1. Connect to the login page of POEMS
2. Input your account number and password
3. Set your second password according to the guideline

Please change your password every 3 months.
4. Second password has been set up and click “OK”
5. It will redirect to the login page, please input your account number and your first password again.
6. Only need to input 3-digits, randomly drawn by the system, from your 8-digits second password.

In this case, it is required to input the 1st, 2nd and 3th...
7. Successfully logged in to POEMS