User registration

- Register at [http://www.ioxpress.com/diers](http://www.ioxpress.com/diers)
  - Click on register your account

- Fields marked with * are required

- Your username is your email address

- The password requires at least 8 characters; one of which must be a number and one must be a special character

- Administrator will activate your account within 24 hours

- Expect a notification that your account is active
# User registration

## Register Account

All fields marked with * indicate required input.

### User Profile

- **First Name:**
- **Last Name:**
- **Title:**
- **Company Name:**
- **Site:**
  - Marietta
- **State:**
  - Select State
- **City:**
- **Province:**
- **Country:**
  - United States of America
- **Address 1:**
- **Address 2:**
- **Zip:**
- **Work Phone:**
- **Work Phone Extension:**
- **Mobile Number:**
- **Comments:**

### Login Info

- **Email Address:**
  - yao@iomosaic.com
- **Password:**
  - ************
  - Password must be 8-character minimum, must have at least 1 number, 1 special character case sensitive.
- **Retype password:**

### Security Questions

- **Question 1:**
  - Select Question
- **Question 2:**
  - Select Question
- **Question 3:**
  - Select Question

- **Answer:**
- **Answer:**
- **Answer:**

### Register

Register
Once registered – User login

➤ Step 1: Enter User name and Password

Log into ioXpress

➤ Step 2: Enter Token code

Multifactor Authentication: Email Token

Enter the token that has been sent to your registered email address to complete the login process and access ioXpress.

Email Token

Enter email token here...

Continue Login  Cancel
Add document

- Click on ‘**Folders**’ Menu, select the folder or subfolder on the folder tree.

- Drag single or multiple documents from your local computer to the ioXpress™ highlighted area
How to search documents

- Click on ‘Search’ on any web pages
- Select ‘BASIC SEARCH’ or ‘CONTENT SEARCH’
- Please Refer to the Search-Rules document for search examples
How to check in / check out document
How to check in / check out document (cont.)
How to share a document
How to share a document (cont.)
How to share documents in cart (cont.)

Drag files here to upload them to selected folder on ioXpress.
How to share documents in cart (cont.)

Collection Cart

Group/Link Documents  Delete Documents  Empty Cart

Object Type  Object Name  Remove from cart
Document  buncefield-report
Document  PSE Team Tasks

Checkout Documents

TRANSFER DOCUMENT(S)

Transfer to:  

Move Documents

APPLY ATTRIBUTES TO DOCUMENT(S)
How to share documents in cart (cont.)

To (email addresses):

Use commas or semi-colons to separate multiple recipients. Don't put a comma or semi-colon at the end.

Subject:
Tao Yao has shared a collection of documents/items with you

Message:

Share Expiry Date: 5/5/2020

Send Message and Share Cart
Support options

Our technical support team is accessible both online and via telephone to help you:

- **Chat with Us**
  Monday – Friday 8:30 AM to 6:00 PM EST
  [Click here to chat online](#)

- **Submit a Ticket**
  Our online support center is available 24 hours a day, 7 days a week. Click the “Support” link to submit a ticket
About ioMosaic Corporation

Through innovation and dedication to continual improvement, ioMosaic has become a leading provider of integrated process safety and risk management solutions. ioMosaic has expertise in a wide variety of areas, including pressure relief systems design, process safety management, expert litigation support, laboratory services, training, and software development.

ioMosaic offers integrated process safety and risk management services to help you manage and reduce episodic risk. Because when safety, efficiency, and compliance are improved, you can sleep better at night. Our extensive expertise allows us the flexibility, resources, and capabilities to determine what you need to reduce and manage episodic risk, maintain compliance, and prevent injuries and catastrophic incidents.

Our mission is to help you protect your people, plant, stakeholder value, and our planet.

For more information on ioMosaic, please visit: www.ioMosaic.com