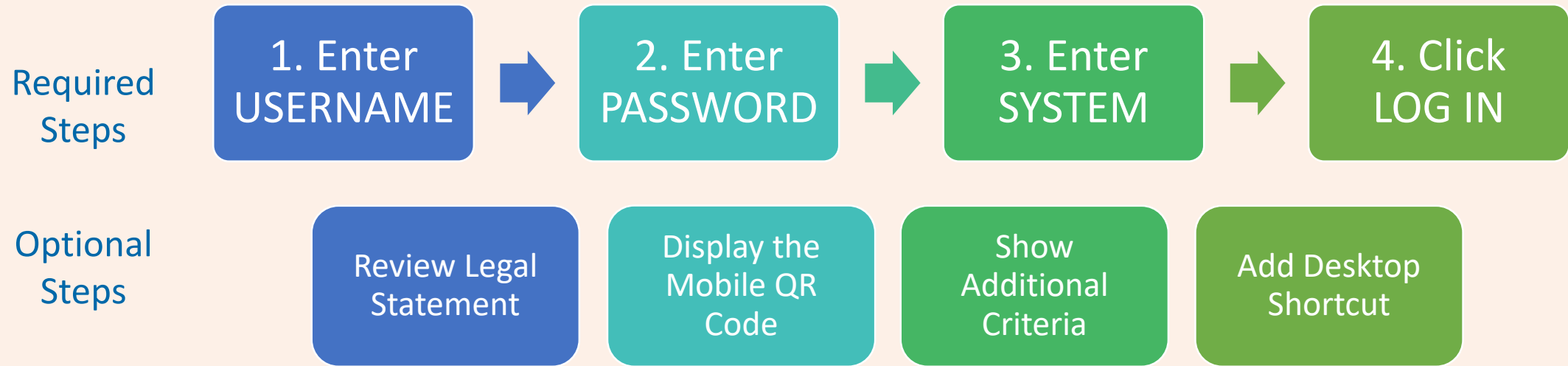


# Costpoint Login Page

The high-level steps required to log in to Costpoint are shown here.



Navigation:

- Use the **PAGE DOWN** key to proceed to the next slide.
- Use the **PAGE UP** key to return to a prior slide.

Costpoint® [Add Desktop Shortcut](#)


USERNAME

PASSWORD   
Enter a valid password

SYSTEM  ?

☐ Remember me [Reset](#)

[LOG IN](#)

[+ ADDITIONAL CRITERIA](#) 

Enter your **USERNAME**.

Costpoint® [Add Desktop Shortcut](#)


USERNAME

PASSWORD   
Enter a valid password

SYSTEM  ?

☐ Remember me [Reset](#)

[LOG IN](#)

[+ ADDITIONAL CRITERIA](#) 

Enter your **PASSWORD**.

Costpoint<sup>®</sup> [Add Desktop Shortcut](#)


USERNAME

PASSWORD   
Enter a valid password

SYSTEM  ?

☐ Remember me [Reset](#)

[LOG IN](#)

[+ ADDITIONAL CRITERIA](#) 

The **SYSTEM** determines the database system to which you will connect. If you do not know the name, contact your Costpoint administrator.

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USERNAME

PASSWORD   
Enter a valid password

SYSTEM  ?

☐ Remember me [Reset](#)

[LOG IN](#)

[+ ADDITIONAL CRITERIA](#) 

If you select the **Remember me** check box, Costpoint sets the system you entered as default in your next login, and will then only ask for your Username and Password information.

Costpoint® [Add Desktop Shortcut](#)


USERNAME

PASSWORD   
Enter a valid password

SYSTEM  ?

☐ Remember me [Reset](#)

**LOG IN**

[+ ADDITIONAL CRITERIA](#) 

Click **LOG IN**, or click **Reset** to clear the fields and start over.

Costpoint<sup>®</sup> [Add Desktop Shortcut](#)

USERNAME

PASSWORD   
Enter a valid password

SYSTEM  ?

☐ Remember me [Reset](#)

[LOG IN](#)

[+ ADDITIONAL CRITERIA](#)

Click **Show Additional Criteria** to display the additional criteria fields.

The **Validation Frequency** determines how often a round trip to the server is initiated for data validation:

- **Field** – Costpoint makes a round trip to the application server to validate data on a field basis (that is, when you move from field to field).
- **Record** – Costpoint makes a round trip to the application server to validate data on a record/line basis (that is, when you move from record to record or line to line).
- **Application** – Costpoint makes a round trip to the application server to validate data only when you save the application.

