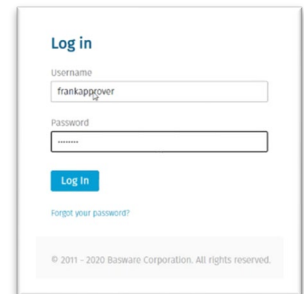


HOW TO LOG INTO BASWARE SYSTEM & HOME SCREEN APPROVER WORKFLOW PROCESS

Login

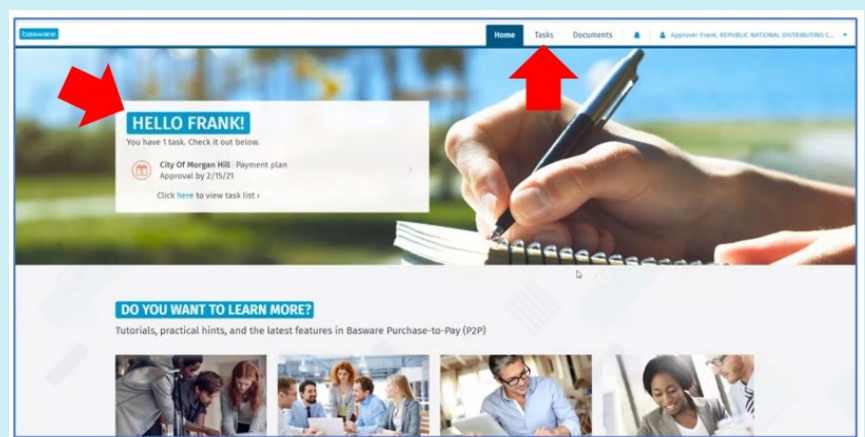
- To log in to the Basware system, follow the initial instructions sent to your email.
 - Click the link and it will take you directly to the login page.
- Enter your **username** and **password** > Click **Log in**.



Home Page

The Edge Home page is a welcome page where you can quickly see an overview of your tasks. In addition, from there you can easily navigate to the invoice approval page.

- Tasks – Click the tasks on the **Home** page or click the **Tasks** tab.



- Search** for products to be purchased from the search panel.



- Find more **P2P information** and links to tutorials, practical tips, knowledge base, and new features.

