

FUMO® welcome package



2



Guidance 2:

Login on the FUMO platform and unlocking the questionnaire

Welcome to FUMO®



within the next slides we will guide you through our login process and will give you an instruction how to unlock the questionnaire associated with your Green Carrier audit. Please make sure that you have already unlocked the questionnaire **before** the FUMO® Green Carrier audit to prepare the relevant documents.

Time required: maximum 5 minutes

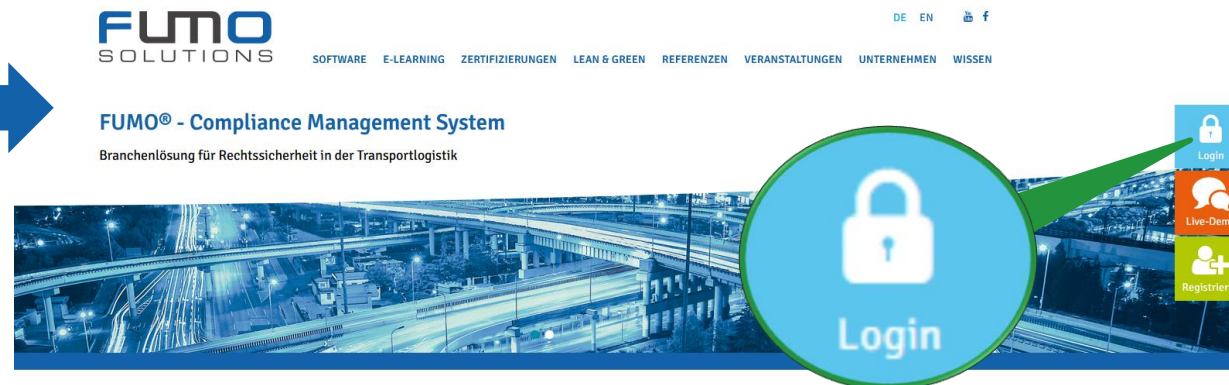
If you have any questions please do not hesitate to contact our support:

Phone: +49 (0)7348 40 71 72 0

Email: info@fumo-solutions.com

Web: www.fumo-solutions.com

Step 1: Go to www.fumo-solutions.com
and click on the “Login” button



Step 2: Choose English as language and log in with your **customer number** (see guidance 1: Step 19) **username** and **password** (see guidance 1: Step 1)



LANGUAGE

CUSTOMER NUMBER

USER NAME

PASSWORD

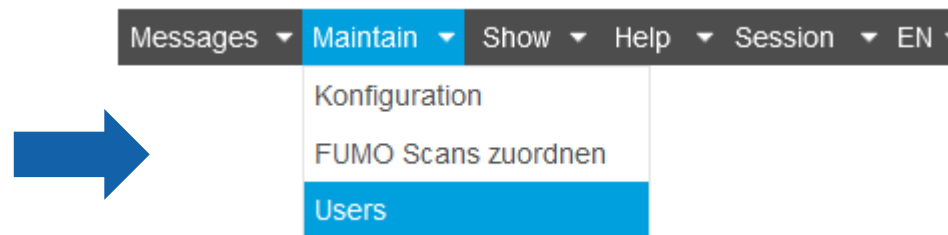
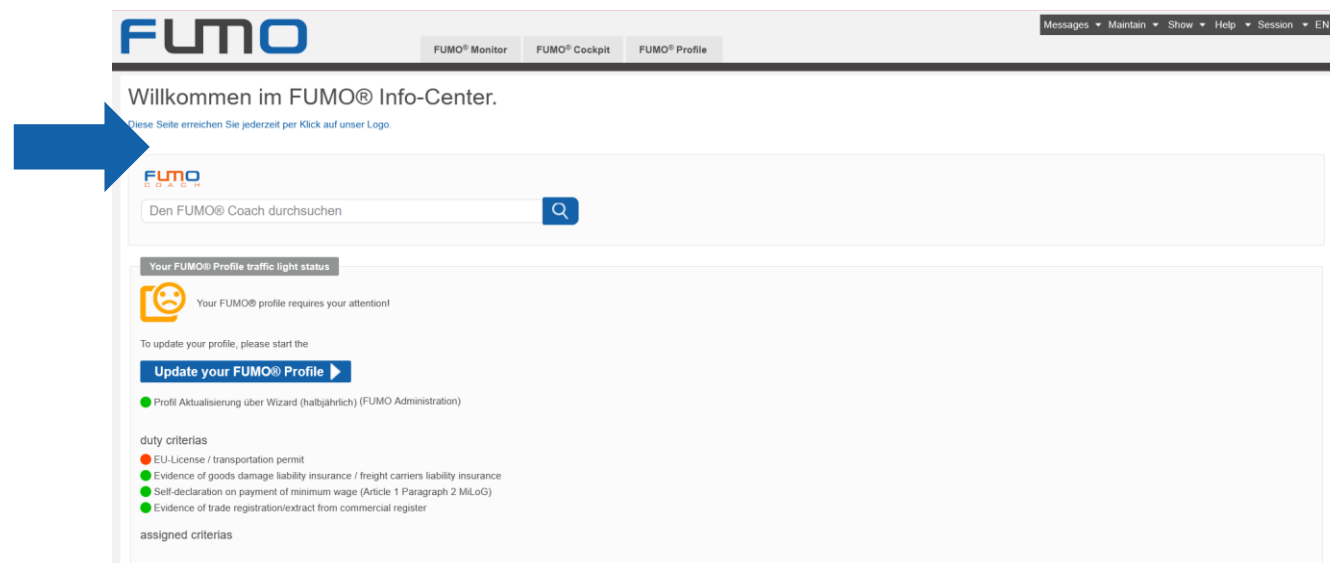
[Forgot your password?](#)

LOG IN! ▶

After Log in you will see the FUMO© Info-Center. On the top right you will find the software navigation divided into:

- Messages
- Maintain
- Show
- Help
- Session
- EN/ DE

Step 3: Within the software navigation click on „**Maintain**“ and select „**Users**“



Step 3: Click on the User that is shown within the tab „Manage user“



Manage users ✕

Add ▶

Username	First name	Last name	Role
Mustermann	Max	Mustermann	Administrator

Step 4: Set a check mark within the box Auditor Allowed to activate the questionnaire.



