Costpoint Login Page

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

Required Steps

| 1. Enter USERNAME | → | 2. Enter PASSWORD | → | 3. Enter SYSTEM | → | 4. Click LOG IN |

Optional Steps

| Review Legal Statement | Display The Mobile QR Code | Show Additional Criteria | Add Desktop Shortcut |

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

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Best viewed in IE or Adobe PDF Reader.

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Costpoint® [Add Desktop Shortcut]

USERNAME

PASSWORD
Enter a valid password

SYSTEM
?

☐ Remember me   Reset

LOG IN

➕ ADDITIONAL CRITERIA   fido

Enter your **USERNAME**.

1. Enter your username

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Costpoint® [Add Desktop Shortcut]

USERNAME

PASSWORD

Enter a valid password

SYSTEM   ?

☐ Remember me   Reset

LOG IN

+ ADDITIONAL CRITERIA   fido

Enter your **PASSWORD**.

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USERNAME

PASSWORD

Enter a valid password

SYSTEM ?

☐ Remember me   Reset

LOG IN

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

3. Enter your system

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USERNAME

PASSWORD
Enter a valid password

SYSTEM   ?

☐ Remember me   Reset

LOG IN

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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.

4. Click Reset or Log In

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USERNAME

PASSWORD
Enter a valid password

SYSTEM ?

☐ Remember me   Reset

LOG IN

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

4. Click Reset or Log In

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Costpoint® [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.

Optional: Show Additional Criteria

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Costpoint® Add Desktop Sh

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.

| APPLICATION | ? | VALIDATION FREQUENCY | ▼ ? |
| | | Field | |

| COMPANY | ? | LANGUAGE | ▼ |
| | | English | |

Reset

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

— ADDITIONAL CRITERIA

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USERNAME
[   ]

PASSWORD   APPLICATION   VALIDATION FREQUENCY
Enter a valid password   [?]   Field   ▼ ?

SYSTEM   COMPANY   LANGUAGE
[?]   [?]   English   ▼

☐ Remember me   Reset

[LOG IN]

— ADDITIONAL CRITERIA   fido

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

Optional: Show Additional Criteria

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USERNAME

PASSWORD

Enter a valid password

SYSTEM

?

☐ Remember me   Reset

LOG IN

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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.

Optional: Click Mobile QR Code

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USERNAME

PASSWORD

Enter a valid password

SYSTEM

?

☐ Remember me   Reset

LOG IN

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

Optional: Click Legal Statement

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Costpoint
Add Desktop Shortcut

USERNAME

PASSWORD
Enter a valid password

SYSTEM
?

☐ Remember me   Reset

LOG IN

+ ADDITIONAL CRITERIA   fido

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

Optional: Add Desktop Shortcut

This concludes the
Costpoint Login Page Quick Steps.