ioMosaic®

Minimizing risk. Maximizing potential.®

QuickStart

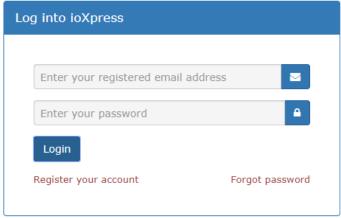## Process Safety Enterprise® – ioXpress™

User registration

➤ Register at 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

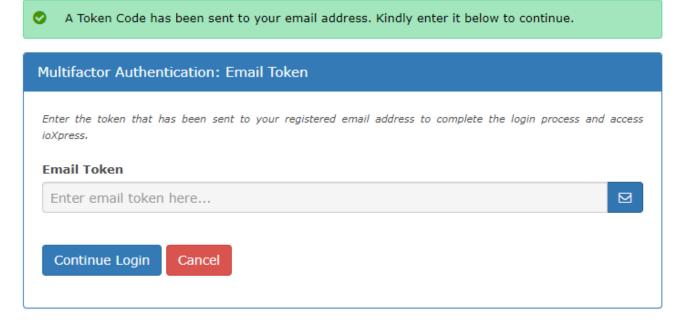➤ Expect a notification that your account is active

User registration

Once registered – User login

➤ Step 1: Enter User name and Password

Log into ioXpress

Enter your registered email address ✉

Enter your password 🔒

Login

Register your account   Forgot password

➤ Step 2: Enter Token code

✓ A Token Code has been sent to your email address. Kindly enter it below to continue.

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**
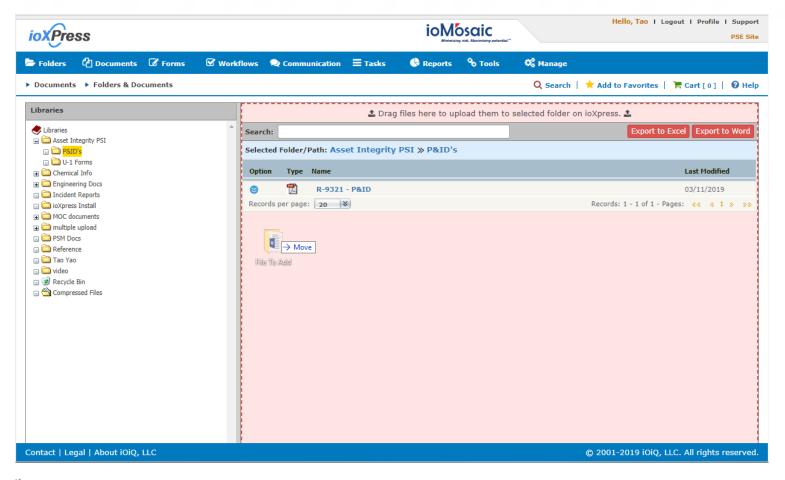
Add document

❯ Click on '*Folders'* Menu, select the folder or subfolder on the folder tree.