These are the additional criteria fields:

- **Application** – Determines what application will open when you log in.
- **Company** – Determines what company you will log in to.
- **Validation Frequency** – Determines how often the values entered on screens will be validated.
- **Language** – Determines the language you prefer when you log in.

Costpoint® Add Desktop SH

APPLICATION ?

VALIDATION FREQUENCY Field ?

COMPANY ?

LANGUAGE English

Reset

— ADDITIONAL CRITERIA

fido

Costpoint® [Add Desktop Shortcut](#)

USERNAME

PASSWORD   
Enter a valid password

APPLICATION  ?

VALIDATION FREQUENCY  Field ▼ ?

SYSTEM  ?

COMPANY  ?

LANGUAGE  English ▼

☐ Remember me [Reset](#)

[LOG IN](#)

[— ADDITIONAL CRITERIA](#)

**Click **Additional Criteria** again to collapse the additional fields.**

Costpoint<sup>®</sup> [Add Desktop Shortcut](#)


USERNAME

PASSWORD   
Enter a valid password

SYSTEM  ?

☐ Remember me [Reset](#)

[LOG IN](#)

[+ ADDITIONAL CRITERIA](#) 

Click **Mobile QR Code** to display a QR code that you can scan with your mobile device's camera.

When you scan the QR code, you are prompted to open the Costpoint login page on your mobile device.

You can also use the QR code to quickly share the login URL with another user.

Costpoint® [Add Desktop Shortcut](#)


USERNAME

PASSWORD   
Enter a valid password

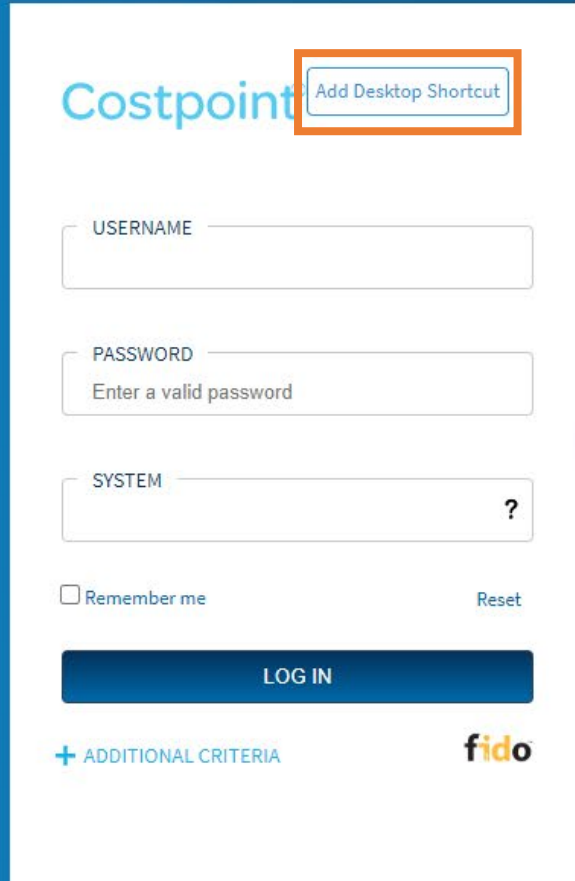
SYSTEM  ?

☐ Remember me [Reset](#)

[LOG IN](#)

[+ ADDITIONAL CRITERIA](#) 

Click **Legal Statement** to view the most recent software license.



The screenshot shows the Costpoint login interface. At the top left is the 'Costpoint' logo. To its right is a button labeled 'Add Desktop Shortcut', which is highlighted with an orange rectangular border. Below the logo are three input fields: 'USERNAME', 'PASSWORD' (with a subtext 'Enter a valid password'), and 'SYSTEM' (with a question mark icon on the right). Below these fields is a checkbox labeled 'Remember me' and a 'Reset' link. A dark blue 'LOG IN' button is positioned below the checkbox. At the bottom left is a link '+ ADDITIONAL CRITERIA', and at the bottom right is the 'fido' logo.

Click **Add Desktop Shortcut** to install a shortcut for easy access to Costpoint. Complete the pop-up window wizard to add the shortcut.

Costpoint® [Add Desktop Shortcut](#)


USERNAME

PASSWORD   
Enter a valid password

SYSTEM

☐ Remember me [Reset](#)

[LOG IN](#)

[+ ADDITIONAL CRITERIA](#) 

This concludes the  
Costpoint Login Page Quick Steps.