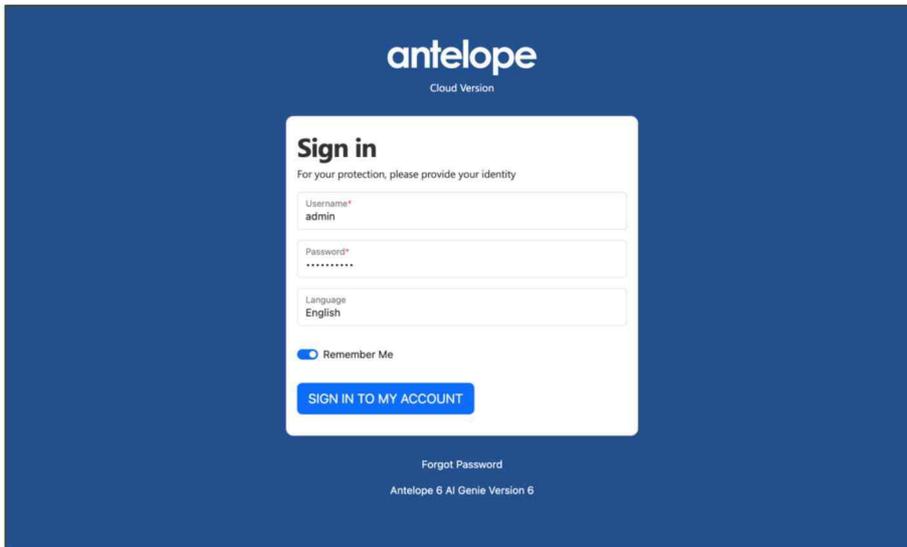


A. Login & Authentication

I. Login

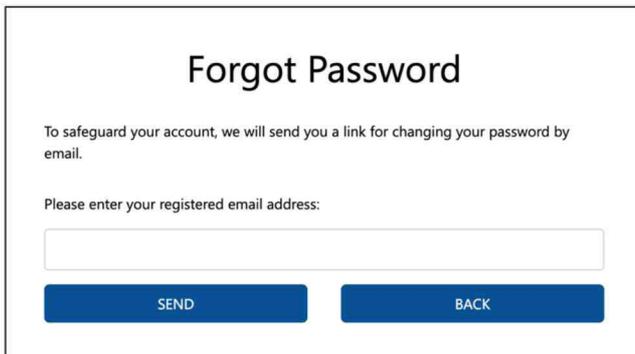
1. Antelope 6 Cloud supports the following types of login authentication:
 - a. Simple username and password input.
2. Input the username and password.



3. Select the language. Currently Antelope supports English, Traditional Chinese, Simplified Chinese and Portuguese.
4. Click “Remember Me” if you want the browser to remember your username.
5. Click “SIGN IN TO MY ACCOUNT” button. By default, if you attempt login fail for more than 10 times, system will lock your account for 30 minutes. The number of fail attempt will vary according to system administrator setup.

II. Forget Password

1. If you forget your user account password, click the “Forget Password” link on the bottom of the login page.



Forgot Password

To safeguard your account, we will send you a link for changing your password by email.

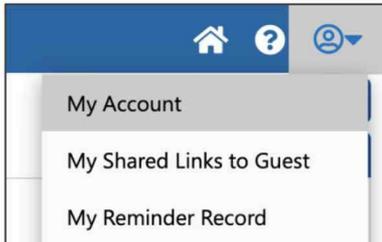
Please enter your registered email address:

2. Input the email address which is associated with your user account.
3. Click “Send” button.
4. You will receive an email about resetting password for your Antelope user account. Click the hyperlink embedded in the email.
5. Input your new password.
6. Click the “Change” button.
7. You can now login again with your new password.

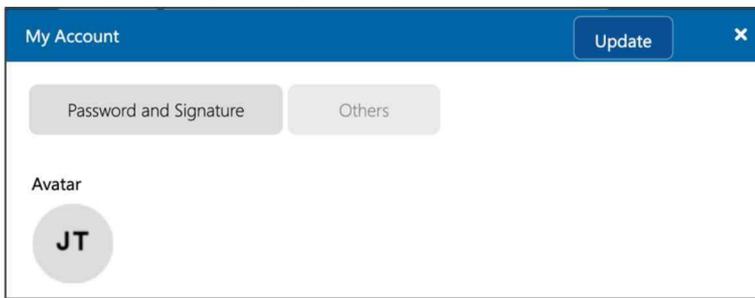
B. My Account

I. Avatar

1. From the top right-handed corner, click the user icon.



2. The context menu will appear. Select "My Account".
3. To change your profile picture, click the circle icon from Avatar.



4. From the Upload Document pop-up window, click the "Choose File" button.
5. Select your profile picture. Antelope only supports JPG and PNG format. It is recommended the profile picture should be under 500 x 500 pixels resolutions.
6. Click the "Upload" button.

II. Password

1. To update password, Input your current one from “Password”.



A form for updating a password, enclosed in a rectangular border. It contains three input fields, each with a label above it: "Password", "New Password", and "Confirm Password". Each input field is a simple rectangular box with rounded corners.

2. Input your new password and confirm password. All passwords must follow the rules below:
 - Password length with a minimum of 8 characters
 - At least 1 upper case letter, 1 lower case letter, 1 numeric letter and 1 symbol.

III. Signature

1. Click the grey Signature area.



2. The “Add Signature” window will appear.



3. There are three options for defining your signature:

Option	Description
Draw	Draw your signature by pointing device such as mouse.
Type	Type your signature with a selection of cursive fonts.
Upload	Upload your signature file in either JPG or PNG format.

4. Click the “Clear” hyperlink to clear your signature.
5. Click the “Upload” button to save your signature.