

REGISTER AND LOGIN

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1 REGISTER FOR THE FIRST TIME

- A. Go to <https://processor.eurocae.net/register>
 - Also accessible through registration on the eShop or website
- B. Fill out the required details and submit
 - Use your business e-mail as e-mail address
- C. Check your e-mail inbox for a verification mail
 - ! Make sure to check your spam/junk/other inbox as well
 - It might take a couple of minutes before the mail arrives
- D. Click on the hyperlink in the verification mail
 - ! If the link is not working, please copy and paste it in your browser
- E. Verify your email address by clicking on “verify”
- F. Await approval from your organisations representative
 - You will receive an e-mail once you are approved
 - ! Contact your organisations representative if you have questions
- G. Check your e-mail inbox for a finalize registration mail
 - ! Make sure to check your spam/junk/other inbox as well
- H. Click on the hyperlink in the finalize registration mail
 - ! If the link is not working, please copy and paste it in your browser
- I. You will be redirected to the login for the first time
- J. See the section “Finalize registration” for further instructions

2 FINALIZE REGISTRATION

2.1 Your business email account is an office 365 account

- A. Click “Organizational account”
- B. Sign in with your business email
- C. Update your profile information
 - Fill out the required fields
- D. Click on “Save & access portal”
 - You will be redirected to the Working Groups overview
 - Registration is finalized

2.2 Your business email account is not an office 365 account

- A. Click “Microsoft account”
- B. Click “Create a new Microsoft account”

Keep me signed in

[Sign in](#)

[Back](#)

[Can't access your account?](#)

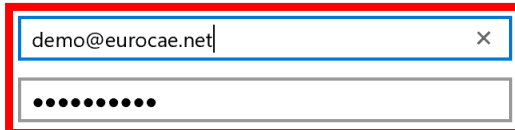
[Create a new Microsoft account](#)

C. Fill out your business email address, choose a password and click “Next”

- ! We advise filling out the same password that you use for your business email account
- Your Microsoft account be linked to your business email and will have the same address name as your business email account

Create account

Microsoft account opens a world of benefits.



The screenshot shows a form with two input fields. The top field contains the email address 'demo@eurocae.net' and has a small 'x' icon to its right. The bottom field is a password field, represented by a series of black dots. A red rectangular box highlights both input fields.

Send me promotional emails from Microsoft

[Use a phone number instead](#)

[Get a new email address](#)

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

D. Check your inbox (business email) for an email received from Microsoft

E. Fill out the code on the following screen and click “Next”

Enter code

We just sent a code to demo@eurocae.net

Enter code

Back

Next

F. Fill out the characters you see on the next screen and click “Next”

- Microsoft does this for security reasons

H5WV3D

New

Audio

Enter the characters you see

Back

Next

- G. Update your profile information
- Fill out the required fields
- H. Click on “Save & access portal”
- You will be redirected to the Working Groups overview
 - Registration is finalized

3 LOG IN AS A REGISTERED USER

- A. Go to
- <https://eurocae.sharepoint.com/sites/Portal/SitePages/my%20wg's.aspx>
- Alternatively, on the EUROCAE website, click on “Go to workspace” in the top right corner, then click “Go to new workspace”
- B. Log in with your business email address and the password chosen during registration
- C. You will be logged in and redirected to the working groups overview