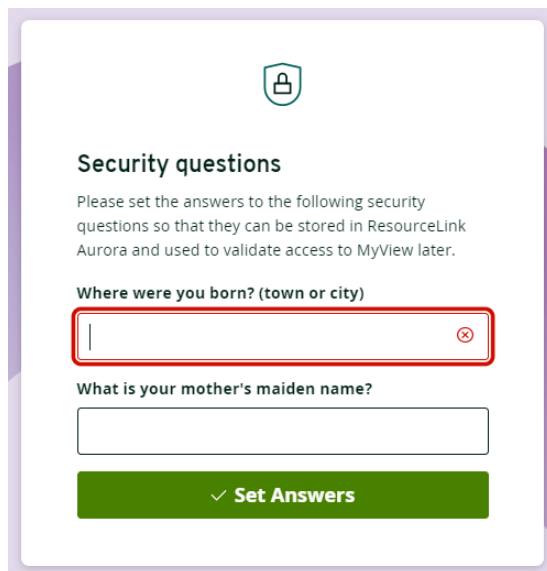
You will then receive an email notification to the email address held in your MyView record which will be your work email - this should be sent immediately. If you don't receive an email, please check your Spam folder. The email you receive will contain a temporary system password. Return to the MyView login screen and enter your Employee number and the temporary password, provided in the email. MyView will recognise this as a temporary password for a new user and take you through the process to create a new password.

You are first asked for your date of birth. Please enter and click "Verify"



The screenshot shows a 'Security questions' screen with a lock icon at the top. Below the title, there is a message: 'Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.' The first question is 'Enter date of birth (DD/MM/YYYY)' with a text input field. The input field is highlighted with a red border and contains a red 'x' icon in the top right corner. Below the input field is a green button with a checkmark and the text 'Verify'.

You will then need to set your security questions which would be used in the event you need to use the forgotten password function again in future. Please note that these fields are case sensitive so remember how you record your answers:



The form is titled "Security questions" with a lock icon. It instructs users to set answers for ResourceLink Aurora. It contains two text input fields: "Where were you born? (town or city)" and "What is your mother's maiden name?". The first field is highlighted with a red border. A green "Set Answers" button is at the bottom.

Security questions

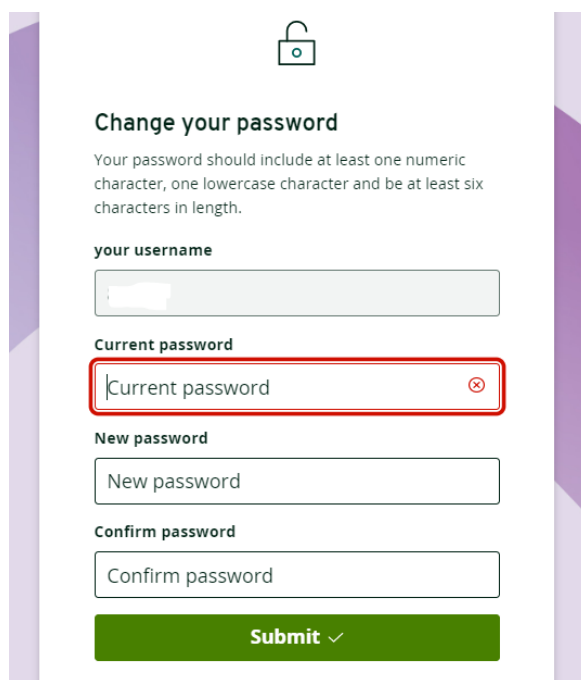
Please set the answers to the following security questions so that they can be stored in ResourceLink Aurora and used to validate access to MyView later.

Where were you born? (town or city)

What is your mother's maiden name?

✓ Set Answers

Once you set your security question answers, you will be asked to create a new password specific to you. Please note that the "current password" will be the temporary password provided in the email you received. Your new password needs to meet the system criteria which is set out in the guidance at the top of the box (below):



The form is titled "Change your password" with an open lock icon. It provides password requirements: at least one numeric character, one lowercase character, and at least six characters in length. It includes four input fields: "your username", "Current password" (highlighted with a red border), "New password", and "Confirm password". A green "Submit" button is at the bottom.

Change your password

Your password should include at least one numeric character, one lowercase character and be at least six characters in length.

your username

Current password

New password

Confirm password

Submit ✓

Finally, you will be returned to the MyView Home Page to enter your Employee Number and the password you have just created.

Once you have entered your Employee Number and password in the login box press enter or click sign in at the top right of the screen. **Please ensure you do not give your password to anyone else.**

Forgotten Password

If you do forget your password at any time, click the 'forgotten password' link and follow the process outlined above. Your account will become locked if you make 5 unsuccessful log-in attempts so please revert to the Forgotten Password function should you need to.