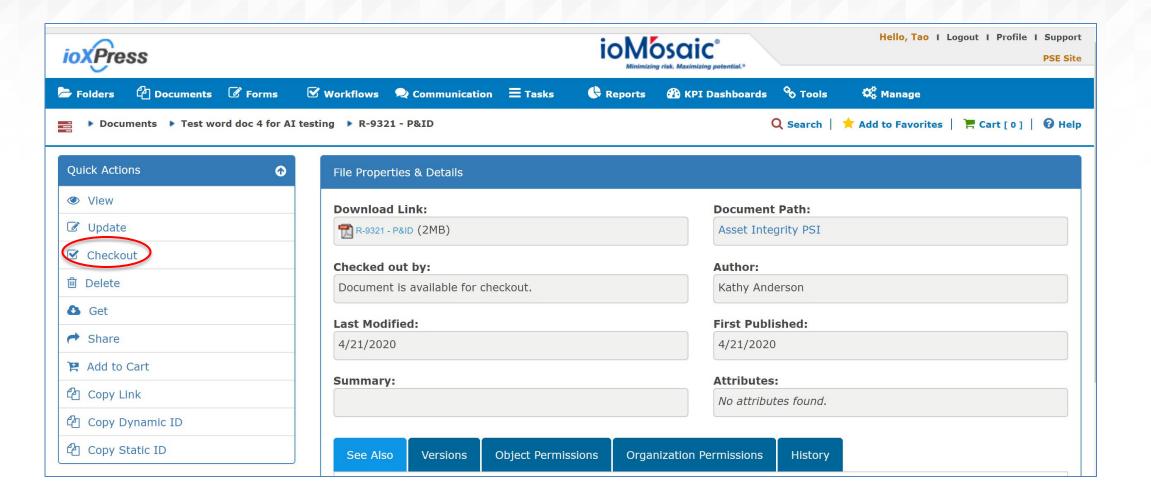❯ Drag single or multiple documents from your local computer to the ioXpress™ highlighted area
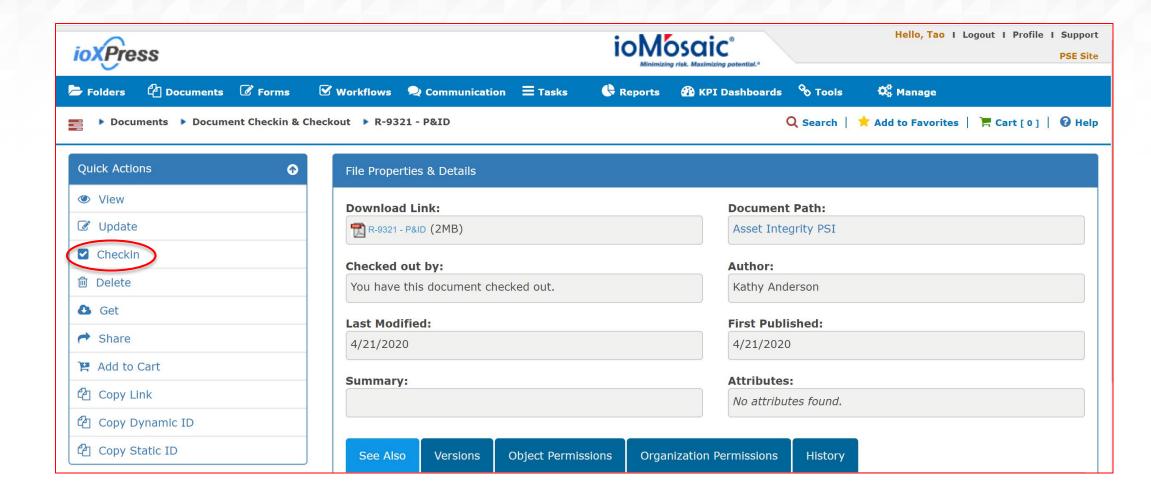
How to search documents

❯ Click on '*Search*' on any web pages

❯ Select '*BASIC SEARCH*' or '*CONTENT SEARCH*'

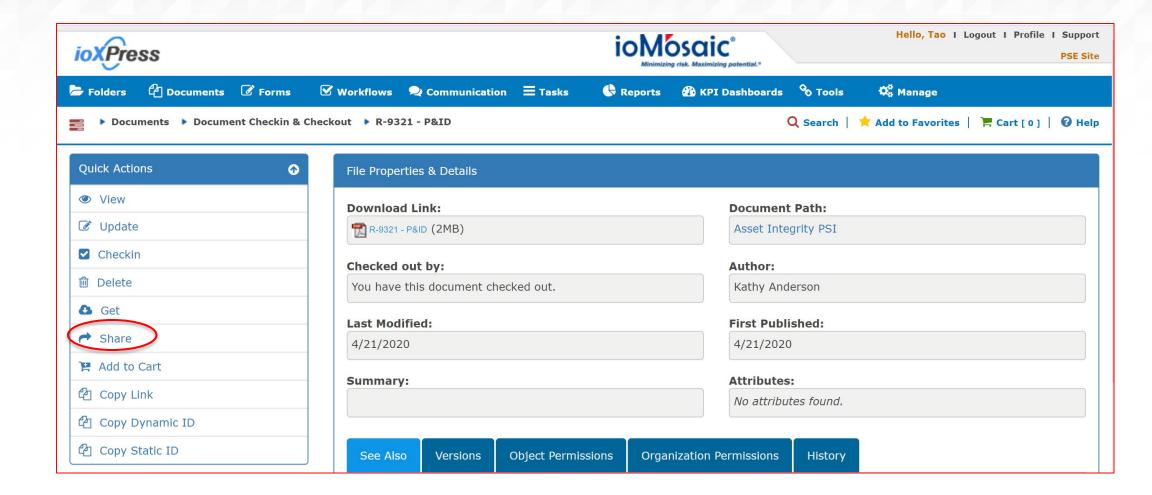❯ Please Refer to the Search-Rules document for search examples

