LOGIN PROCEDURE FOR https://process.lemcertification.org
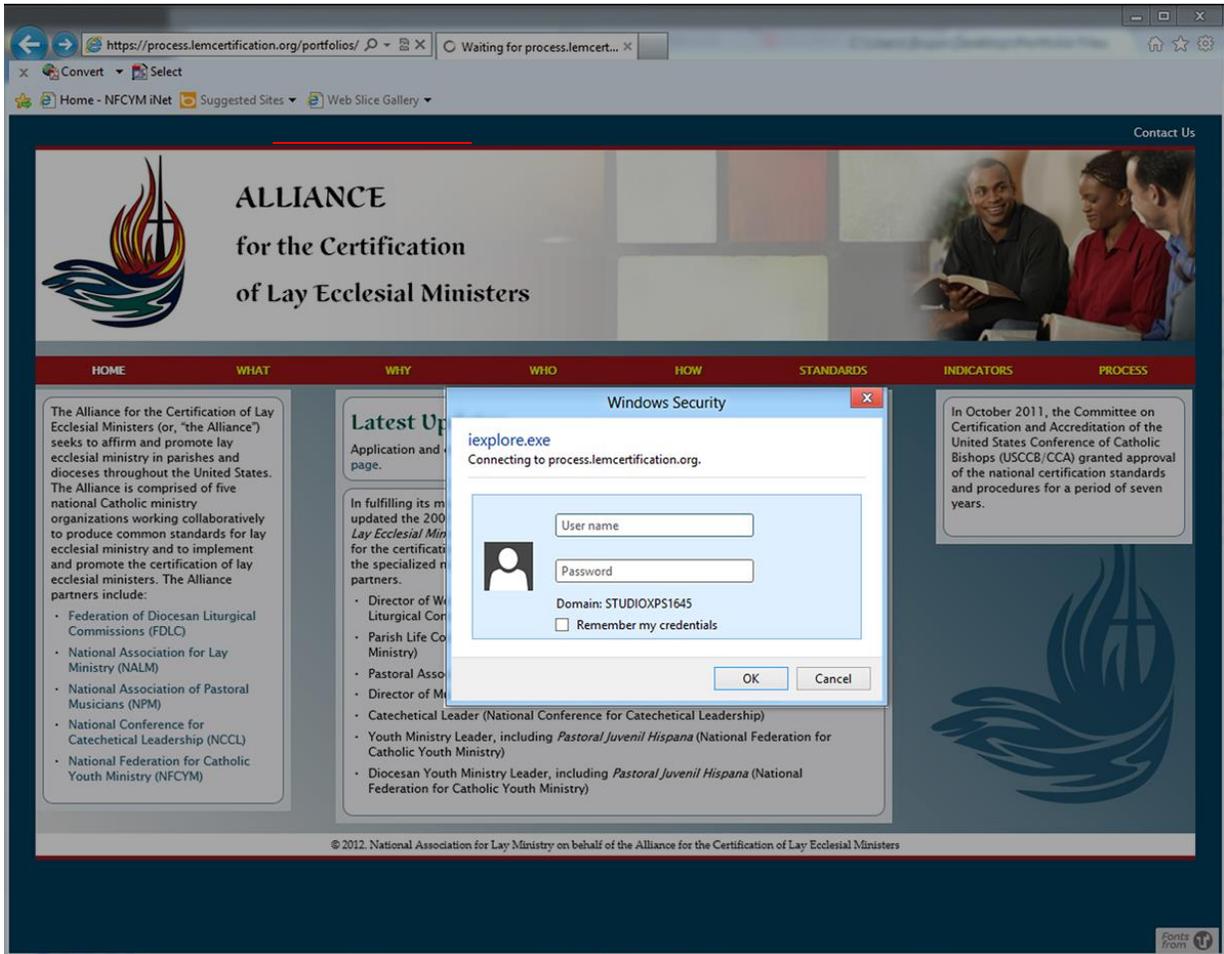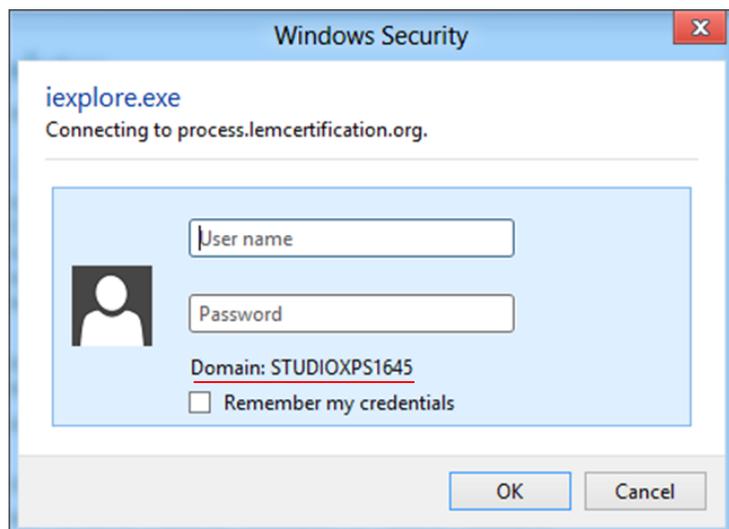
When you first browse to any page in the website (like your personal document library), you will immediately receive a pop-up login box like the image below. *Note: your screen will not darken; this effect has just been added to the image in order to highlight the pop-up login box.*

