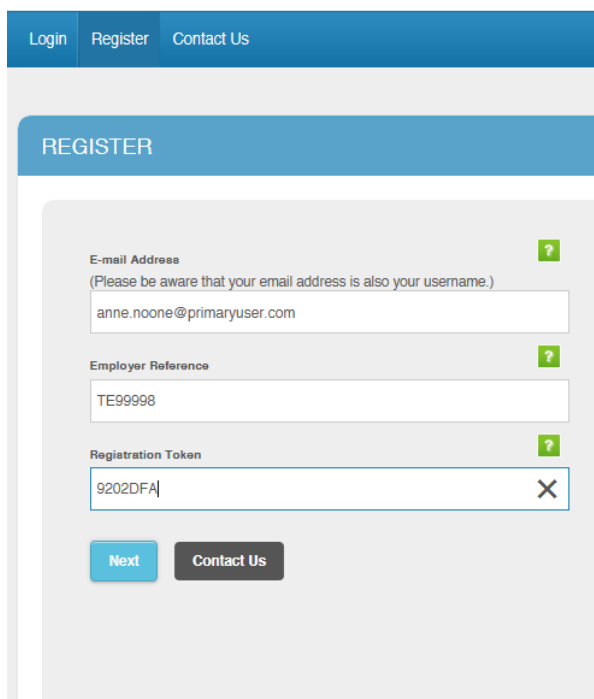


## EDM User Guide – Registration

Before you can use the EDM portal for the first time you may need to register. Existing users of our contributions portal do not need to register again but for those who are not SPPA will send a registration token to your principal user email address. Once you have the registration token you'll load the EDM login page and follow the steps below to complete registration:

### Step 1

Select 'Register' from the menu bar:



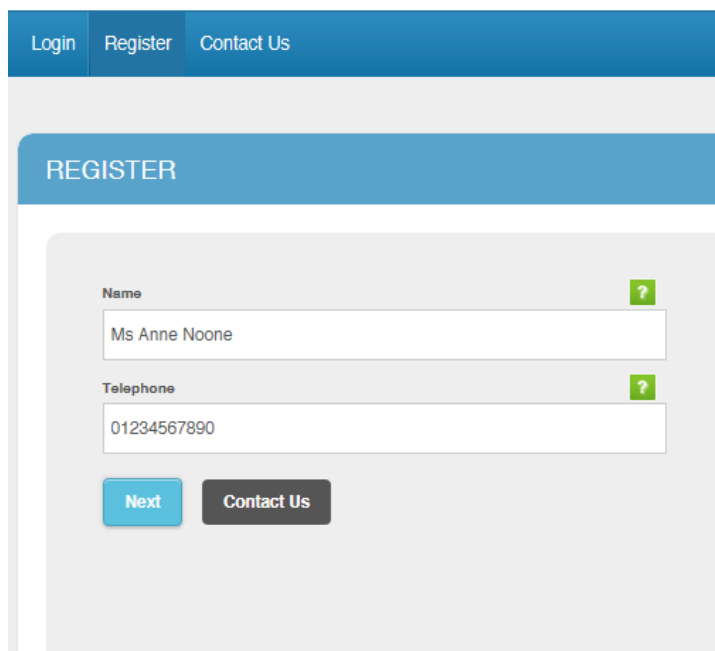
The screenshot shows the EDM registration interface. At the top, there is a blue navigation bar with 'Login', 'Register', and 'Contact Us' links. Below this is a blue header with the word 'REGISTER'. The main form area contains three input fields, each with a green question mark icon to its right. The first field is labeled 'E-mail Address' and contains the text 'anne.noone@primaryuser.com'. Below it is a smaller note: '(Please be aware that your email address is also your username.)'. The second field is labeled 'Employer Reference' and contains 'TE99998'. The third field is labeled 'Registration Token' and contains '9202DFA|', with a small 'X' icon to its right. At the bottom of the form are two buttons: 'Next' (blue) and 'Contact Us' (grey).

1. enter your email address in the first box (this will be your username for future logins)
2. enter your SPPA employer reference number in the second box
3. enter your registration token in the third box (case sensitive)

If you want to register but haven't received a registration token please use the 'Contact Us' button to let us know and a registration token will be sent to you.

Click 'Next' to proceed with registration.