How to check in / check out document
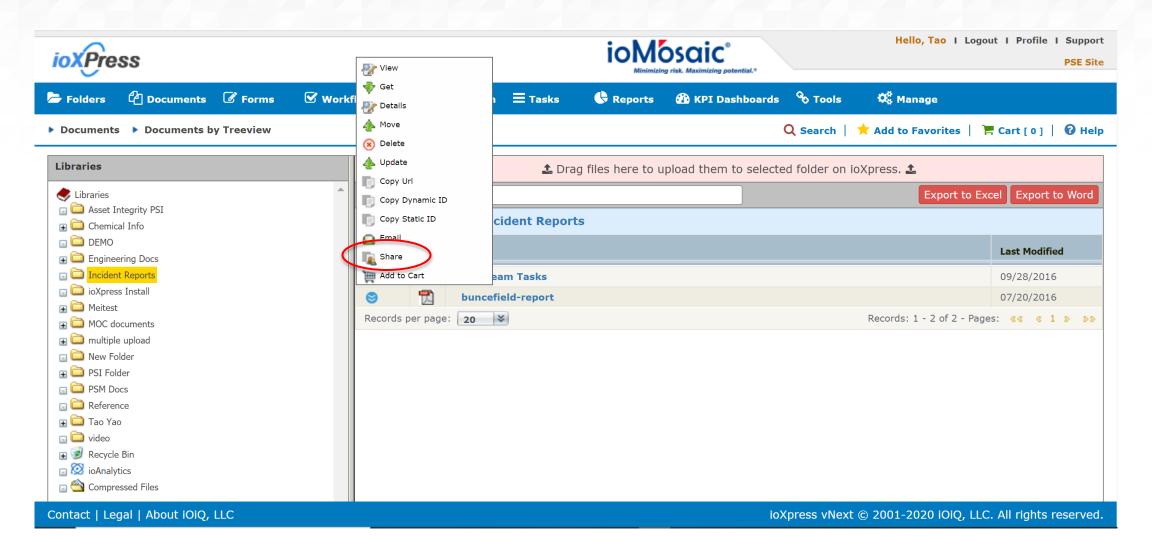
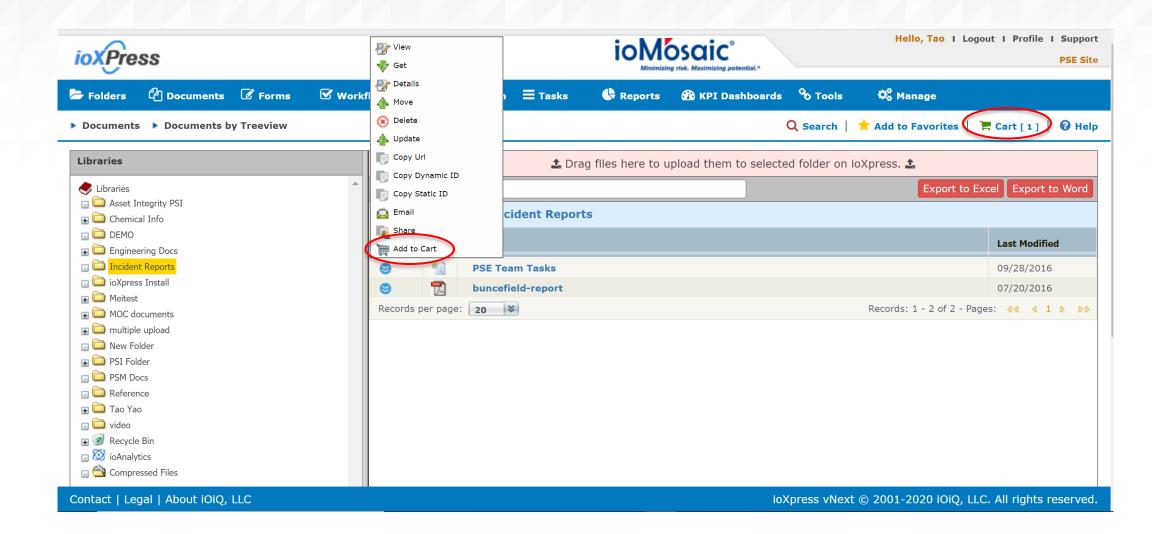# How to check in / check out document (cont.)

