

Working Folder Account Activation

When you have the email sent from Fuji Xerox

An email will be sent to the registered email address for activating Working Folder account.

Usually, the sender and subject are:

Email sender: SGP APO MKT.WFS Arrange Noreply
 Subject: Getting Started with Working Folder

1. In the received email, click the first link for account initiation.

When you know the registered email address

If you do not have the email sent from Fuji Xerox about activating Working Folder account:

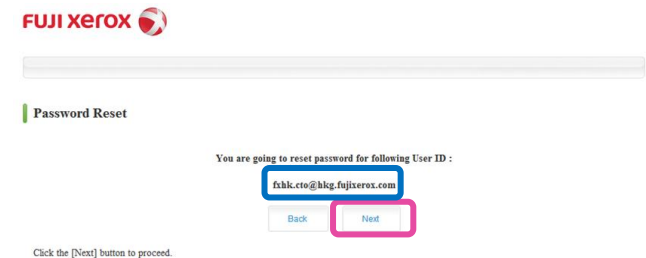
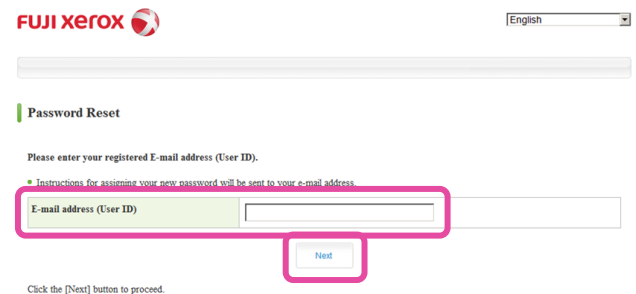
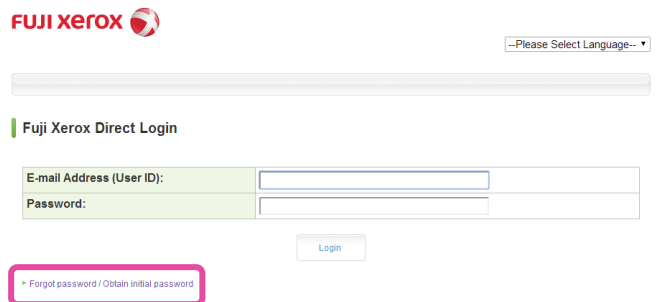
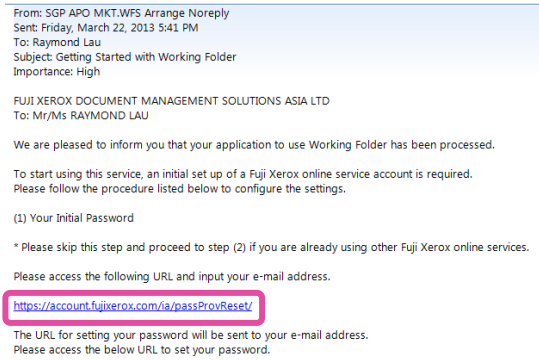
1. Go to: <https://workingfolder.fujixerox.com>, click [Forgot Password / Obtain Initial Password].

2. Enter the registered email address as the User ID; this is an administrator.

3. Click [Next].

4. Click [Next] to confirm the entered email.

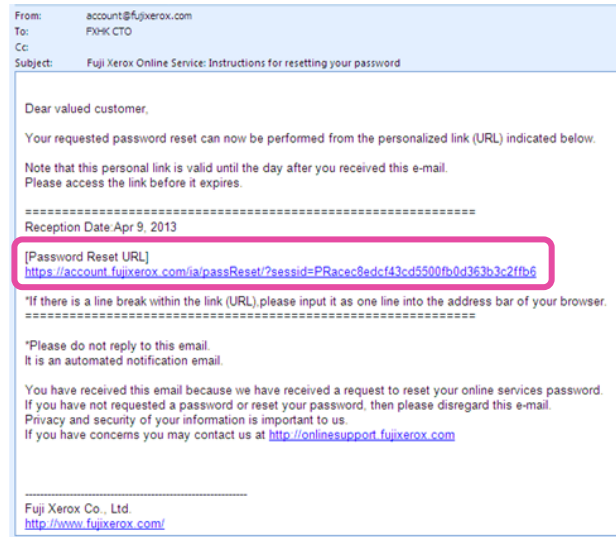
You will receive an email at this registered email address, asking you to reset password.



An email will be sent to the registered email.

Email sender: account@fujixerox.com
 Subject: Fuji Xerox Online Service: Instructions for resetting your password

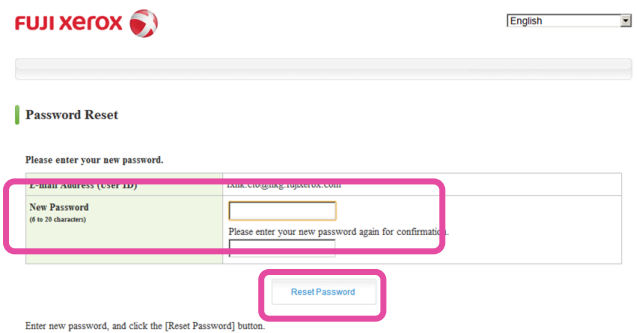
5. Click the link 'Password Reset URL'.



6. Assign a password.

7. Re-enter the assigned password.

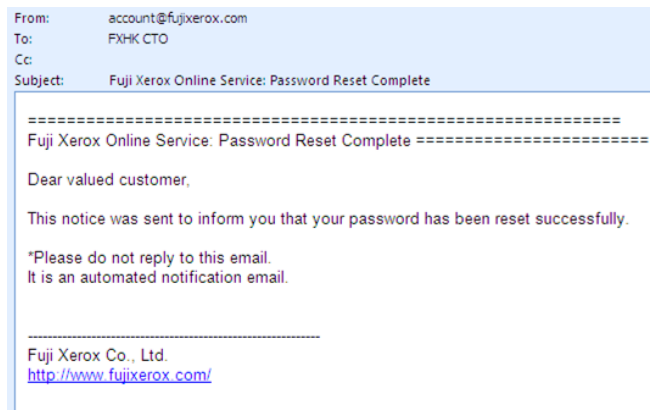
8. Click [Reset Password].



An email will be sent to the registered email.

Email sender: account@fujixerox.com
 Subject: Fuji Xerox Online Service: Password Reset Complete

When password reset is completed, the account is ready to use.



Go to Working Folder website :

<https://workingfolder.fujixerox.com>

Use the registered email address as User ID to login. It is an administrator.