## Step 2



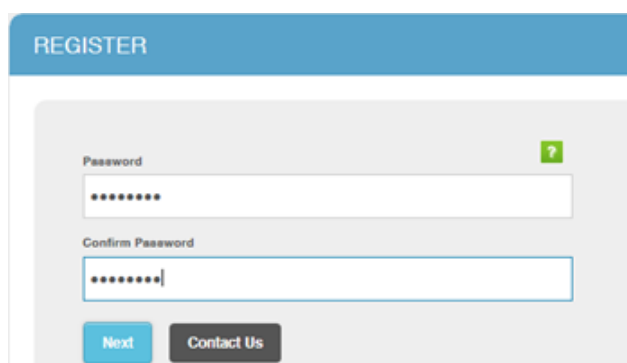
The screenshot shows a web interface with a blue navigation bar containing 'Login', 'Register', and 'Contact Us'. Below this is a blue header with the word 'REGISTER'. The main content area is a light grey box containing two input fields. The first is labeled 'Name' and contains the text 'Ms Anne Noone'. The second is labeled 'Telephone' and contains the number '01234567890'. Both labels have a small green question mark icon to their right. At the bottom of the form are two buttons: a blue 'Next' button and a dark grey 'Contact Us' button.

Please check and amend your name and contact telephone number if necessary. These details will be stored on the portal as 'Your Details'.

Click 'Next' to proceed with registration:

## Step 3

Create and confirm a password. Your password must be a minimum of eight characters and must contain one uppercase character and one symbol. For example, 'EDM%employer'.



The screenshot shows the same 'REGISTER' page as in Step 2. The 'Name' and 'Telephone' fields are now empty. The 'Password' field is filled with eight asterisks. Below it is the 'Confirm Password' field, also filled with eight asterisks. Both labels have a small green question mark icon to their right. At the bottom of the form are two buttons: a blue 'Next' button and a dark grey 'Contact Us' button.

Click 'Next' to proceed to the final registration screen:

## Step 4

You are required to set answers to five security questions. Please use answers you will remember as you will need to answer these questions if you forget your password.

All answers are case sensitive so it is recommended you use one single case to avoid problems submitting your answers.

REGISTER

Mother's Maiden Name:

Confirm Answer:

Place of Birth:


Confirm Answer:


First School Attended:



Confirm Answer:

Name of First Pet:

Confirm Answer:

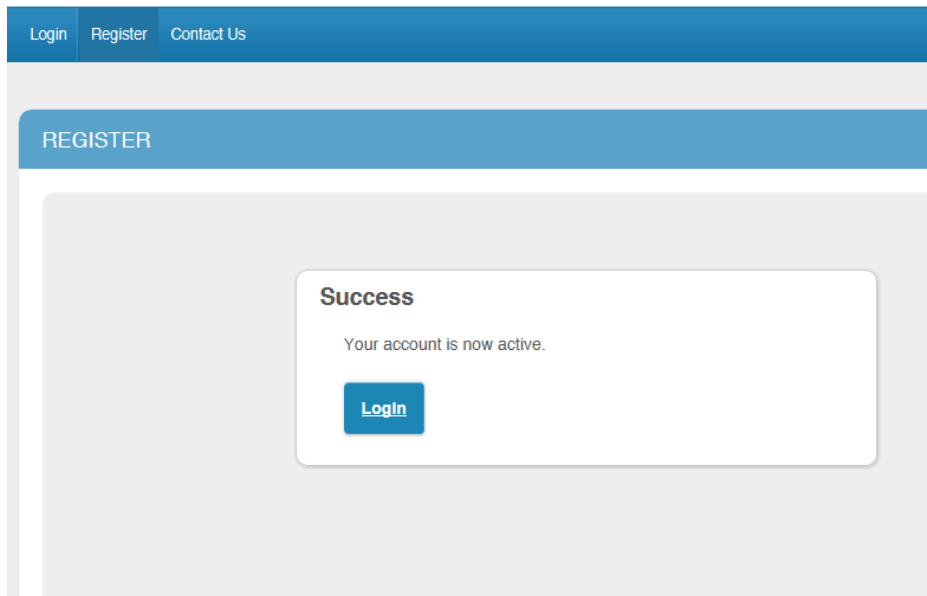
Memorable Date:  
 

Confirm Answer:  
 

Please remember all answers are case sensitive

Once you have set your answers click 'Complete Registration' to end the process.



Once you have successfully registered you will see the screen above. Click 'Login' to use the EDM portal.

If you have any difficulty registering to use EDM please contact the EDM team using 'Contact Us' or telephone on 01896 893000 and ask for 'EDM'.