

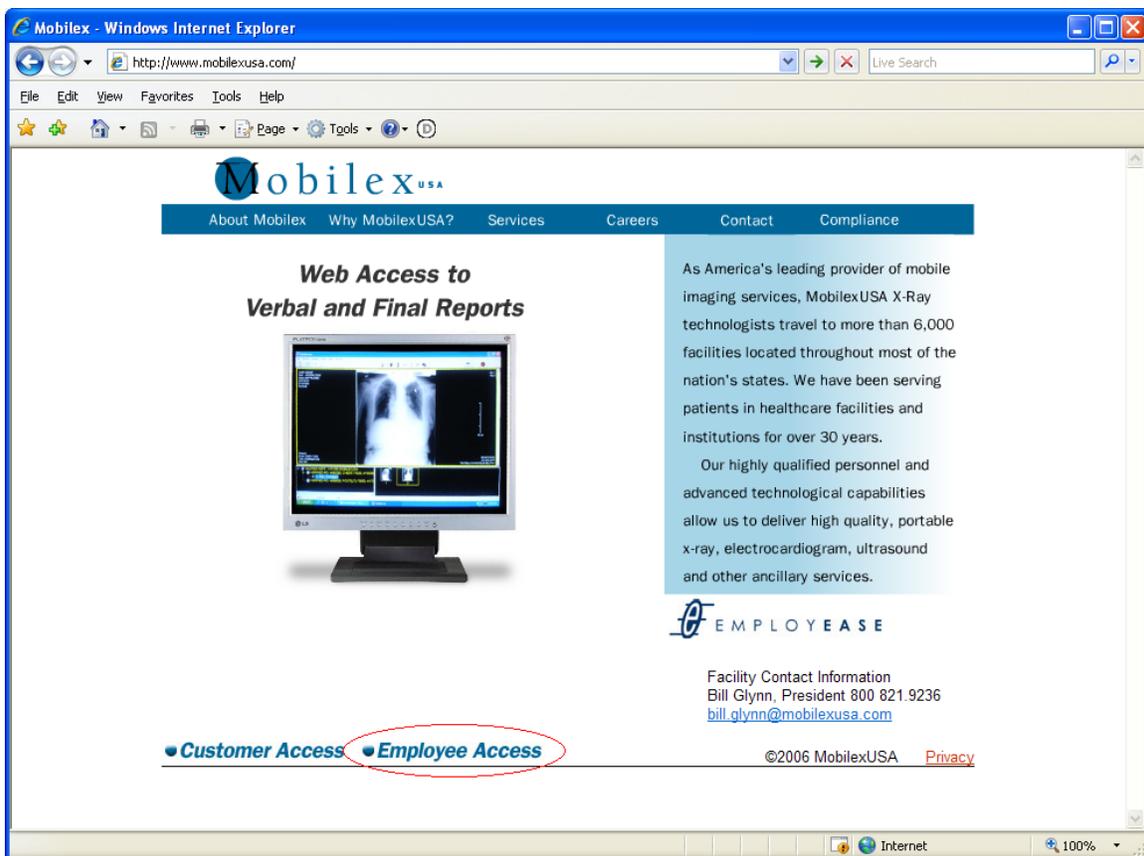
## MobilexUSA Employee Access Web Page

If you still have an issue after following the directions in this document, please contact the IT Helpdesk at 800-821-9236 x4203 for assistance.

### Getting to the Employee Web Page

The employee web page can be accessed from the Internet using this web address: <http://www.mobilexusa.com>

Click on the Employee Access link at the bottom of the web page (shown below circled in red)



The screenshot shows a Windows Internet Explorer browser window displaying the MobilexUSA website. The browser's address bar shows the URL <http://www.mobilexusa.com/>. The website has a blue header with the MobilexUSA logo and a navigation menu containing links for 'About Mobilex', 'Why MobilexUSA?', 'Services', 'Careers', 'Contact', and 'Compliance'. The main content area features the heading 'Web Access to Verbal and Final Reports' above an image of a computer monitor displaying a chest X-ray. To the right of the image is a text block describing MobilexUSA's services as America's leading provider of mobile imaging services, mentioning 6,000 facilities and 30 years of experience. Below this is the 'EMPLOYEE ACCESS' logo and 'Facility Contact Information' for Bill Glynn, President, with the phone number 800 821.9236 and email [bill.glynn@mobilexusa.com](mailto:bill.glynn@mobilexusa.com). At the bottom of the page, there are two links: 'Customer Access' and 'Employee Access', with the latter circled in red. The footer also includes the copyright notice '©2006 MobilexUSA' and a 'Privacy' link. The browser's status bar at the bottom shows 'Internet' and '100%' zoom.

