allexis

How to create a user account

STEP 1

When request for registration of economic operator is approved, you receive confirmation email.

If not, the email could be filtered out as SPAM, or to another email folder according to the configuration of your email client. Please make sure that your confirmation email is not in the SPAM folder or another email folder where it could be moved.

To create a user account, click the green button "*Activate account*" in the email.

The "*Activate account*" button is valid for 2 weeks.
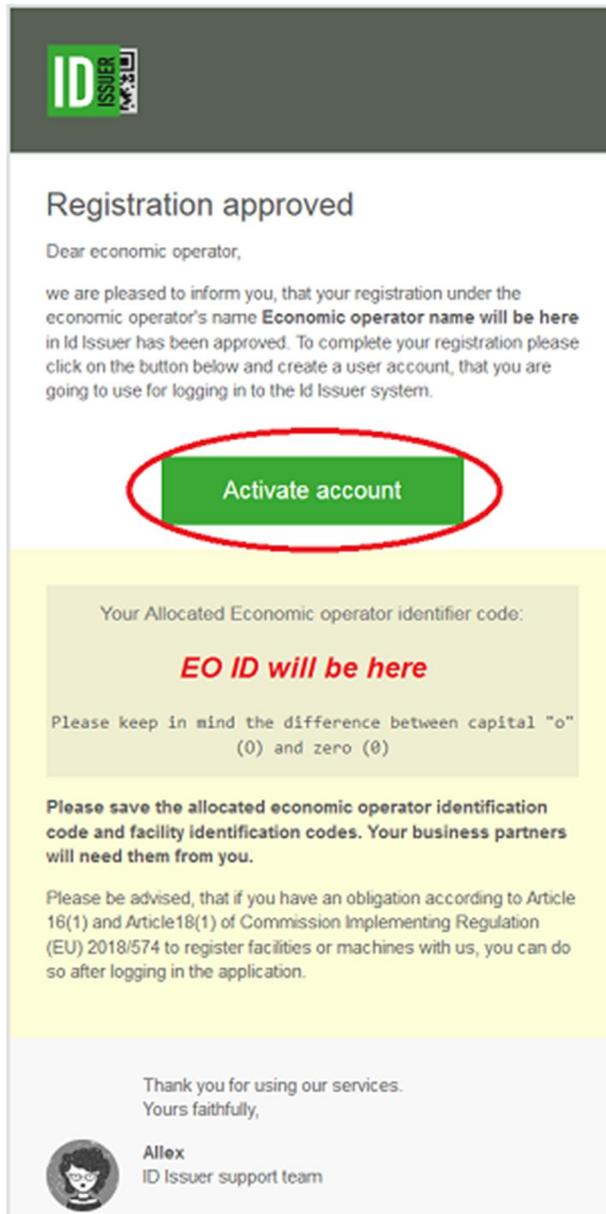
IF USER ACCOUNT IS ALREADY CREATED

When user account is already created, **link from email is marked as used and it is not possible to use it again.**

In that case following message is displayed - "*Link for user registration is invalid. Link may be corrupted, improperly copied or is already expired.*".

[GUI-15-00-101] Registration of user

> List of users > Registration of user

☰ Registration of user   ⌄

⊘ Link for user registration is invalid. Link may be corrupted, improperly copied or is already expired.   ✕

To create additional access accounts, it is necessary to log in to application through access account created in previous steps and add user accounts through screen "[GUI-15-00-101] Registration of user" (Menu item: "List of users") and clicking the button "Add user".

STEP 2

By clicking the "*Activate account*" button the form for creating user account will open in your default web browser.

It is necessary to fill out all mandatory fields (marked with red asterisk).

![allexis logo]

[GUI-15-00-101] Registration of user

> List of users > Registration of user

≡ Registration of user

Title	
Name *	
Surname *	
Status	Enabled
Email *	

≡ Permisions for economic operator ∨

Economic operator	Priruckovy testovaci EO
Permissions	Password change, Economic operator, Economic operator deactivation, Economic operator admin

Login *	
New password *	
Confirm new password *	

[Add] [Back]

EMAIL ADDRESS

Be careful when entering your email address. **If you forget your password, it is important, that we have your correct email address, otherwise, you will not be able to reset your password.**

One email address can be used for creation of only one user account. If you try to use the email address that we already have in the system bound to another user account, the system will not allow you to do so.

If you need to have access from one user account to more than one Economic operator in the system, please contact our support.

USER PERMISSIONS

Permissions for economic operator panel:

- Field Economic operator is set by default to the economic operator for whom the user account is being created.

- Access permissions are set by default to economic operator administration role. User with the administration role has the permission to create new users for the economic operator and manage their permissions, enable/disable them etc.

SELECTING A GOOD LOGIN

Please choose your login carefully and remember it. You will need your login every time you use the system and it is not possible to change this detail later.

For example, as your login name you can use your name and surname together like this "john.mccain" or like this "john-mccain", or any other you can remember. Another example of good login name would be your full email address, like john.mccain@mail.ie.

Login field is case-sensitive, so if you use capital letters, you will have to use them every time when logging in to application.

If in the system we already have the user with the login you try to enter, the system will not allow you to use it.

Since we noticed some difficulties with logins that contained space, the system no longer permit to choose login with space.

SELECTING A GOOD PASSWORD

Password must be at least 8 characters long. It must contain at least one small letter, one capital letter and one number.

Never use the password that can be easily guessed and never give your password to anybody else, while somebody could abuse it.

Password you enter in "*Confirm new password*" field must be identical to the contents entered in "*New password*" field.

You can even use a short phrase as a password, and change some letters for numbers.

Don't worry if you forget the password. You can reset it on the login screen with and change it to a new one.

Examples of weak passwords, you shall never use:

- Qwerty123
- Abc123456789
- Password123

STEP 3

To submit the filled-out form, press the button "Add" at the bottom of the form.

If all mandatory fields were not filled out or are filled incorrectly, system will warn you by displaying red exclamation point at the end of the corresponding field. If you hover over it with a mouse, you will get more information about the error.

When the user account is successfully created, user is automatically logged in the system and redirected to the screen "*[GUI-15-00-102] User detail*". After successful creation of user account, the link sent in confirmation email will be disabled and will not be usable again.

You will also receive an email announcing you, that an user account was created for you in the Id Issuer system similar to this:

This email contains also link (green button) **Login**, which can be used for logging in to the Id Issuer system. After you click on this button, the login page will open in your default web browser.