Hello Staff,

I'm excited to announce the new facility scheduling and work order software that we will be using this year, FMX. This software will allow you to easily *(add here the functions of FMX in your organization. Refer to module types for extra assistance i.e., schedule maintenance requests, request rooms for events, etc.)*. Our company-wide launch will take place on *(launch date here)*. For any questions regarding this transition, please contact *(insert designated FMX admin or other internal contact here)*.

Follow the instructions below to register for an account and log in:

1) Open your internet browser (Chrome, Firefox, Internet Explorer, etc.) and navigate to yourcompany.gofmx.com/register. *(Edit this link to match your company's FMX site address)*

2) Enter your **First name**, **Last name**, **Email**, **Re-enter your Email**, **Password** and **Re-enter the Password.**

3) Click the **Continue** button to register for an account.

4) Check your email, a confirmation email will be sent to confirm your account. Click the confirmation link in the email to complete your account registration and log in to FMX.

Refer to these links for education on how to properly submit requests:

(remove any links below that are not applicable)
Click here to learn how to submit a Transportation Request.

Click to here learn how to submit a Work Request.

Click here to learn how to submit a Schedule Request.

If you ever forget your password, click here to learn how to reset your password.

If you run into any complications or have additional questions, contact *(insert designated FMX admin or other internal contact here)* or the FMX Customer Support Team at support@gofmx.com.

Thank you,