

## HOW TO LOG IN

STAFF EXPRESS NEO

ニュース

2016/05/23(月)  
お知らせ

② ログイン

携帯番号またはメールアドレス

パスワード

自動ログインにする場合クリック

ログイン

ログインでお困りの方

登録説明会予約  
(来店希望の方)

予約確認・キャンセル

お問い合わせ  
ご利用上の注意

① Please go to “sigma-staff.co.jp” home page, click 「スタッフ専用」, and then 「勤怠報告・給与明細」 to access the staff log in page. (This URL is accessible with both PC and mobile). The STAFF EXPRESS NEO page will be displayed.

② To log in, enter the information required and click the “log in (ログイン)” button.

### 【Log in information】

- Mobile phone number or e-mail address
- Password ※Do not put a hyphen “-” when entering phone number.

### ! Forgot your password?

Please click “If you have trouble logging in「ログインでお困りの方」” below the log in button. From the registered email address, you will be notified through e-mail of the mobile phone number, e-mail address and password registered in STAFF EXPRESS NEO.

### ! Cannot log in?

Please check the following three points:

- Is the URL entered correctly?
- Is the information required for log in entered correctly?
- Are you using double-byte characters? (Double-byte characters cannot be used)

If you are still unable to log in, please contact the dispatching company by clicking “Contact (お問い合わせ)” at the bottom of the login screen.

! If you fail to log in repeatedly, your account will be locked and you will not be able to log in for a certain period of time. Please be informed that logging in is disabled until the displayed time and date.

ログイン

ログイン回数が上限に達したため、ログインできません。  
2022/10/31 17:47以降でお試してください。

# HOW TO USE THE HOME SCREEN



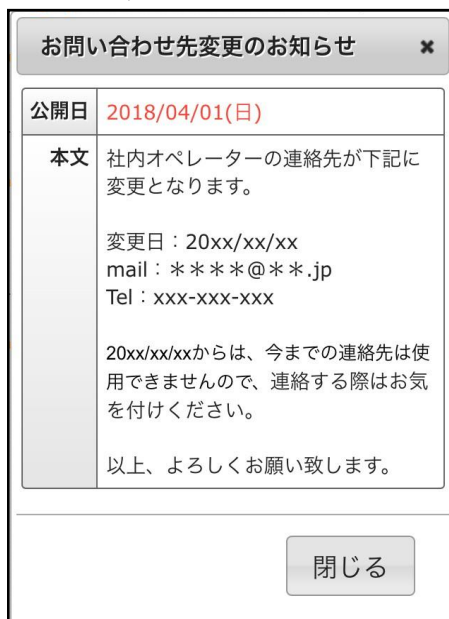
## ① MENU

You can jump to each screen. Click to display the screen below. \*Please take note that some menus are not available



## ② BANNER, NEWS

This will be displayed on the screen if there is notification or notice regarding a confirmation of consent from the dispatching company. Click the title of the banner or news to see the detailed information. (Check 「同意確認の申請方法」 to check details of the consent confirmation)



# HOW TO CHECK YOUR CONTRACT



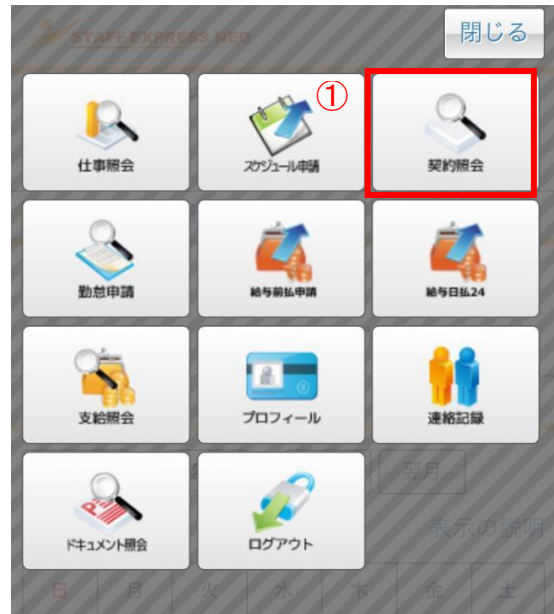
②



③

① Open the Contract Inquiry Menu

From the “Menu 「メニュー」” button at the top of the home screen, click the “Contract Inquiry 「契約照会」” button.



② The schedule of the current month will be displayed. You can change the years by pressing “last year 「前年」” and “next year 「翌年」” buttons.

A list of contracts that you can check will be displayed. Click the “type (file name) 「種別(ファイル名)」” of the contract that you would like to see.

③ The PDF file of the contract will be displayed. Click the “Agree 「同意」” button if instructed by the dispatching company to agree using NEO.

\*You will need to download a separate application to display the PDF format.  
\*If you are using a flip phone, the PDF file will be displayed as TEXT format.