Edit ✕

Delete ▶

Username:

Password:
The password must be **between 8 and 16 characters** long
it must contain at least **one number**
it must contain at least **one special character** (for example % or !)
it must contain at least **one uppercase letter**
it must contain at least **one lowercase letter**

Password repetition:

First name:

Last name:

Position:

E-mail address:

E-Mail Format: Als Zusammenfassung

traffic light mails: Monday Tuesday Wednesday Thursday Friday

Role:

Auditor Allowed

Categories

Blocked

Allowed

Partner companies
Company profile

▶

Step 5: Re-enter your password

Password repetition:

to apply the changes



Edit
✕

Delete ▶

Username:	<input type="text" value="Mustermann"/>
Password:	<input type="password" value="....."/> <small>The password must be between 8 and 16 characters long it must contain at least one number it must contain at least one special character (for example % or !) it must contain at least one uppercase letter it must contain at least one lowercase letter</small>
Password repetition:	<input style="border: 2px solid red;" type="password" value="....."/>
First name:	<input type="text" value="Max"/>
Last name:	<input type="text" value="Mustermann"/>
Position:	<input type="text"/>
E-mail address:	<input type="text" value="c.harjo@fumo-solutions.com"/>
E-Mail Format	<input checked="" type="checkbox"/> Als Zusammenfassung
traffic light mails	<input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Friday
Role:	<input type="text" value="Administrator"/>
Auditor Allowed	<input checked="" type="checkbox"/>

Categories

Blocked	Allowed
	Partner companies Company profile

Cancel
Save ▶

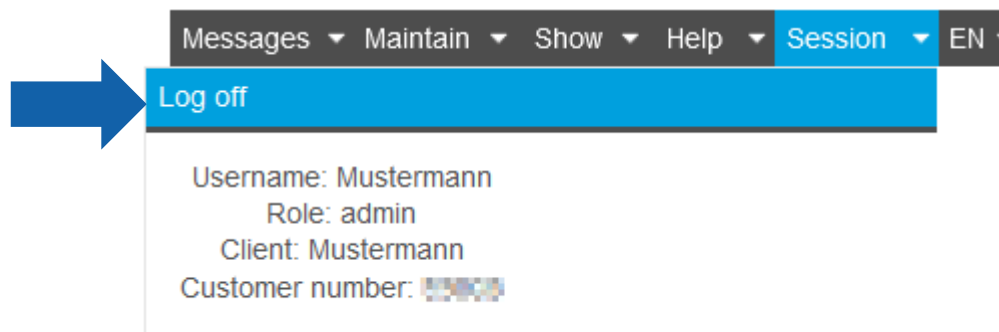


Step 6: Save ▶ **Save the changes**

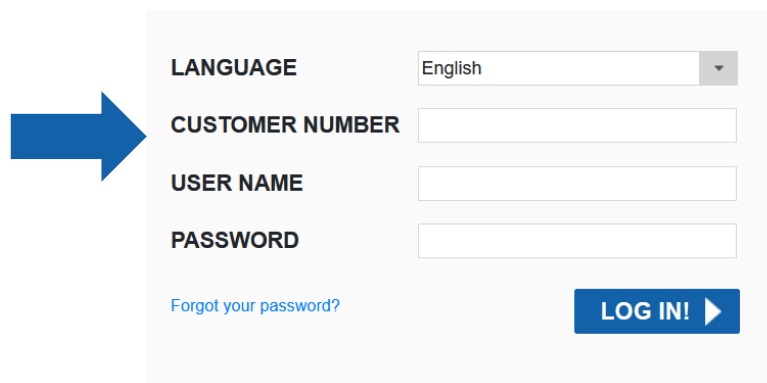
Step 7: Click on  to close the tab „Manage users“



Step 8: Go to the software navigation and click on „Session“ and select „Log off“



Step 9: Choose English as language and log in with your customer number (see guidance 1: Step 19) username and password (see guidance 1: Step 1)



After Log in you will see the option **FUMO® Auditor** within your FUMO® Info-Center



Willkommen im FUMO® Info-Center.

Diese Seite erreichen Sie jederzeit per Klick auf unser Logo.



Den FUMO® Coach durchsuchen



Your FUMO® Profile traffic light status



Your FUMO® profile requires your attention!

To update your profile, please start the

[Update your FUMO® Profile ▶](#)

● Profil Aktualisierung über Wizard (halbjährlich) (FUMO Administration)

duty criterias

- EU-License / transportation permit
- Evidence of goods damage liability insurance / freight carriers liability insurance
- Self-declaration on payment of minimum wage (Article 1 Paragraph 2 MiLoG)
- Evidence of trade registration/extract from commercial register

assigned criterias

Please proceed with Guidance 3.

Thank you for logging in and unlocking the questionnaire in FUMO®!



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