

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 log in:

1) Check your email, you should have received an email from *no-reply@yourcompany.gofmx.com* with a link to activate your account.

2) After clicking on the activation link you will be taken to a page to create a **password**. Enter a **Password** and **re-enter** the password. Click **continue** to be taken to the account confirmation page.

3) Click the **Log in** button to be taken to your organization’s log in screen.

4) You will now be on your organization’s log in page. Enter your **Email** address and **Password** then click **Log in**.

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

*(remove any links below that are not applicable)*

Click [here](http://help.gofmx.com/hc/en-us/articles/204100805-Creating-a-Transportation-Request) to learn how to submit a Transportation Request.

Click [here](https://help.gofmx.com/hc/en-us/articles/360055075471-Creating-a-Custom-Work-Request) to learn how to submit a Work Request.

Click [here](http://help.gofmx.com/hc/en-us/articles/203386439-Creating-Schedule-Requests) to learn how to submit a Schedule Request.

If you ever forget your password, click [here](https://help.gofmx.com/hc/en-us/articles/204053105-How-do-I-recover-my-lost-or-forgotten-password-in-FMX-) to learn how to reset your password.

If you 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,

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**Your organization’s logo goes here**