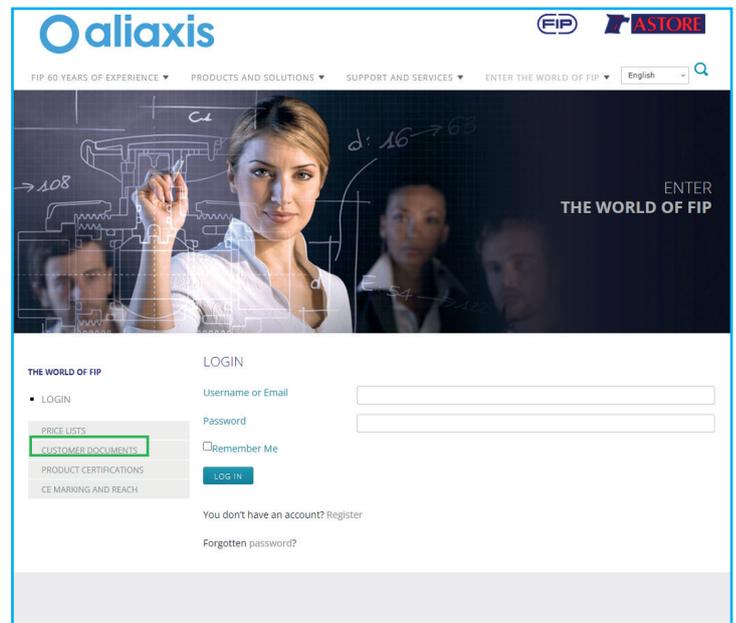# Instructions to access the new CMS

How to recover user passwords and access your documents

01 Go to fipnet.com

Access the Customer area on fipnet.com by entering your USERNAME or EMAIL and your PASSWORD.
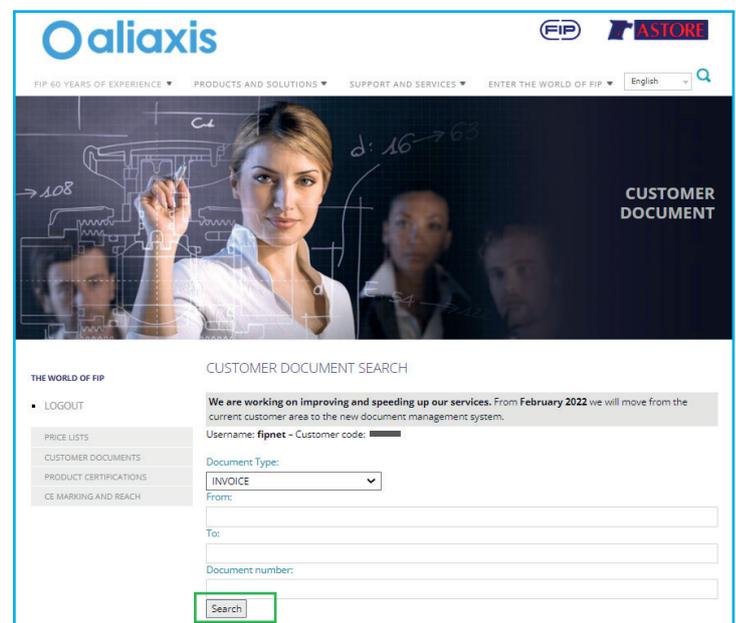

02 Search documents

Search your documents using the FROM/TO SEARCH DATE fields.

All **documents issued by the end of January** are available on the current system and will appear in your search.
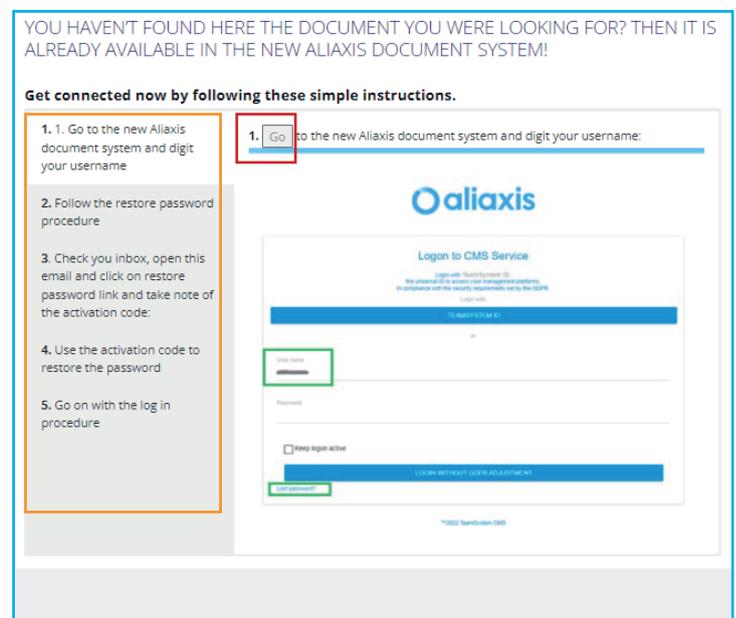
All **documents issued from February 1st** are available on the new document system.

03 Follow the instructions

To access the new document system you can follow the 5 steps in the online help (highlighted in orange) or continue reading this document.

Click on step 1 and then on the GO button (highlighted in red).

04 Access the new document management system

Click on the button highlithed here aside. Enter your USERNAME and click on FORGOT PASSWORD?
The recovery procedure is now activated.

