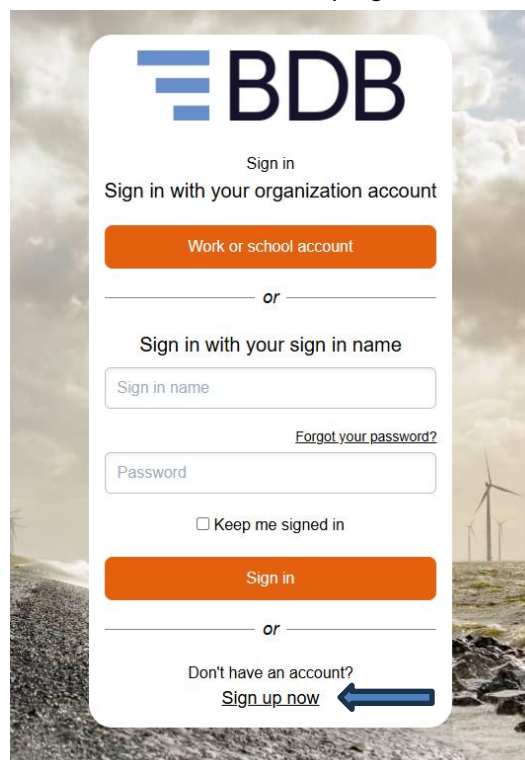


User Registration for the BDB Information System

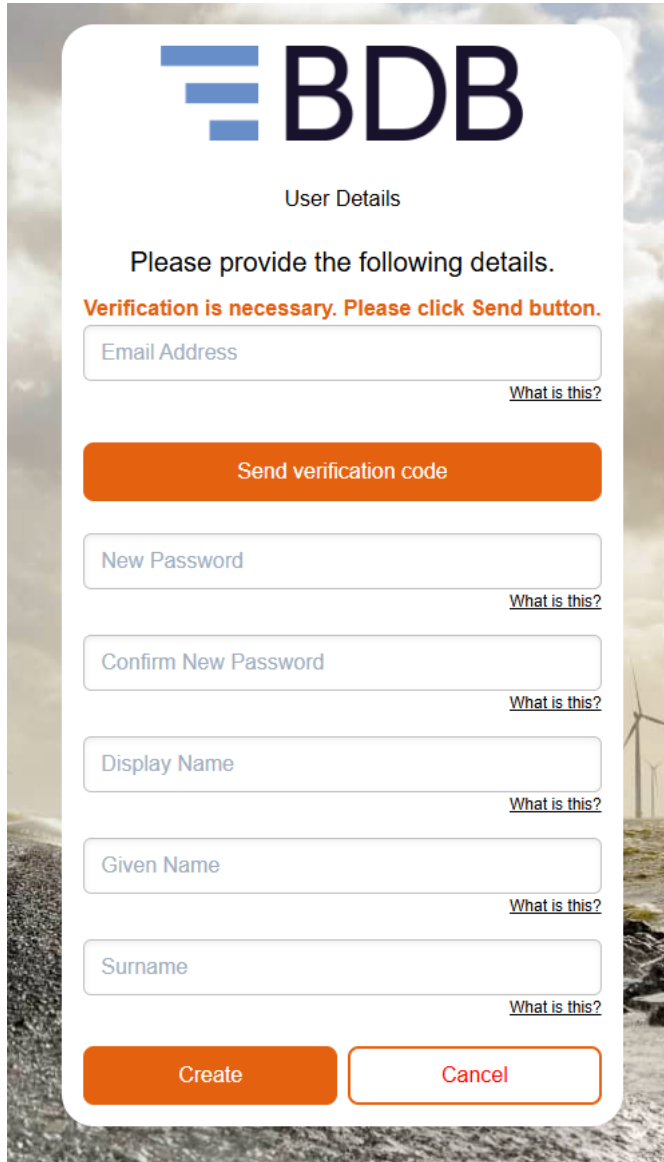
1. You will arrive at the webpage shown below. Use the light blue button to select the new information system.



2. After this, you will automatically be redirected to the login page. When logging in for the first time, you need to register. You can do this by clicking the 'sign up now' button at the bottom of the page.



3. Enter your email address on this page. **Please note: If you already had an account in the old information system, you must register using that email address. Only business email addresses are allowed in the new system.** Then click on 'send verification code' to verify your email address.



The screenshot shows a registration form titled "User Details" with the BDB logo at the top. The form asks for the following information:

- Email Address:** A text input field with a "What is this?" link below it. Below this field is a large orange button labeled "Send verification code".
- New Password:** A text input field with a "What is this?" link below it.
- Confirm New Password:** A text input field with a "What is this?" link below it.
- Display Name:** A text input field with a "What is this?" link below it.
- Given Name:** A text input field with a "What is this?" link below it.
- Surname:** A text input field with a "What is this?" link below it.

At the bottom of the form are two buttons: "Create" (orange) and "Cancel" (white with orange border).

You will receive the verification code from Arcadis B2C. This is the software provider of our new system, and you can trust this email. If you enter the verification code, you must press the 'verify code' button.



- All fields—password, display name, first name, and last name—are mandatory. If you leave any of these fields blank, your information will not be displayed correctly in the system.
- After entering this information, click on 'create'.
- On the next page, you will see a screen where you can enter your phone number. This is required for two-step verification. First, select the correct country code, and then enter your phone number. You can verify your phone number either by receiving an SMS code or by phone call, in which case you will need to press the # key.

- After this, you can complete your account registration and log in using the screen shown in the image below.