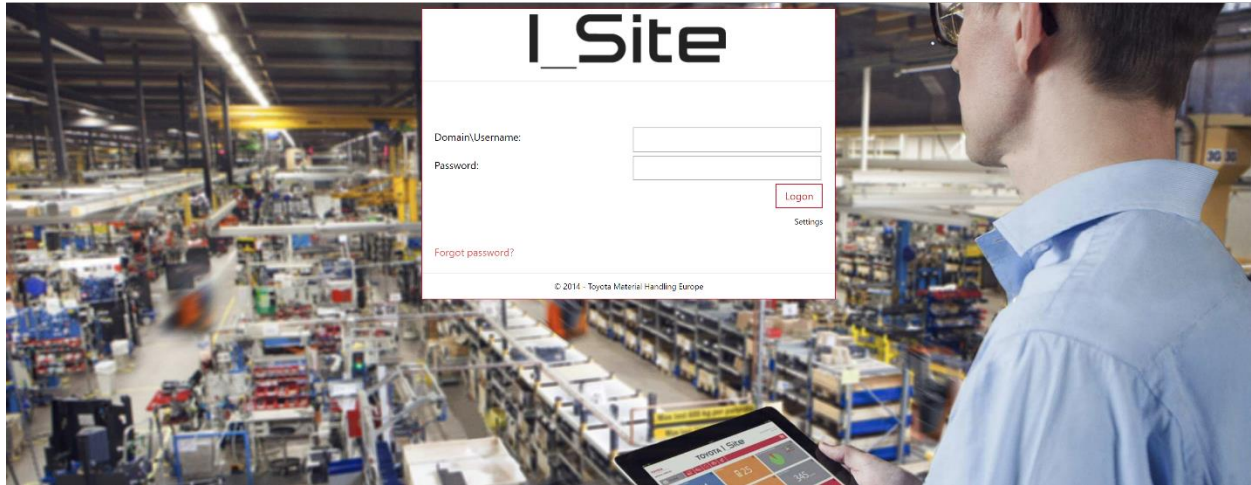


LOGON

Logon to the web portal is done on the I_Site website, which can be found at www.toyota-isite.eu.

To login:

1. Enter User name
2. Enter Password.
3. Click Logon



FIRST TIME LOGON

To access I_Site use the username and temporary password supplied in the invitation e-mail. On successful logon you will be asked to change your password before you can proceed to the home page.

The password is case sensitive.

EXPIRING PASSWORD

A password will expire every 180 days and you will be required to change it prior to its expiration. You will have to enter a new password after logging on, but before you can proceed to the home page. If your password has expired and you cannot log on, you will need to recover your password.

EXPIRING ACCOUNT

If you haven't logged on for more than 3 months your account will expire and will be locked. Expired accounts will have all active notifications and subscriptions cancelled. It will not be possible to access I_Site via mobile app either.

To recover your account contact Toyota support line. It might take a few days before your account is re-activated.

PASSWORD RECOVERY

In case you need to recover your password click on the **Forgot Your Password?** link or go to pwrecovery.toyota-industries.eu. Follow the instructions on the page to receive a temporary password to your email account. An auto-generated password will be e-mailed to you. Upon logon you may change to a personalized password.

If you have not received your new password within one hour contact your contract administrator.

ACCOUNT RECOVERY

If you have problems accessing your account or don't remember your logon credentials contact your contract administrator.

SUPPORTED WEB BROWSERS

I_Site is supported on Internet Explorer 11 or newer and Google Chrome version 68 or newer. It is possible to access I_SITE using other browsers, but some behaviour might differ from described in the manual.

SETTINGS

Clicking on settings will display checkbox with **I am internal user** text next to it. This must be checked for Toyota employees that are working outside company network or are not connecting using VPN connection. Most users don't need to check this box and can safely ignore it.

