

Need Help Logging in and Managing your Company Account?

Account Access Types

As a subscriber you may access the system as one of the following:

- Main Company Account User
- Shared Company Account User

The **main** and **shared** company account users will have all the same permissions however ONLY the Main Company Account User can update:

- Company Profile Information
- Company Logon Credentials
- Shared Company Account Password
- Subscriber Token

My Profile

From this page, you can add or edit user information.

Enter all information available.

Select the 'Update' button when you have completed your changes.

 Company Information	 Main Contact Information
User ID: 005480	First Name: <input type="text" value="Fred"/>
Company: Air Con Refrigeration & Heating, Inc.	Last Name: <input type="text" value="Abdula"/>
Subscription Start: 03/01/2008	Company Position: <input type="text" value="Officer"/>
Subscription End: Perpetual	Email: <input type="text" value="office@aircon-rh.com"/>
Subscriber Token: 9837B81090E04138BB7734280ACE9697	<input checked="" type="checkbox"/> I wish to receive WebLEM update notifications via email
<input type="button" value="Regenerate Subscriber Token"/>	Phone: <input type="text" value="(847) 336-4128"/>
Subscriber token has expired.	
Admin Password: <input type="password" value="....."/>	
Confirm: <input type="password"/>	
Shared User ID: 005480.shared	
Shared Password: <input type="password" value="DqvE47"/>	
Confirm: <input type="password" value="DqvE47"/>	
Shared Password has expired.	

UPDATE

Main Company Account User

The subscriber main company password will be brought over from the previous version of the WebLEM system. That is, the company admin will be able to use their same user id and password they had previously used.

Shared Password

The company account admin shall be required to update the shared user password every 90 days.

When **the main company user accesses the system within 14 days of when the shared password is set to expire**, the following message shall be displayed:

When the **main company user accesses the system after the shared password has expired**, the following message shall be displayed:

Shared Company Account User

A shared company account user may login using the company's shared user id and password.

- The shared (DAP) password will be migrated over from the previous version of the WebLEM system. That is, the shared company account users will be able to use their same password they had previously used.
- The main company account user id will be used as a base for the shared company account user id. ".shared" will be appended to the end of the parent username. For example, if the main company account user id is **124069**, then the shared company account user id will be **124069.shared**.

Password Expiration

If a **company's shared company account password has expired**, the user will not be able to login and will receive the following system message:

The **user will be notified when the password is set to expire within 14 days**. The following message shall be displayed when the user logs into the system:



Your Company's Shared Account Password is set to expire on 06/28/2019

You will no longer be able to gain access to WebLEM using this password after 06/28/2019. Please contact your company's WebLEM Administrator, John Smith - jsmith@weblem.org, to have them reset and provide you with the updated password. The password must be changed on a regular basis to guard against unauthorized access.

Retrieve User Id

In the event a user has forgotten their user id, they may retrieve their id by entering their email address using the forgot user id form linked from the login page. Provided their email matches an email address on file, a notification will be sent to the user's email containing their user id.

A shared company account user will NOT be able to retrieve the user id for their account. They will be required to either contact MCAA support staff or reach out to the individual responsible for managing their company's account (if known).

The following message shall be displayed in all cases when a user has provided an email address that does not match with an active account in the system.

Forgot User ID

Please enter the Email Address associated with your account. Your user id will be sent to the email address provided.

There are no active accounts on file associated with the email address provided. If you need further assistance, please contact Jocelyn Jackson at jjackson@mcaa.org.

Email:

test@test.com

Confirm Email:

test@test.com

SEND

Reset / Retrieve Password

In the event a user has forgotten their password, they may request to reset their password by entering their user id and email address using the forgot password form linked from the login page. Provided their user id and email matches with an account on file, a notification will be sent to the user's email with a link which allow the user to reset their password.

A shared company account user will NOT be able to retrieve their company's shared password directly from the system. The user will need to reach out to the individual responsible for managing their company's account. When a shared user attempts to retrieve/reset their password the system will display the following message, which will include MCAA support staff contact information. The message will only be displayed when the user id provided by the user matches an active shared account in the system.

Reset Password

Please enter your User ID and Email Address associated with your account. A link to change your password will be sent to the email address provided.

Please contact your company's WebLEM administrator for your password. If you need further assistance, please contact Jocelyn Jackson at jjackson@mcaa.org.

User ID:

Email Address:

EMAIL RESET PASSWORD LINK

Subscriber Token

What is a token, why it is required, where do I get it, and how do I generate it?

MCAA's new EULA (end user license agreement) requires estimating and CAD software companies that have MCAA WebLEM data embedded into their software/data, to validate if the end user's company is a current WebLEM subscriber. Validation is required when a new software system is installed, an existing system is updated, or data (content) is transmitted that contains MCAA labor units.

To achieve the company validation, MCAA has developed a Subscriber Token, which is a 32-digit alphanumeric code, generated by the Main Company Account User (administrator) and resides in "My Profile". When the Main Company Account User logs into the WebLEM, with administrator password, for the first time and access "My Profile", under Company Information is the Subscriber Token number. The Subscriber Token will be blank when accessing the WebLEM the first time.

Company Information

User ID: 789

User Type: Subscriber

User Status: Active Inactive

Company: ABC

Company Type: Contractor member

Subscription Start: 01 / 10 / 2020

Subscription End: mm / dd / yyyy

Subscriber Token:

Generate Subscriber Token

Click "Generate Subscriber Token" and the 32-digit code will appear.

