



MEMO #: 19-01

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DATE: February 18, 2019
TO: All Employees
FROM: Management
SUBJECT: REPLACEMENT OF ECORE - MeRS
EFFECTIVE: Immediately

As you may be aware, McCormick's use of the eCore system will be ending on February 28, 2019. Scheduling is now completed through Kronos/Telestaff and a new system has been built to allow for the completion and submission of electronic reports or forms. The new system is called "MeRS" (McCormick electronic Reporting System) and has been designed using a system called Perfectforms.

Beginning March 1st, access to eCore will no longer exist for any employees. MeRS has been designed to replace most of the non-scheduling functionality that we are accustomed to from the eCore system.

The first step in the implementation of MeRS is to have all current employee's register within the system. To access the registration page, you will need to use the following link: [REGISTRATION](#).

- 1) Open the link on any device connected to the internet.
- 2) Enter in your first name.
- 3) Enter in your last name.
- 4) Enter in an email address that you will use frequently and have immediate access to.
- 5) Employee / Badge #: Enter in either your McCormick badge # or the last four digits of your AMR employee number.
- 6) Create a username that will be easy for you to remember.
- 7) Create a password that contains at least 6 characters and must include a numerical character.
- 8) Re-enter in the password you just created.
- 9) Click "Submit".

You should receive a confirmation email at the address you entered in the registration page. It will come from the address 'perfectforms@perfectforms.com'. Please check you spam folder or junk mail folder to ensure you received the confirmation email.

The actual login page for the system will be distributed next week once all employees have completed the registration process list above.

This memo will be posted at each station and you can utilize the QR code to access the registration page. If your station or shop computers do not allow you to access the registration page, please contact a Field Supervisor for further assistance.