How to share a document
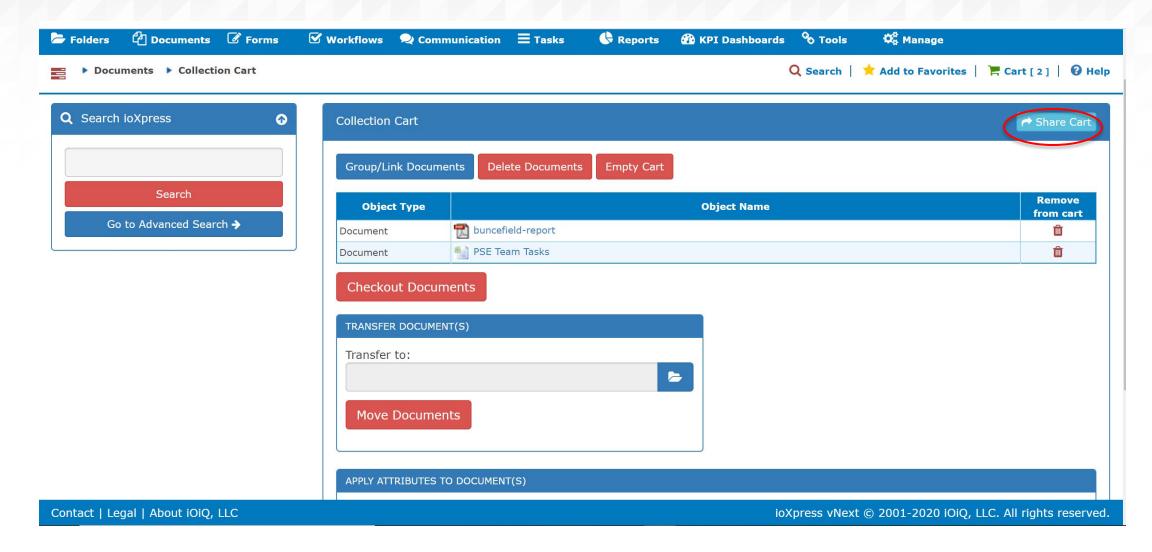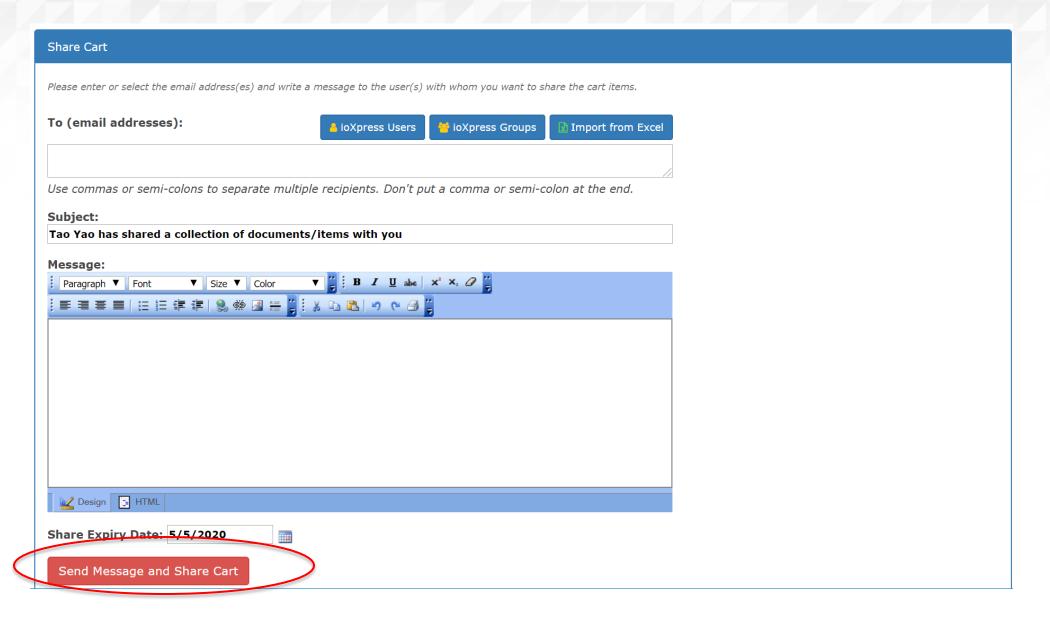
How to share a document (cont.)

How to share documents in cart (cont.)

How to share documents in cart (cont.)

How to share documents in cart (cont.)

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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**

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