**Your organization’s**

 **logo goes here + **

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) Enter ***yourcompany.gofmx.com/login*** in your URL browser.

2) Enter your email address and *insert temporary password here* as the password. It will then redirect you to change the password to your choosing.

**OR**

3) Click the **Forgot Password** button to receive an email link to set your password.

4) Enter your email address then re-enter it.

5) Go to your email Inbox and select the forgot password link.

6) Create a new password.

7) 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:

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