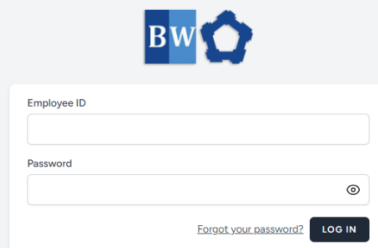


First Time Log-in

This guide will help you log in to your **Employee Records Management System (ERMS)** account for the first time.

Step 1

1. Please contact HR to obtain your Employee ID.
2. Once you have your Employee ID, use it as your username to log in.
3. Your default password is your surname, with the **first letter capitalized** and the **remaining letters in lowercase**.

A screenshot of the Employee Records Management System (ERMS) login interface. At the top center, there is a logo consisting of the letters 'BW' in a blue square next to a blue gear icon. Below the logo is a white login form with two input fields: 'Employee ID' and 'Password'. The 'Employee ID' field is a simple text box. The 'Password' field is a text box with a small eye icon to its right, indicating a toggle for password visibility. Below the password field, there is a link that says 'Forgot your password?' and a dark blue button labeled 'LOG IN'.

Step 2

1. Once you entered your correct **Employee ID** and **Password**, you will be redirected to a page where your information is pre-filled.
2. Provide your accurate **Email**, **Date of Birth**, and choose your **preferred Password**.
3. After completing all the required fields, click the **Update** button to save your information.



Email Birthdate

Password

Confirm Password

Step 3

- Once the fields are filled up and clicks update, you will be asked to verify your email.



Thanks for signing up! Before getting started, could you verify your email address by clicking on the link we just emailed to you? If you didn't receive the email, we will gladly send you another.

[Log Out](#)

- Check your email inbox for verification of your email address.



MGM Food and Commodities Corporation

To:

☺ Reply ↩ Reply all → Forward 📧 ⋮

Fri 6/20/2025 10:18 AM



Hello!

Please click the button below to verify your email address.

Verify Email Address

If you did not create an account, no further action is required.

Regards,

HR Admin

If you're having trouble clicking the "Verify Email Address" button, copy and paste the URL below into your web browser:

- If no email received, click the **Resend Verification Email**.

Step 4

1. Once you receive the email verification, click the **Verify Email Address** button in the email.
2. You will be redirected to system's Dashboard.



- Dashboard
- Leave Forms

Dashboard

Lord Jhon E. Mendoza

Home

LEAVE FILED

Vacation Leave 0	Sick Leave 0	EL Without Pay 0	Birthday Leave 0	EL Benefit 0	Official Business 0	Undertime 0
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