To the left is an enlarged view of the Windows Security Login Window. *Note: other browsers may title the window with other terms, like "Authentication Required" or something similar.*

This image is taken from the MS Internet Explorer browser running on Windows. Other browsers and operating systems may display this window differently, but all will include two fields: one for Username and one for Password.
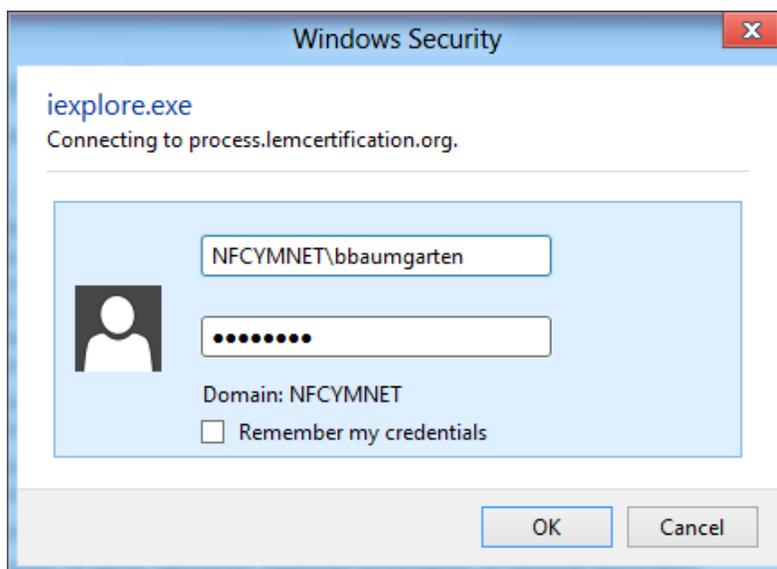
Take note in the Internet Explorer box shown that it displays a line with the computer's Domain (underlined in red, above). This screenshot shows the default that displays when the window pops up: the local computer's *own domain* is shown (in this case, the example shows my local computer name—"BBDELLXPS13"—it could also show an office network name if the computer were joined to a network domain).

Enter your username and password (where "username" and "password" are the credentials you have been assigned) in the format:

Username: **NFCYMNET***username*
Password: ***password***

If you are using Internet Explorer, when you enter the domain name before your username (the "NFCYMNET\" portion of the full username) you'll see the Domain reference in the window change to "NFCYMNET" as in the example to the right using Bruce Baumgarten's login.

Other browsers do not show the domain name like Internet Explorer. Below is a screen capture of the authentication pop-up window in the Google Chrome browser for Windows (similar formats may be found in Firefox for Mac or Windows, Safari for Mac, etc.). No matter the format of the authentication window, there is no harm in using the complete domain-specific ("NFCYMNET*username*") format so this is the recommended *username* practice.

When you click on the "OK" or "Log In" button, the site page to which you are navigating will open.