Subscription End:

Subscriber Token:

[Generate Subscriber Token](#) ←

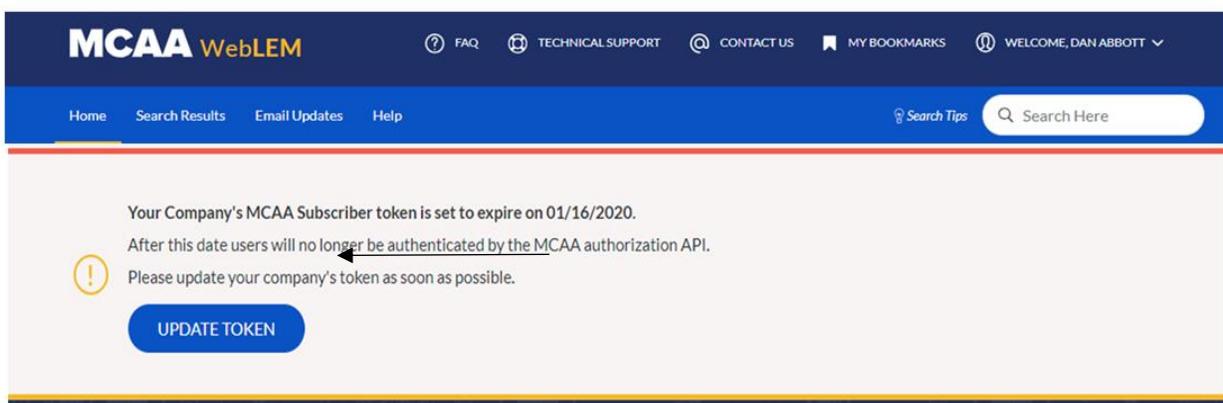
Subscriber Token: DA5AE99FADDA43F7A7CB6E63541CD14D ←

[Regenerate Subscriber Token](#)

Subscriber token expires in 90 days (04/09)

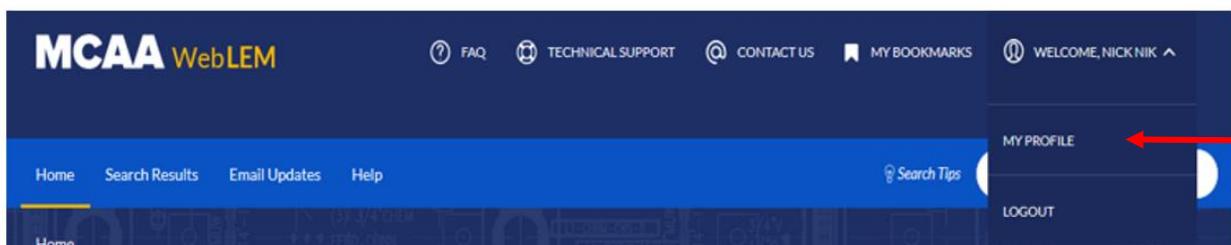
Once the token has been generated, the 32-digit code will need to be copied and entered into your company's software systems which utilize MCAA labor units. Please note, the Subscriber Token may need to be distributed to all the users within your company to access the software depending on the requirements within the estimating or CAD software.

Subscriber Tokens are valid for 90 days. As the 90-day limit approaches, the Main Company Account User (administrator) will be notified by MCAA to UPDATE TOKEN (see below)



The screenshot shows the MCAA WebLEM notification banner. At the top, the MCAA WebLEM logo is on the left, and navigation links for FAQ, TECHNICAL SUPPORT, CONTACT US, MY BOOKMARKS, and WELCOME, DAN ABBOTT are on the right. Below the logo, there are links for Home, Search Results, Email Updates, and Help, along with a search bar. The main notification area contains a warning icon, the text "Your Company's MCAA Subscriber token is set to expire on 01/16/2020. After this date users will no longer be authenticated by the MCAA authorization API. Please update your company's token as soon as possible.", and a blue button labeled "UPDATE TOKEN".

To Regenerate the Token, the Main Company Account User needs to access "My Profile", and click "Regenerate Subscriber Token"



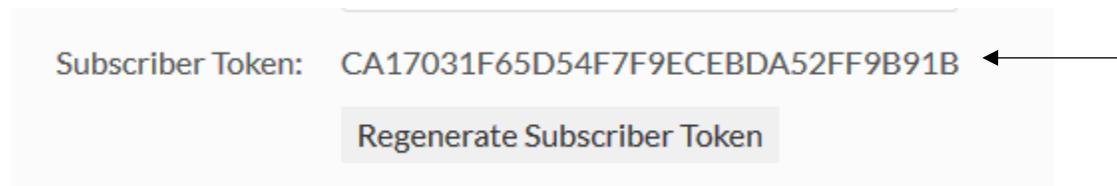
The screenshot shows the MCAA WebLEM user profile menu. At the top, the MCAA WebLEM logo is on the left, and navigation links for FAQ, TECHNICAL SUPPORT, CONTACT US, MY BOOKMARKS, and WELCOME, NICK NIK are on the right. Below the logo, there are links for Home, Search Results, Email Updates, and Help, along with a search bar. The user profile menu is open, showing "MY PROFILE" and "LOGOUT" options. A red arrow points to the "MY PROFILE" option.

Subscriber Token: 8BCD58B3D091431C8ADE145206287B3C

[Regenerate Subscriber Token](#) ←

Subscriber token has expired.

And the newly generated 32-digit code will appear



Once the token has been generated, the 32-digit code will need to be copied and entered into your company's software systems which utilize MCAA labor units.

Please note, the Subscriber Token may need to be distributed to all the users within your company to access the software depending on the requirements within the estimating or CAD software.

Additionally, when renewing the Shared Password used to access the WebLEM, the Subscriber Token will need to be Regenerated and distributed within your company.