

## Logging in to SimpliTRACE

In order to use the SimpliTRACE application, you must have access to the Internet. Before logging in, make sure to have your **username** and **password** ready.



If you don't already have a username and password, **you must register with SimpliTRACE** by contacting ATQ Customer Service by phone.

### To contact us

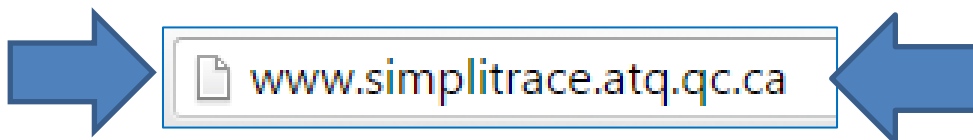
Monday to Friday,  
from 8:30 a.m. to 12:00 p.m., and from 1:00 p.m. to 4:30 p.m.

 **1 866 270-4319**

When registering, you will need to provide your ATQ Stakeholder number as well as a valid email address.

**You can access SimpliTRACE by two ways:**

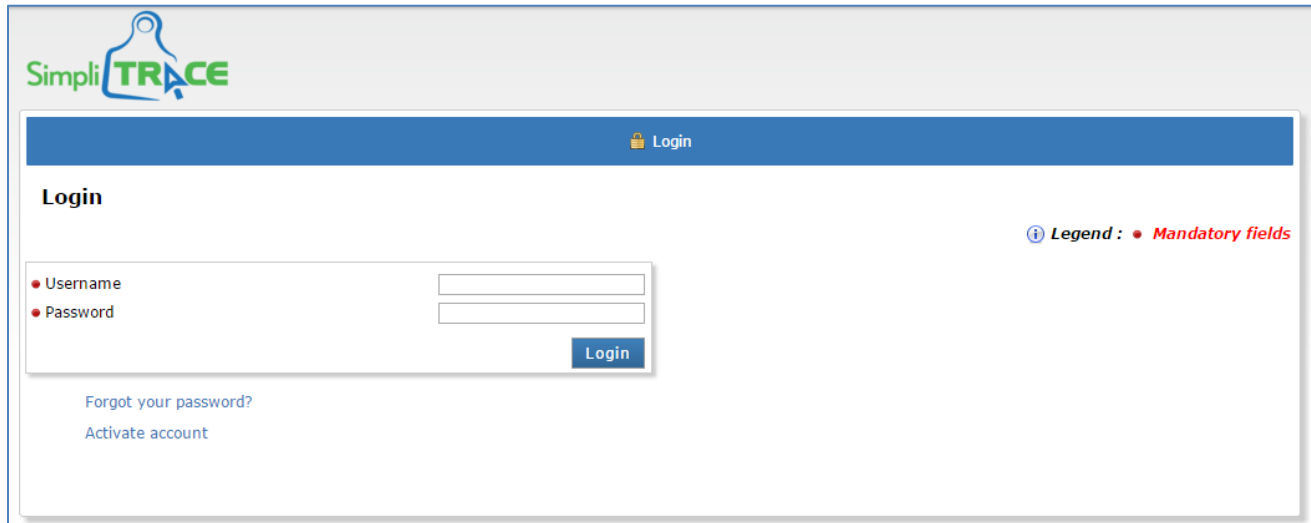
1. By visiting the ATQ website at [www.atq.qc.ca/en](http://www.atq.qc.ca/en)
2. By typing the following URL [www.simplitrace.atq.qc.ca](http://www.simplitrace.atq.qc.ca) in the address bar of the web browser of your choice (Internet Explorer, Firefox, Google Chrome, etc.).



**Note that SimpliTRACE is optimized when used with the Firefox browser.**

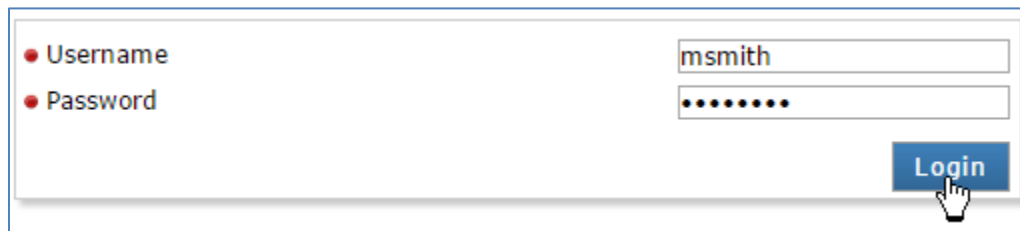
You can download the latest version of  Firefox free of charge at [www.mozilla.org/en/firefox/products](http://www.mozilla.org/en/firefox/products).

To log in to SimpliTRACE, enter your **username** and **password** on the login page and click the **Login** button.



The screenshot shows the SimpliTRACE login interface. At the top left is the SimpliTRACE logo. Below it is a blue header bar with a lock icon and the word "Login". The main content area is titled "Login" and includes a legend: "Legend : • Mandatory fields". There are two input fields: "Username" and "Password", both marked with a red dot indicating they are mandatory. A "Login" button is positioned below the fields. At the bottom left, there are links for "Forgot your password?" and "Activate account".

## Your SimpliTRACE access codes



This screenshot shows the login form with example data. The "Username" field contains "msmith" and the "Password" field contains seven dots. A mouse cursor is pointing at the "Login" button.

- Your **username** can be a **combination of any letters and/or numbers** and must contain a **maximum of 25 characters**.
- Your **password** must contain a **minimum of 8 characters**. This series of characters must include at least **1 number**, and at least **1 capital** and **1 small letter**.

**Note:** To ensure security, privacy and confidentiality standards, the *Username* and *Password* fields are case-sensitive. This means that these fields are programmed to differentiate the characters that are inputted, for example, upper-cases (capital) and lower-cases (small) letters.