

## Logging in to your WHH Construction Web Account

WHH Construction relies on its website at <http://www.whhconstruction.com> to provide employees with convenient access to commonly used forms, e-mail, employee information, and timesheet entry. As a new WHH employee, an account has been enabled for you using the following login credentials:

Login:

Password:

You can change your password at any time by sending an e-mail to [passchange@whhconstruction.com](mailto:passchange@whhconstruction.com) with the subject "CHANGE". In the text of the message, the first line should be your new desired password. Please note that your new password must be at least 5 characters long, cannot include your login name, and must include at least two of the following three groups of characters: Uppercase letters, lowercase letters, and numerals or special characters (e.g. @, !, #). Please be advised that this password change will affect both your WHH e-mail login as well as your Extranet login. It is recommended (but not mandatory) that you change your password at least every three months.

## Checking your WHH E-Mail

WHH Construction utilizes a web-based e-mail system called "Horde" to permit you to check your e-mail via the World Wide Web. There are two main ways to access your e-mail account; either through your WHH Extranet page or through a direct Web address.

### Via the WHH Extranet

- 1) Log into your WHH Extranet page as described above.
- 2) Select the "Webmail" link from the left side of the screen.
- 3) Enter your login and password (the same credentials used to access your Extranet page) and click the "Login" button.

### Direct Web Access

- 1) Open a Web browser (such as Internet Explorer, Netscape, or FireFox)
- 2) In the address bar, type <http://webmail.whhconstruction.com>
- 3) Enter your login and password (the same credentials used to access your Extranet page) and click the "Login" button.