05 Enter your e-mail

Follow the PASSWORD RESET procedure,
then enter the e-mail address to receive the new password and click SEND.

06 Password recovery

Check your inbox and open this email, click on the link PASSWORD RECOVER and copy the ACTIVATION CODE.

07 Set your new password

Use the ACTIVATION CODE, then enter a NEW PASSWORD and click on CHANGE.
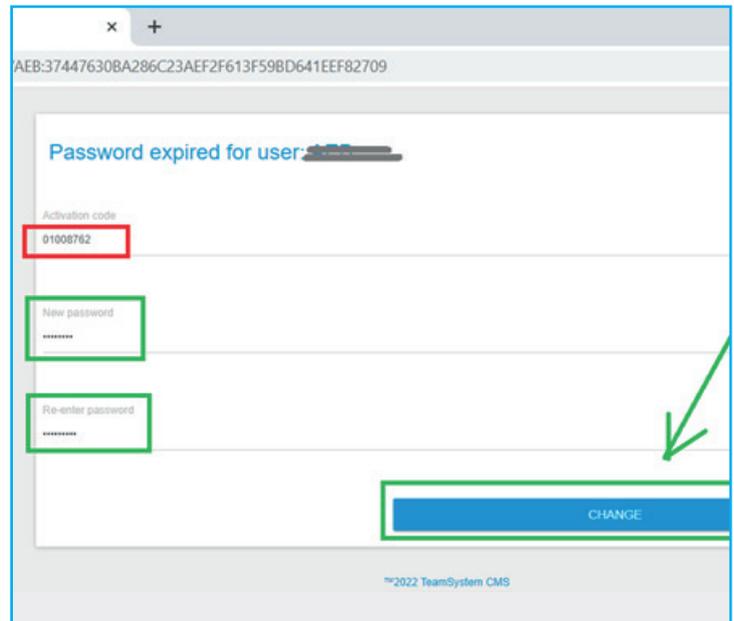
08 Proceed with the login

To login for the first time, enter your USER NAME and the new PASSWORD.
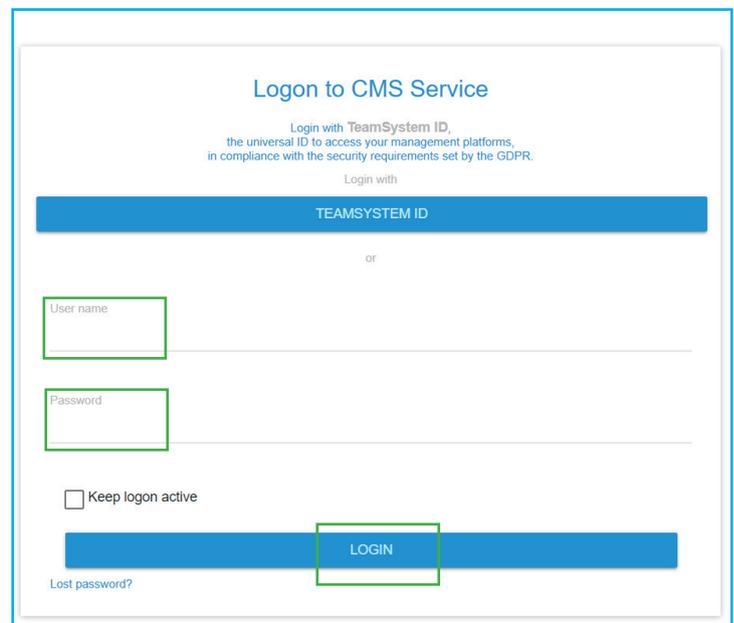
09 Document selection

Search for the documents of your interest by clicking on the relevant button.
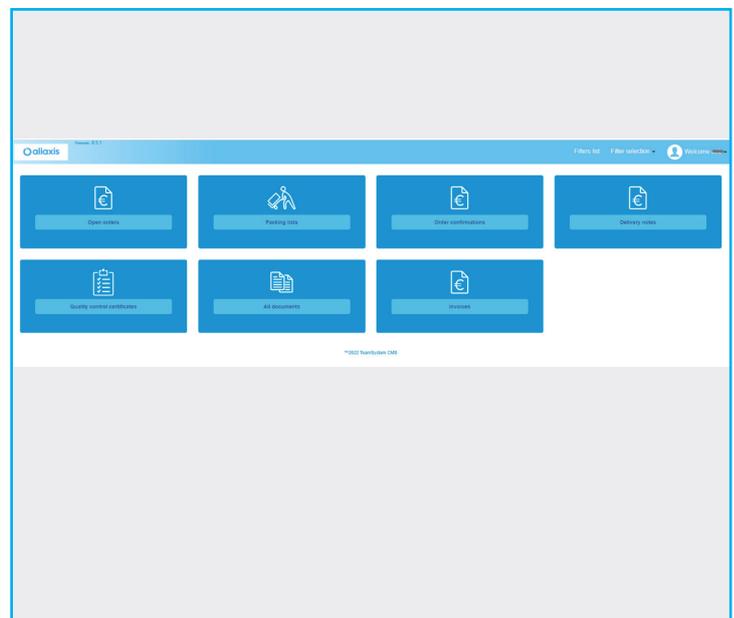
10 View documents

All documents in the selected category will appear in chronological order, starting with the most recent.

By clicking on the pdf icon you can download or view each single document.