



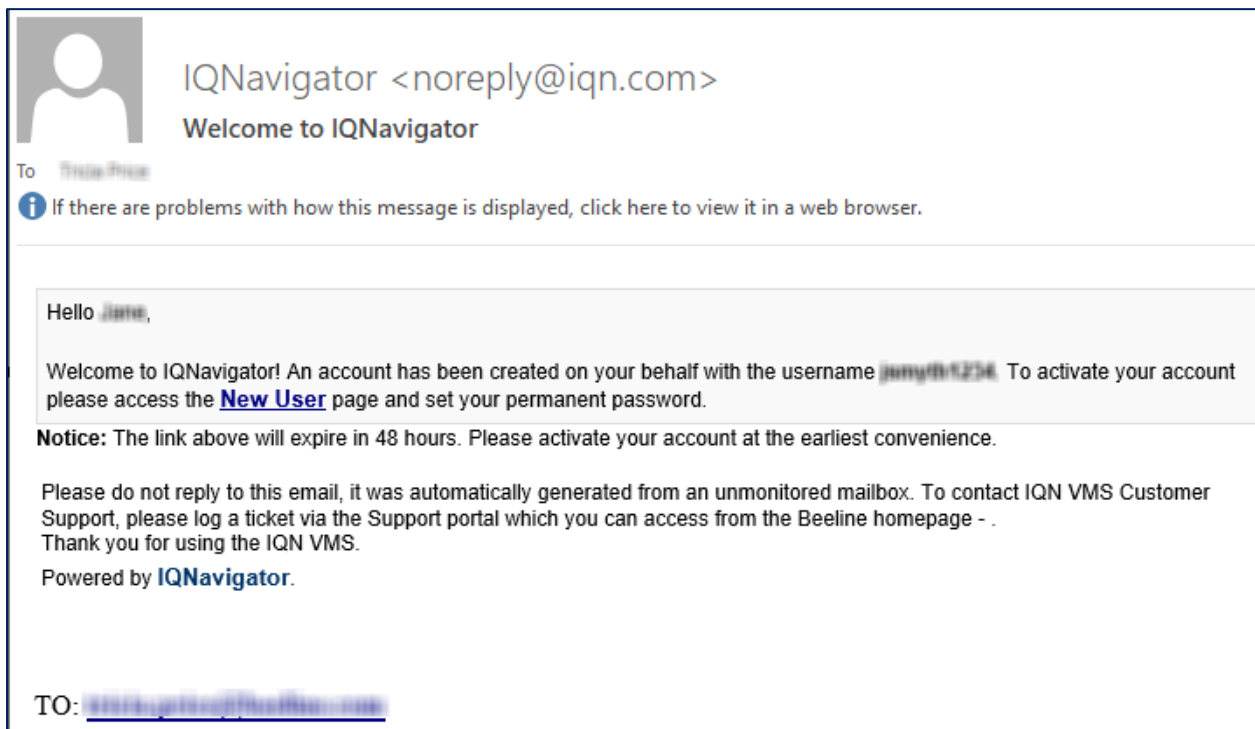
## First Time Login for New User

This job aid explains the steps a new user should follow the first time they log into the IQN system.

1. Check your email inbox for a “Welcome to IQNavigator” email. This email includes your assigned username and a hyperlink to the **New User** login page.

**⚠** As noted in the email, please activate your account before the expiration deadline. If the deadline expires before you have successfully completed your first login, you will need to contact your Supplier Firm Admin for assistance.

**PLEASE NOTE: This hyperlink can only be used once!**



The screenshot shows an email from IQNavigator with the following content:

**IQNavigator <noreply@iqn.com>**  
**Welcome to IQNavigator**

To: [Teresa Price](#)

**i** If there are problems with how this message is displayed, click here to view it in a web browser.

Hello [Jane](#),

Welcome to IQNavigator! An account has been created on your behalf with the username [jamy@1234](#). To activate your account please access the [New User](#) page and set your permanent password.

**Notice:** The link above will expire in 48 hours. Please activate your account at the earliest convenience.

Please do not reply to this email, it was automatically generated from an unmonitored mailbox. To contact IQN VMS Customer Support, please log a ticket via the Support portal which you can access from the Beeline homepage - .  
Thank you for using the IQN VMS.

Powered by [IQNavigator](#).

TO: [mailto:jamy@1234@iqn.com](#)



2. Click the **New User** hyperlink in the email. The IQNavigator Password Update screen opens.

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## New Password

Enter Your New Password

Confirm Your New Password

Submit

IQN Login | SupportIQN

### Password Rules

- A minimum of seven alphanumeric characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one symbol
- New and confirm passwords match

3. Enter the password of your choice. **Make sure that your password meets all the requirements listed in the Password Rules section.** The system will put a checkmark next to each successful use of the requirement as you type.

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Enter Your New Password

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### Password Rules

- ✓ A minimum of seven alphanumeric characters
- ✓ At least one uppercase letter
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- ✓ At least one number
- ✓ At least one symbol
- ✓ New and confirm passwords match

4. Repeat your password in the **Confirm Your New Password** field, then click **Submit** to continue. The IQNavigator Login screen displays. (The slide-out greeting and background image will vary depending on the time of day.)



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### Login to Continue

Username

Password

Login

Login Help SupportIQN

5. Enter your username from the “Welcome” email, then enter the password you just created.
6. Click **Login** to continue. An email verification screen appears.

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### Enter a valid email to finish setting up your account.

A *Verify Your Email* message will be sent to you.


Submit

Providing your email lets you receive *Reset your password* emails.

7. Enter a valid email of your choice.  
**PLEASE NOTE:** This email will be used for all automated system notifications, including any future password reset requests.
8. Click **Submit** to continue. You login to your home dashboard.
9. Check your email inbox for the email you entered in Step 7. You should see an email with the subject line, “Verify Your Email”.



 As stated in the email, you must respond before the expiration deadline!



**IQNavigator** <noreply@iqnavigator.com>  
Verify Your Email

To [redacted]

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Hello [redacted],

To finish setting up your IQNavigator application account, we need to verify your email address.

[Click here to verify your email address.](#)

**Caution** The link in this email expires in 48 hours. Please verify your email at your earliest convenience.

Please do not reply to this email; it was automatically generated from an unmonitored mailbox. Thank you for using IQNavigator.  
Powered by [IQN](#)

10. Click the “verify your email” hyperlink in the email to complete your user login.
11. Congratulations! You have successfully completed your first login. Welcome to IQNavigator!