## Logging in to Access the Employee Web Page

After clicking the Employee Access link, the following web page will be displayed:



This is the login screen.

**If you have a DDF login ID and password, please use those** here for the “User” and “Password” prompts shown above.

**If you do not have a DDF login ID, please use your DesignBais login and password** for the “User” and “Password” prompts shown above.

**If you have neither a DDF login nor a DesignBais login,** you can create a DesignBais login by clicking on the “Create Login” link shown above. See further down in this document for instructions on creating a DesignBais login.

**If you decide not to login, please click the “Logoff” button near the top, left side** of the web page.

Once you have entered your login information click on the Logon button (or press Enter) (button shown above circled in black). If your login information is invalid you will receive an error message similar to the one shown below.



**After 5 failed attempts of logging-in you must close your web page completely and start over.**

If you have problems logging in, please contact the IT Helpdesk at 800-821-9236 X 4203

**If you're using your DDF login ID and password and cannot remember your ID or your password,** contact the IT Helpdesk for your DDF login information or to reset your DDF password.

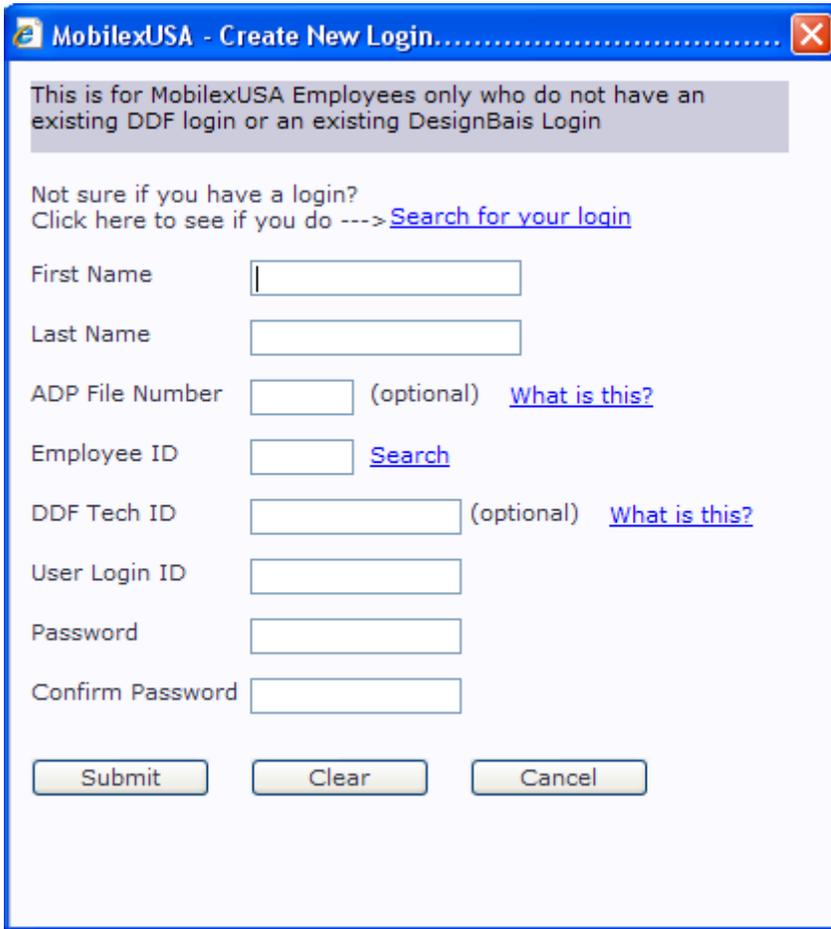
**If you don't have a DDF login and you're trying to login using your DesignBais login ID and password and you cannot remember your ID or your password,** contact the IT Helpdesk for your DesignBais login information or to reset your DesignBais password.

**Passwords and Logins are case-sensitive.** Most logins and passwords are in lower-case however some passwords may contain upper-case characters – remember to check your Caps-Lock setting on your keyboard if you have any trouble logging in.

### Creating a Login (if necessary)

If you do not have a DDF login ID and password, you will need a DesignBais login ID and password to be able to access the Employee web page.

If you clicked on the “Create Login” button on the login screen, you will see the following screen:



The screenshot shows a web browser window titled "MobilexUSA - Create New Login". The page content includes a header message: "This is for MobilexUSA Employees only who do not have an existing DDF login or an existing DesignBais Login". Below this is a link: "Not sure if you have a login? Click here to see if you do ---> [Search for your login](#)". The form contains several input fields: "First Name", "Last Name", "ADP File Number" (with "(optional)" and a "[What is this?](#)" link), "Employee ID" (with a "[Search](#)" link), "DDF Tech ID" (with "(optional)" and a "[What is this?](#)" link), "User Login ID", "Password", and "Confirm Password". At the bottom are three buttons: "Submit", "Clear", and "Cancel".

