

**USER'S GUIDE IN
REGION NINE ELECTRIC COOPERATIVES ASSOCIATION, INC. (RENECA)/
REGION NINE ASSOCIATION OF GENERAL MANAGERS OF ELECTRIC
COOPERATIVES, INC. (RENAGMEC) WEBSITE AND WEBMAIL**

A. How to open to RENECA/RENAGMEC Website?

Option 1:

1. Open a web browser (i.e., Internet Explorer, Mozilla Firefox, Google Chrome, or others).
2. Type the website address of ZAMSURECO-I (www.zamsureco1.com) at the address bar.

Note: The RENECA/RENAGMEC Website is linked on ZAMSURECO-I Website



3. On the top menu in the homepage of ZAMSURECO-I Website, find and click on the button **RENECA/RENAGMEC WEBSITE** to open the homepage of RENECA/RENAGMEC Website.

Option 2:

1. Open a web browser (i.e., Internet Explorer, Mozilla Firefox, Google Chrome, or others).
2. Type the URL of RENECA/RENAGMEC (mail.zamsureco1.com/reneca) at the address bar to open the homepage of RENECA/RENAGMEC website (as shown below).



B. What are the contents/features of RENECA/RENAGMEC Website?

1. TOP MENU



The top menu contains five (5) buttons;

1. About RENECA
2. News & Updates
3. Issuances
4. Schedules
5. Activities

Each button contains different web page.

About RENECA button has two (2) Category Manager:

1. The Incorporators (*under construction*)
2. What is RENECA?

News & Updates button has two (2) Category Manager:

1. Latest
2. Newsflash

All RENECA/RENAGMEC related news & updates are posted here.

Issuances button has five (5) Category Manager:

1. Orders
2. Resolutions
3. Minutes
4. Monthly Dues
5. Others

All RENECA/RENAGMEC related Issuances are posted here.

Schedules button has four (4) Category Manager:

1. Seminars
2. Conference
3. Meetings
4. Others

All RENECA/RENAGMEC related Schedules are post here.

Activities button (*under construction*)

2. BODY CONTENT


The body content contains the following navigation windows:

- | | | |
|--------------|----------------|-----------------------------|
| a. Welcome | d. Login Form | g. Welcome to the Frontpage |
| b. Main Menu | e. Latest News | h. Polls |
| c. Others | f. Popular | i. Who's Online |

C. How to create an account at RENECA/RENAGMEC website?

1. Open the RENECA/RENAGMEC website.
2. On the Login Form navigation window, click on **Create an account**
3. Fill in the Registration form with your Name, Username, Email, Password, & Verify Password and click on Register button.
4. After the account has been created, an **activation link** will be sent to your email for validation.
5. Open your email account and click on the **activation link** to register your account successfully.
6. Re-open the RENECA/RENAGMEC website. Log in using your newly registered username and password.

D. How to post article at RENECA/RENAGMEC website?

1. Open the RENECA/RENAGMEC website.
2. Log in using your newly registered username and password.
3. Choose any button on the top menu choices (About RENECA, News & Updates, Issuances, Schedules, or Activities) and choose any category under the top menu.
4. Click on the New notepad icon  to post a new article. A **Submit an Article** window will open.
5. Fill in the following forms: (a) Editor, (b) Publishing, and (c) Metadata.
6. Click on the Save button.

E. How to log in at dedicated email/Webmail using your cooperative's email/webmail account?

1. Open a web browser (i.e., Internet Explorer, Mozilla Firefox, Google Chrome, or others).
2. Type the webmail address (mail.zamsureco1.com/webmail) at the address bar.
3. Type your username and password, and then click on Login.

Please see hereunder the predetermined username and password:

Electric Cooperative	Username	Password
ZAMSURECO-II	zamsureco2@zamsureco1.com	
ZANECO	zaneco@zamsureco1.com	
ZAMCELCO	zamcelco@zamsureco1.com	

Note:

The ZAMSURECO-I email/webmail is info@zamsureco1.com

F. How to change the password of your email/webmail account?

1. Open a web browser (i.e., Internet Explorer, Mozilla Firefox, Google Chrome, or others).
2. Type the webmail address (mail.zamsureco1.com/webmail) at the address bar.
3. Type your username and password, and then click on Login.
4. Click on the Change Password link.



5. Type again your username and password and press Enter key.
6. Click on the Change Password link.



7. Type in your current password and new password, and then click on Change Password. Note: Password requires a minimum of 5 characters.

The official email address of RENECA/RENAGMEC:
reneca.renagmec@zamsureco1.com

ZAMSURECO-I
Zamboanga del Sur I Electric Cooperative, Inc.
J.S. Alano Street, Pagadian City
Telefax: (062) 2141-880
Tel. No.: (062) 2142-635
Email: zamsureco1@yahoo.com.ph / info@zamsureco1.com
Website: www.zamsureco1.com
Facebook: www.facebook.com/zamsureco1
Twitter: www.twitter.com/zamsureco1
Multiply: www.zamsureco1.multiply.com