

I2I 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 clink on the <u>http://i2.saiglobal.com/</u> or type the address into your browser
- 2. Select the 'Register 'button on the top left hand side of the web site

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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

| SAI GLOBAL | | |
|---|--|--|
| You have been requested to authenticate yourself. | | |
| Public * • This is a public or shared computer (see notes below) Private * • This is a private computer (see notes below) | | |
| Email * Password * | | |
| Sign In Cancel Register | | |

Figure 2 – Authenticate Yourself Form

2.2 Registration Details - #1

After selecting the '*Register*' button on the '*Authenticate Yourself*' form you will 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

| Please complete the registration form below. | | |
|--|--|--|
| Email * email address Password * password Confirm password | | |
| Next >> Cancel | | |





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.

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|----------------------------|--------------------------------|---|--|
| Please complete the r | egistration form below. | | |
| Email Password | email | | |
| Title First Name * | first name | _ | |
| Last Name Company * | last name your comapny name | T | |
| Division * Department * | division department | | |
| Country * Tel. | country telephone number | | |
| Mobile | mobile number | | |
| Confirm * | | | |
| << Back R | egister 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.

| You have received this email as part of the registration process for an SAI Global Network Access. In order to complete this process you must click on the link below to confirm that this is a valid email account. You will not be able to signour account until you have done so. Confirm Sign-in Registration If you have not registered for this service or have any queries please contact Customer Support using the following email address or teleprocess: E-Mail: dbsupport@saiglobal.com UK: +44 (0) 1344 636 314 Germany: +49 (0) 89 84 93 82 83 France: +33 (0) 1 53 75 14 90 Italy: +039 02 283 40356 Thank you for choosing SAI Global - It's your choice. | 🐌 SAI G | LOBAL |
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| In order to complete this process you must click on the link below to confirm that this is a valid email account. You will not be able to sin your account until you have done so. Confirm Sign-in Registration If you have not registered for this service or have any queries please contact Customer Support using the following email address or telep number: E-Mail : dbsupport@saiglobal.com UK : +44 (0) 1344 636 314 Germany : +49 (0) 89 84 93 82 83 France : +33 (0) 15 375 14 90 Italy : +039 02 283 40356 Thank you for choosing SAI Global - It's your choice. | You have rec | eived this email as part of the registration process for an SAI Global Network Access. |
| Confirm Sign-in Registration If you have not registered for this service or have any queries please contact Customer Support using the following email address or telepromber: E-Mail : dbsupport@saiplobal.com UK : +44 (0) 1344 636 314 Germany : +49 (0) 89 84 93 82 83 France : +33 (0) 15 3 75 14 90 Italy : +039 02 283 40356 Thank you for choosing SAI Global - It's your choice. | In order to o your account | omplete this process you must click on the link below to confirm that this is a valid email account. You will not be able to sign in to until you have done so. |
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Figure 6 – E-mail Confirmation