

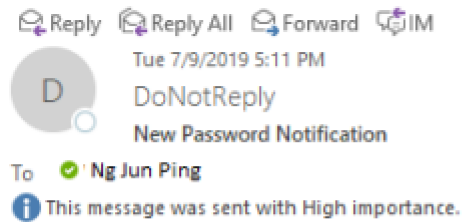
## 1. First Time Login

You will provide designated link by Orisoft Implementation Team.

This is the link : <https://hr4us.caam.gov.my/>

Employee will be received an email notification for URL link, User ID and Password/

### Sample of Email Notification



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Hi A0002 (Ng Jun Ping)

You may now login to your ESS portal [here](#). URL: [http://lunifyHRS\\_Demo:8085](http://lunifyHRS_Demo:8085)

Your login credentials are as below:-

Username: A0002

Password: t6Fb7.KEy7)NLd6

From,  
ESS Administrator 'Thank you

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At Browser, advise to use Google Chrome. Key in URL link has been installed by Orisoft/Tricor Implementation Team.

You will be given an ID to login to unify | PEOPLE.

**USERID : (Notification via email)**

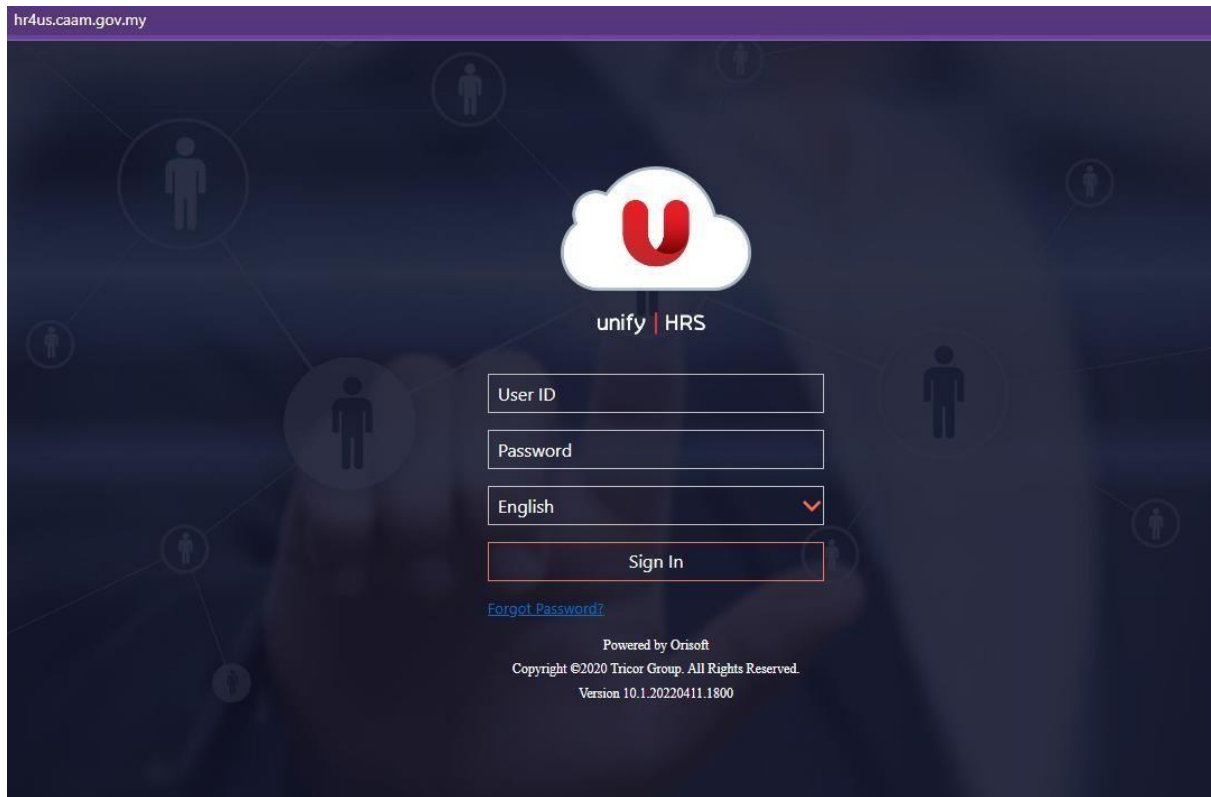
**Password : (Notification via email)**

#### **User ID**

The **User ID** is your IC number.

#### **Password**

The password to your User ID, which could be found in the email for the First Time login password.



For the first-time login, system will prompt you to change password.

User*	763462478567 - Ng Jun Ping
Current Password*	<input type="password"/>
New Password*	<input type="password"/>
Confirm Password*	<input type="password"/>

**Password Policy**

- Password is case-sensitive.
- Password must consist of at least 1 number (0-9). Alphabet are optional.
- Minimum password length is 6.
- Maximum password length is 15.
- Disallow 1 previous used password(s).

**NOTE :**

1. Please read the Password Policy before change to new Password
2. Key in Current Password
3. Key in New Password
4. Re-confirm password at Confirm password
5. Click Submit to perform changes
6. Next, you are required to select the pre-defined question(s) and fill in your answer(s) to the corresponding question(s) as below

User ID	763462478567
User Name*	Ng Jun Ping
Security Question 1*	Select
Security Answer 1*	<input type="text"/>
Security Question 2*	Select
Security Answer 2*	<input type="text"/>
Security Question 3*	Select
Security Answer 3*	<input type="text"/>

Choose from drop down questions hint and key in your security Answer.

763462478567

Ng Jun Ping

Select

Select

What was your childhood nickname?

What is the name of your favorite childhood friend?

In what city or town was your first job?


When is your mother's birthday?

Select

After update, click Submit button. System will pop up message box "Password hints successfully changed".

After successfully changed, you will be redirected to unify | ACCESS dashboard.


English



0 My Workflow Highlights

No data to display

My Info



**Name :**  
Ng Jun Ping

**Local Name :**

**Joined :**  
08-Apr-2020

**Grade :**  
Grade 2

**Position :**  
NORMAL STAFF

On Leave Today - 05-Oct-2022

My Workflow Summary

Bulletin Board

## DOWNLOAD E-PAYSLIP

### 1. Click on **Menu > About Me > My Documents**

Employee Self-Service (ESS) > About ME > My Documents

Create Search Reset Delete

**Search Criteria**

Description  Document Type

File Name

Record 1 to 4 of 4 Page 1 of 1

Row #	Description	Document Type	Document Sub Type	File Name	Uploaded Date	Request ID
1	<a href="#">Payslip June 2022</a>	Payslips	Not Available	<a href="#">Payslip_June2022.pdf</a>	05-Oct-2022	0

- Click on blue hyperlink either Description or File Name.
- System will direct to another page.
- Click on the attachment.