**NOTE:** This screen requires you have an entry in the DDF Employee file that has the same last name that you specify in the “Last Name” field on the screen.

**NOTE:** If you decide to enter the ADP File Number, it has to match the ADP file number in your DDF Employee file. The ADP File number can be found on your pay check stub (Earnings Statement). If you receive an error regarding your ADP File Number, then leave the field blank.

**NOTE:** If you are a technologist you must enter your DDF Tech code on this screen. If you do not know your DDF Tech code, please contact your dispatcher and ask for it.

Enter your First Name and Last Name.

Enter your ADP File number (this is optional) located on the top, left corner of your Earnings Statement that comes with your pay check.

Enter your Employee ID number – if you don't know your number, you can search for it using part of your first name and/or part of your last name.

If you're a technologist, enter your DDF Tech ID.

The system will suggest a User Login ID automatically. You can accept this or create your own.

Create a password. The password has to be at least 6 characters long and must contain at least one number.

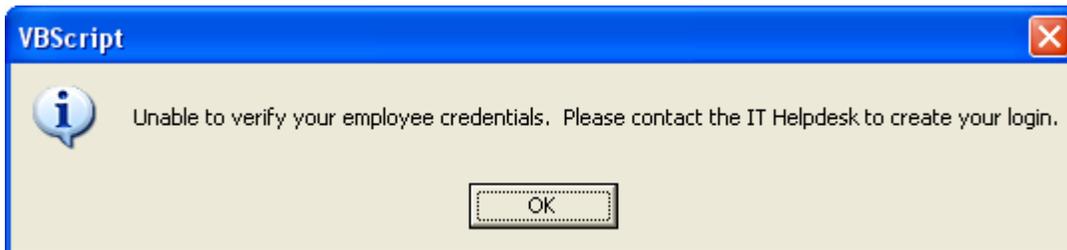
Re-enter your password.

Click the Clear button to clear the fields to start over.

Click the Cancel button if you change your mind and want to close the screen.

Click the Submit button to save your login.

If there is any issue in verifying your name and ADP File number, you will receive the following error message:



**If you receive the above error, verify your name and Employee ID –** if everything is correct and you continue to receive the error message, contact the IT Helpdesk to create your login for you.

Once your login is created, the screen will close and control will return back to the login screen. Your new login ID will automatically be loaded into the User field.

