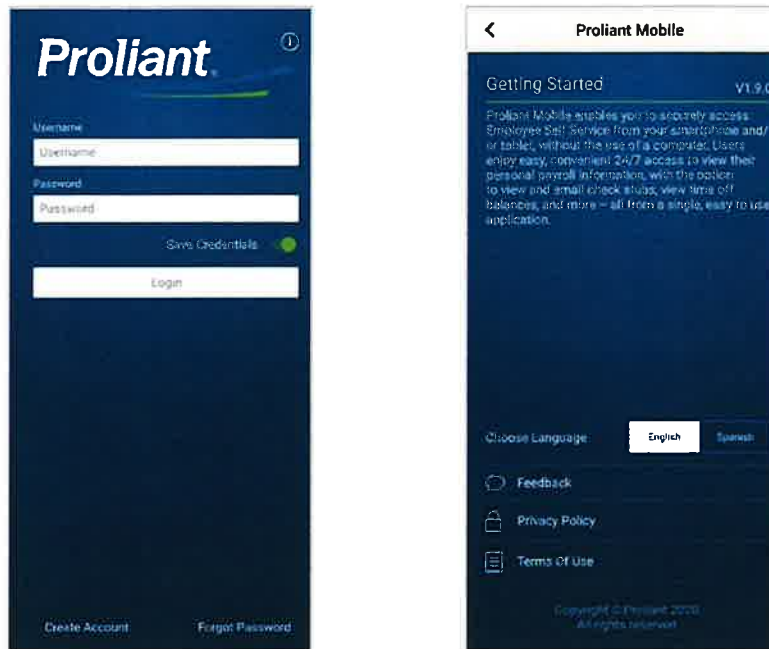## Login

On the Login screen, enter your Username and Password and tap Login.

To save your username and password for future login, toggle Save Credentials to green.

✓ **Expert Tip:**
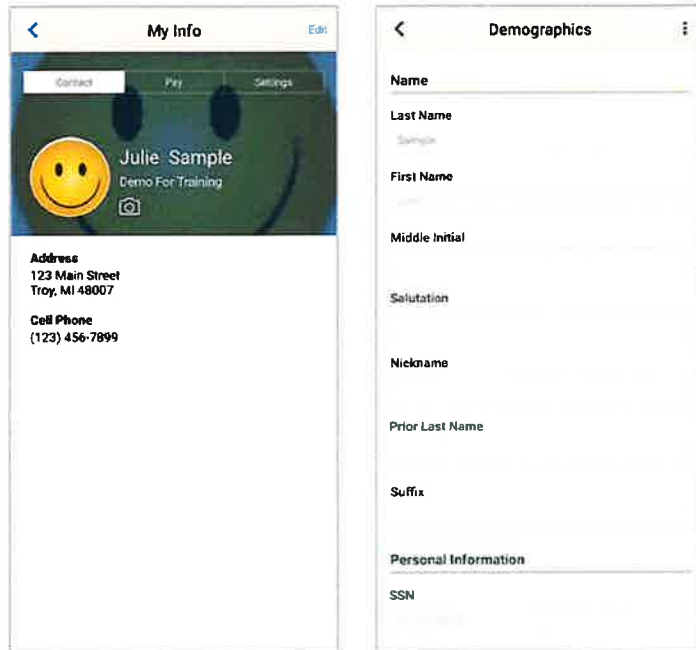Do not Save Credentials if others have access to your device.

My Info

The My Info screen displays your Profile Image, Contact, Pay and Settings.

Contact

Click the camera icon to take or upload a new Profile Image. Click Edit to make updates to Demographic information.

If you are not able to make an edit to a field, then it will be greyed out and you will not be able to click in the field. Contact your Payroll or HR Administrator for assistance with making any additional changes.

If you are able to make edits to information, then click into the field and make any necessary adjustments. Click on the three ellipsis to save or undo any changes.

Pay

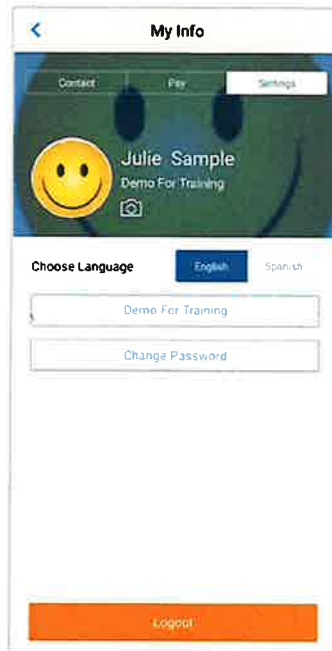The Pay page displays current Pay Frequency, Pay Rate information, and Employment Status information.

Settings

Use Settings to change the language that the information displays in, update the account password, or simply log out of the Proliant Mobile Application.

Messages

The Messages screen displays notifications such as approved time off requests or coaching feedback. Tap a notification to view full details. A coaching notification will redirect you to the Coaching screens.