

How to Toggle Between Companies in the Employee Experience Portal

Follow these steps to easily switch between companies within the system:

1. **Register or Log In:**
 - Use the same email address and password to log into the system.
2. **Access the Company Toggle Menu:**
 - Once logged in, locate the three dots (:;) at the **bottom-left corner** of the screen.
3. **Open the "Change Companies" Option:**
 - Click on the three dots (:), and select **"Change Companies"** from the menu (refer to *Figure 1*).
4. **Select the Desired Company:**
 - On the "Change Companies" screen, click **"Change Company"** to toggle to the other location.
5. **Verify the Change:**
 - Ensure that the selected company is now displayed on your screen.

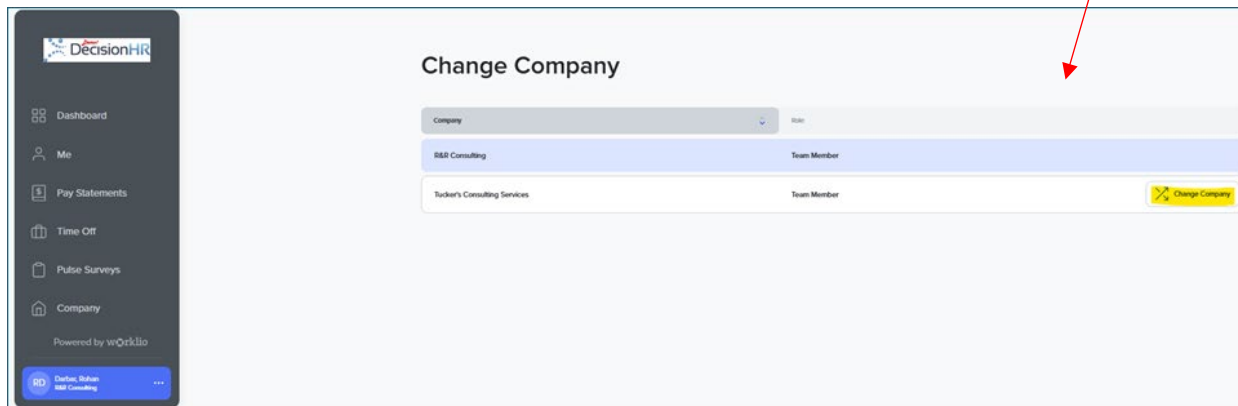


Figure 2

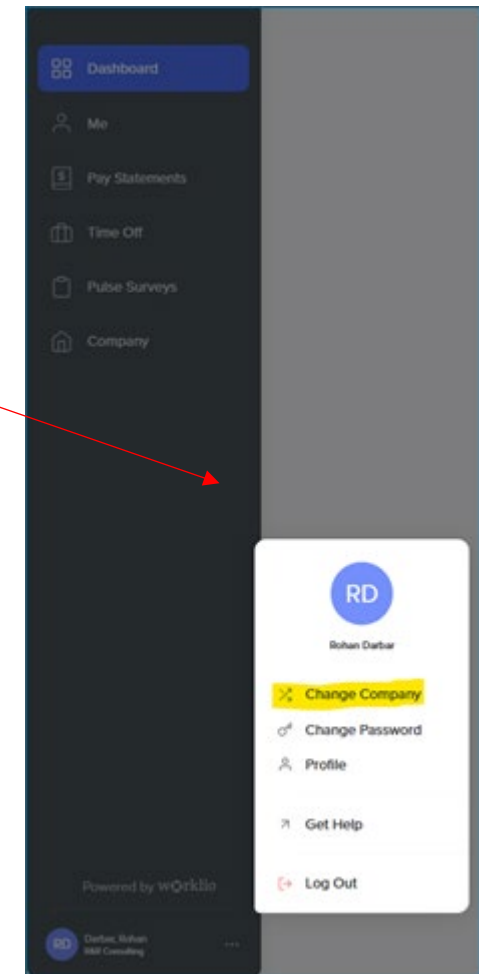


Figure 1