

## 12I USER GUIDE 001 – “HOW TO REGISTER – NEW USER”

New User Registration for i2i Platform is a simple process that only has to be performed once by each user. The three step process is:

1. Accessing the i2i Website
2. Entering your Registration Details, and
3. Confirming your Registration

To see the registration process, view a quick video [here](#).

### 1. Accessing the i2i Website

1. To access i2i Platform simply click on the <http://i2.saiglobal.com/> or type the address into your browser
2. Select the ‘Register’ button on the top left hand side of the web site

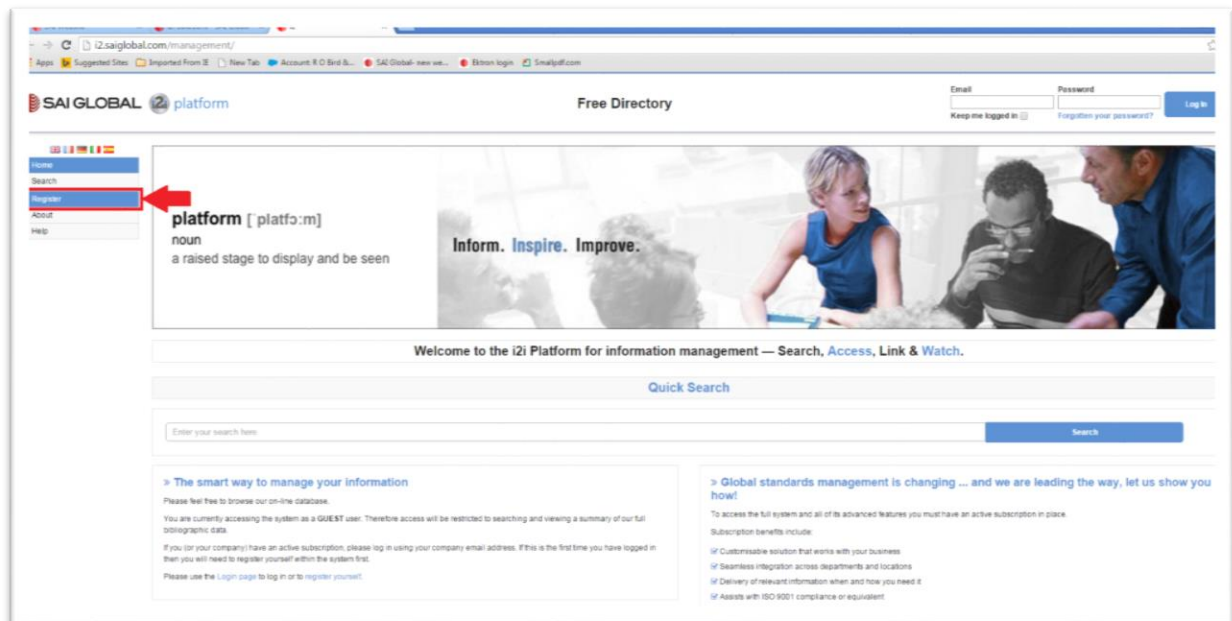


Figure 1 - i2i Platform Website

## 2. Enter your Registration Details

### 2.1 Authenticate Yourself

After selecting the 'Register' button on the i2i Platform Website you will be prompted 'Authenticate Yourself'. Simply:

1. Determine if your computer is a public/shared computer or a private computer
2. Select the 'Register...' button

**Note:** Do not enter your Corporate Email Address or Password on the *Authenticate Yourself* form

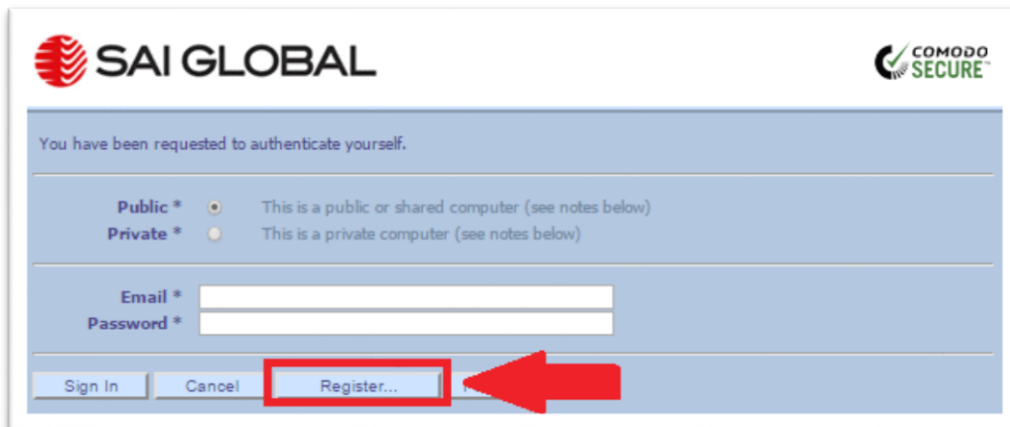


Figure 2 – Authenticate Yourself Form

### 2.2 Registration Details - #1

After selecting the 'Register' button on the 'Authenticate Yourself' form you will be promoted to:

1. Enter your Corporate Email Address
2. Create your Password
3. Confirm your Password
4. Select the 'Next>>' button

**Note:** Your Password must be a **minimum of 6 Characters**



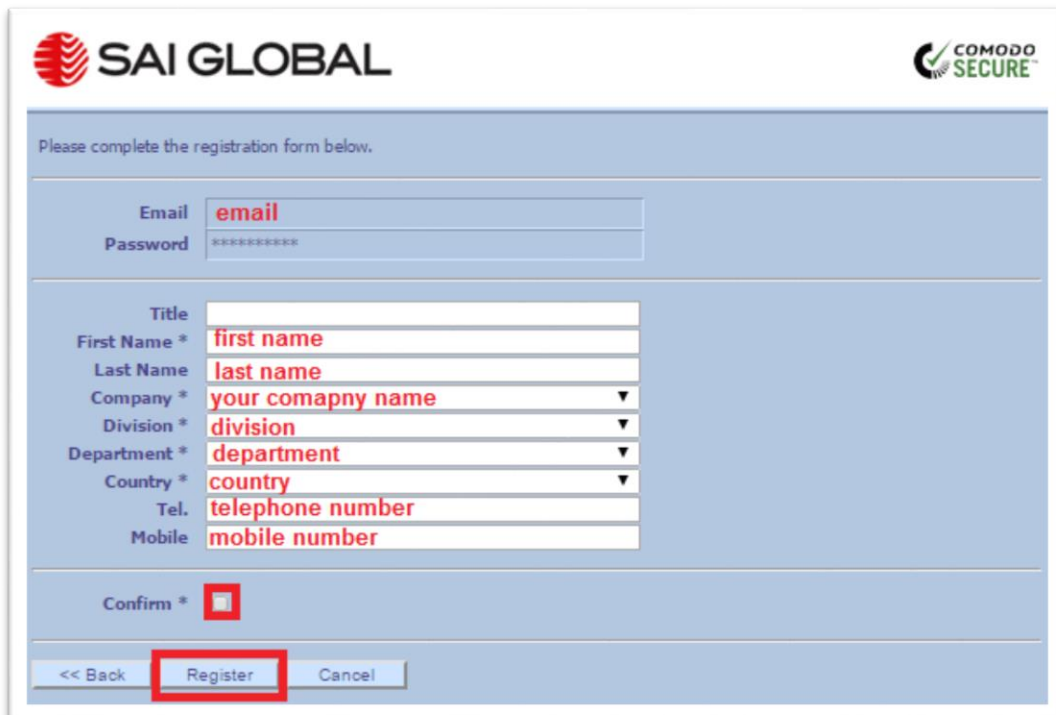
Figure 3- Registration Details- Email and Password Form

## 2.3 Registration Details - #2

After entering your Email and Password details you will be prompted to complete your Organisational Details:

1. Enter your *Title* (Optional Free Text Field)
2. Enter your *First Name* (Mandatory Free Text Field)
3. Enter your *Company* details (Mandatory Drop Down List)
4. Enter your *Division* details (Mandatory Drop Down List)
5. Enter your *Department* details (Mandatory Drop Down List)
6. Enter your *County* (Mandatory Drop Down List)
7. Enter your *Telephone* Number (Optional Free Text Field)
8. Enter your *Mobile* Number (Optional Free Text Field)
9. Select *Confirm* Check Box
10. Select the '*Register*' button

**Note:** Where values for *Division* or *Department* have not been defined then these fields will be Optional Free Text Fields.



