

STEP 1 - Getting Started

Starting The Web Browser

Member Portal System is a web-based application where it can be accessed through a web browser. The application is best viewed through Internet Explorer 9 or above.

1. To launch the program, go to Start – Program – select Internet Explorer
2. Or double click on the shortcut icon from the desktop.



Image 1.1: Shortcut icon

Login into the system

1. Just logon to <https://swvb.nexoft.asia/portal/Login.aspx>. You will see the **Logon** page as shown below.



Image 1.2: Login page

2. Enter your membership number. Then enter your temporary password that you received via post.
3. To login, press on **Login** button.
4. For first-time login, you will be redirected to the **Change password** page, by which you need to change the pre-assigned password. Your entered password must be 6 to 15 alpha-numeric characters.

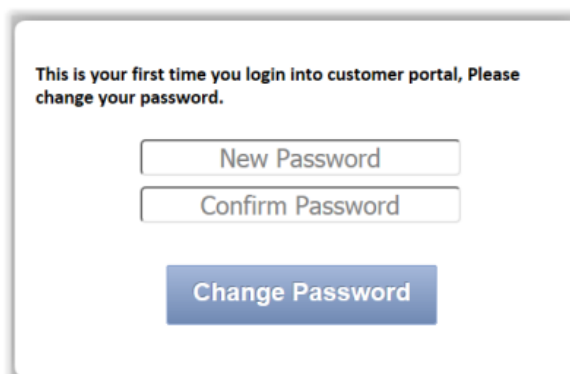


Image 1.3: Change password

5. After changing the password, you will be redirected to the **Home** page.