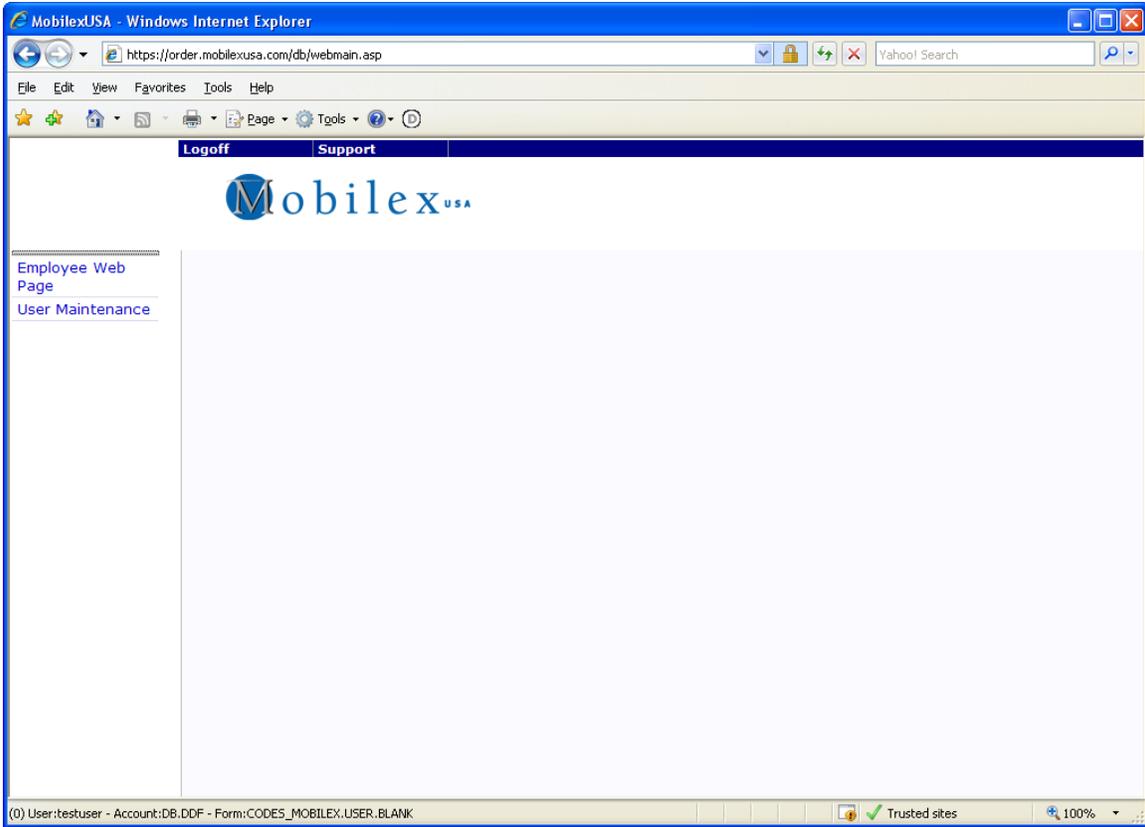
## The Employee Web Page

Once you have logged in, a menu will appear. Click on “Employee Web Page” and the following web page will appear::

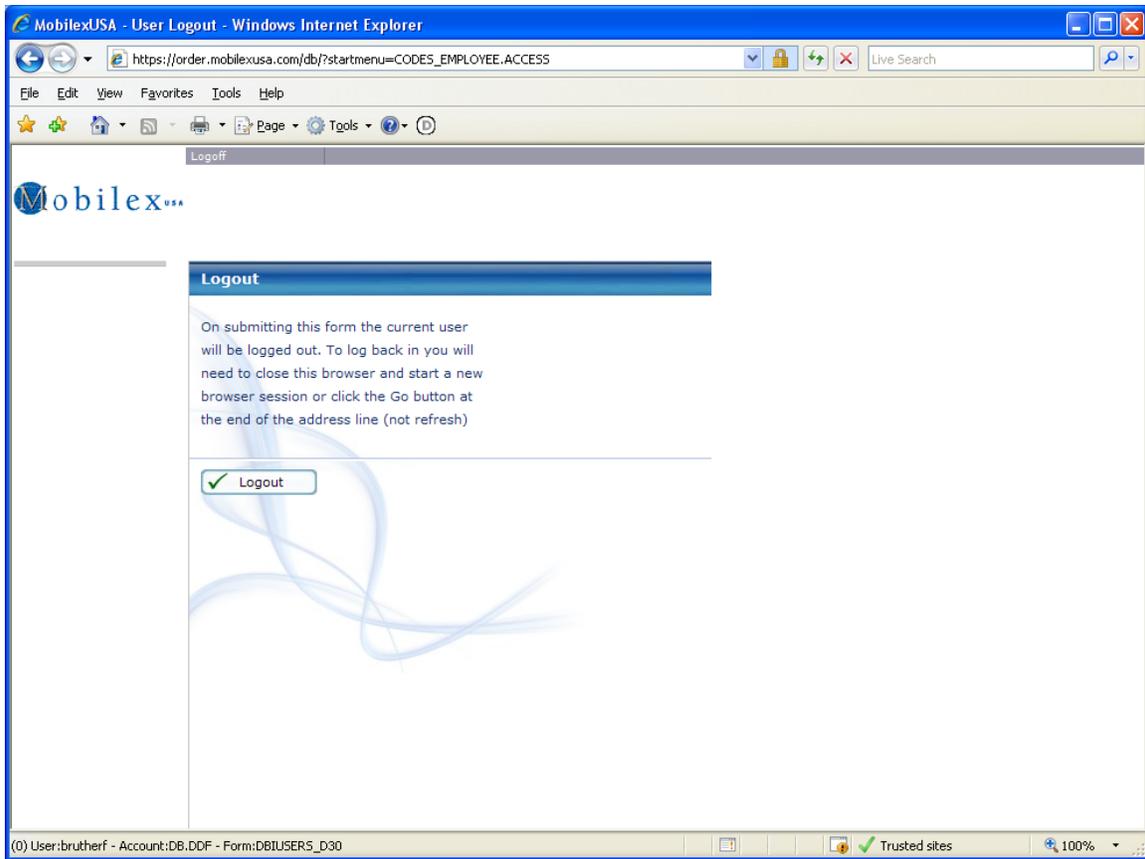


When you're done browsing the Employee page, close it.

After closing the Employee page, the following screen will still be open:



Close this page by clicking the Logoff button near the top, left side of the screen.



Click the Logout button and answer Yes to close the window.