The screenshot shows the SAI GLOBAL registration form. At the top left is the SAI GLOBAL logo, and at the top right is the COMODO SECURE logo. Below the logos, there is a blue header bar with the text "Please complete the registration form below." The form fields are as follows:

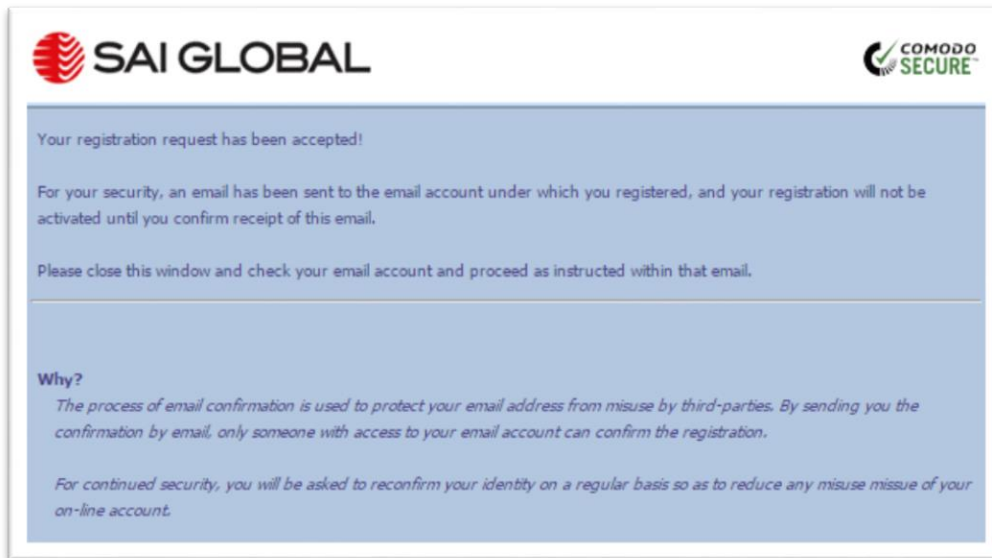
Email	email
Password	*****
Title	
First Name *	first name
Last Name	last name
Company *	your comapny name ▼
Division *	division ▼
Department *	department ▼
Country *	country ▼
Tel.	telephone number
Mobile	mobile number
Confirm *	<input type="checkbox"/>

At the bottom of the form, there are three buttons: "<< Back", "Register" (highlighted with a red box), and "Cancel".

Figure 4 – Registration Details – Organisational Details Form

### 3. Confirm Your Registration

After completing your Organisational Details you will receive an on screen confirmation of your registration request.



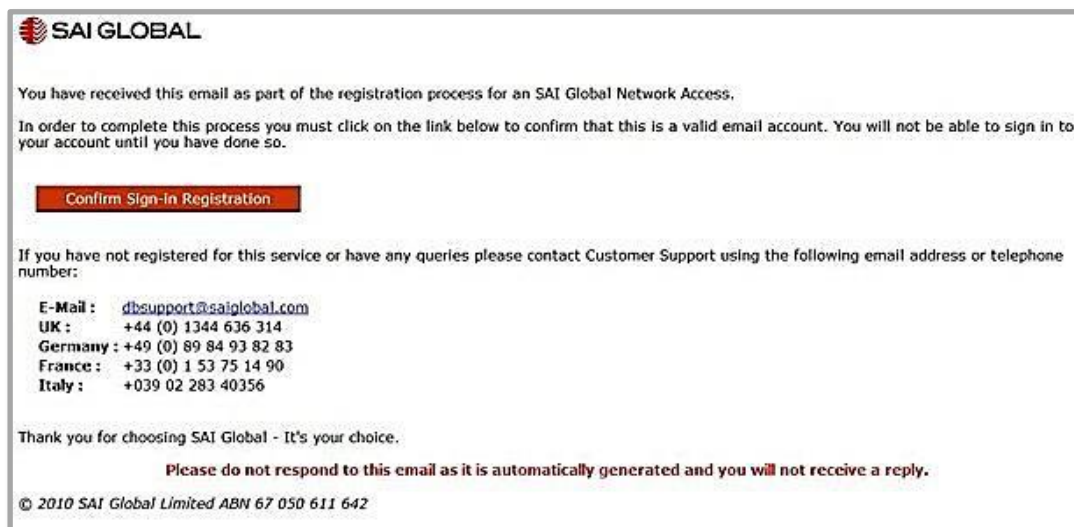
**Figure 5 – Registration request confirmation**

You will also receive an ‘E-mail Confirmation’ from SAI Global. You must complete this process to confirm that yours is a valid email address:

1. Open the following email
2. Click on the ‘Confirm Sign-in Registration’ button

**Note:**

1. If you have not received the ‘Confirm Registration’ email please **check your Junk/Spam** folder
2. If nothing happens after clicking on the ‘Confirm Sign-in Registration’ button please check with your Email Administrator to ensure that your security settings have not blocked the link.



**Figure 6 – E-mail Confirmation**