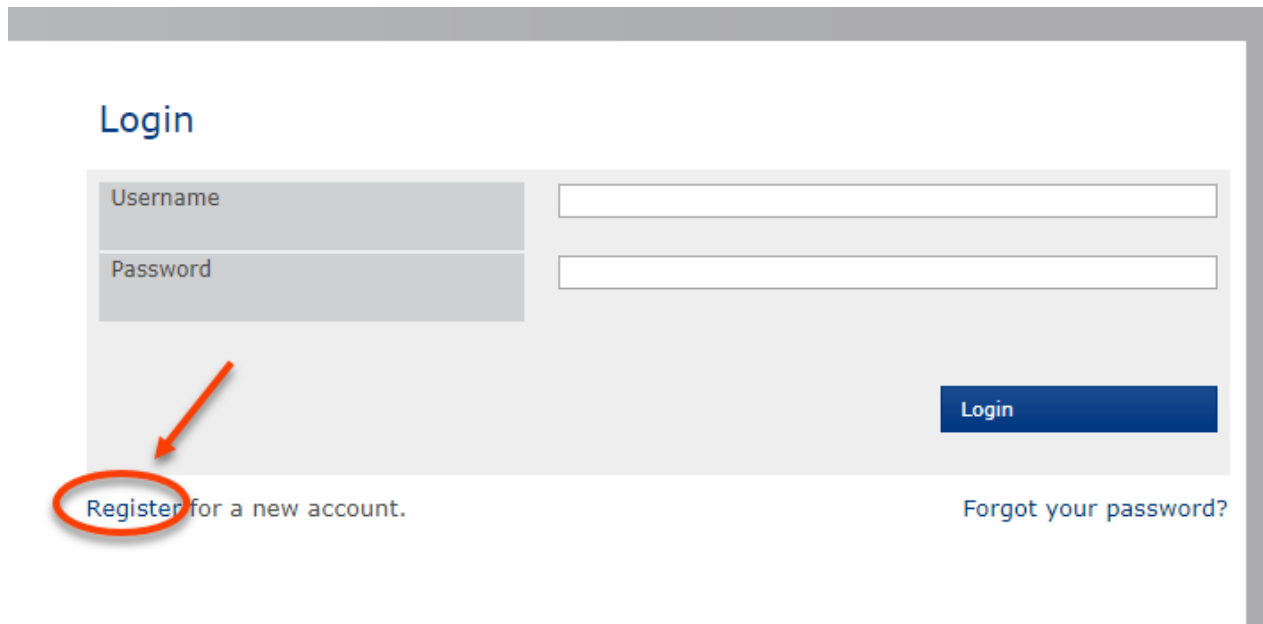


## Data Collector – New Account Creation

When opening a main Data Collector page, the screen below is shown. There click on “Register” link for registering a new account.



Username

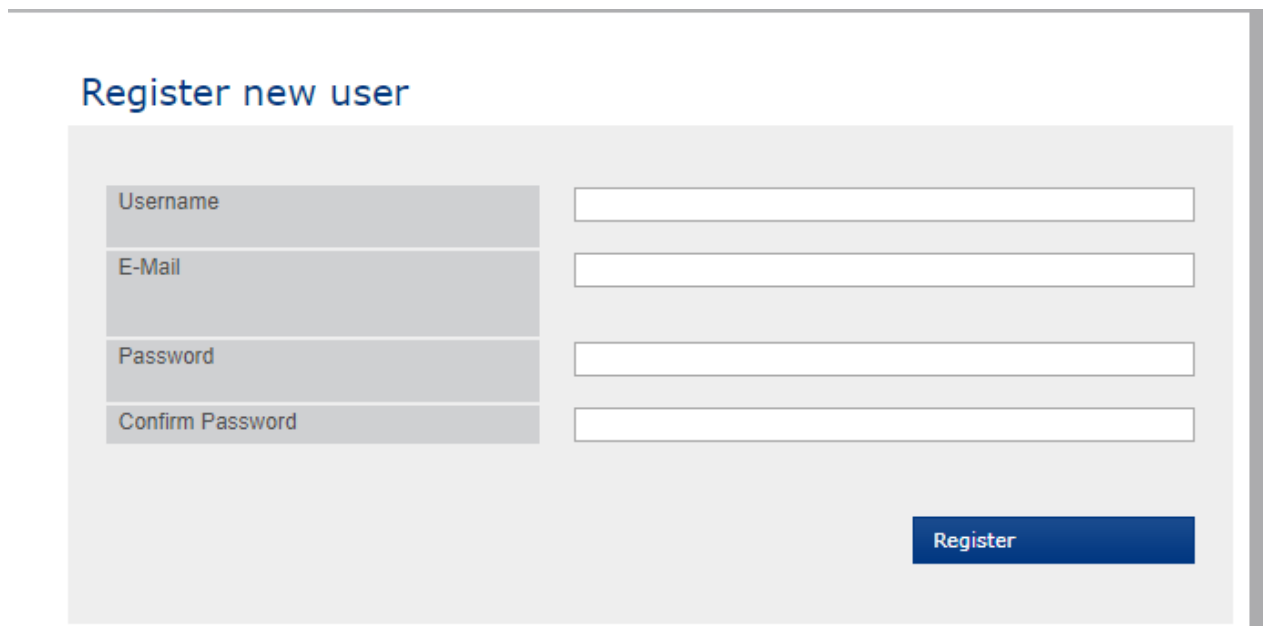
Password

[Register for a new account.](#) [Forgot your password?](#)

Login

Figure 1 Initial Screen – New account registration

After that a new screen is shown as depicted below, where all data relevant for the account creation must be entered.



Register new user

Username

E-Mail

Password

Confirm Password

Register

Figure 2 New Account Registration Screen

When entering data, following rules must be followed:

- Username – should be made of simple alphanumeric characters, without spaces and not longer than 30 characters
- Email – here a valid business email address must be entered, as this registration is allowed only for the business email domains defined in the Data Collector
- Password – the same password must be entered in the “Password” and “Confirm Password” field. **Remember entered password, as this one will be used to log in into the system.** Following must be respected when entering a password:
  - at least 8 characters in length
  - a mixture of both uppercase and lowercase letters
  - a mixture of letters and numbers
  - at least one special character (< or > are not allowed)
  - last 10 passwords can't be used

Once all fields are populated, click on “Register” button, which will create an account and trigger sending of a confirmation email to the provided email address. The log in will not be possible until the new account is confirmed, by clicking on a link in the received email, whose validity is 30 min. **Check if email is in the spam folder!** Validity of a password is one year.

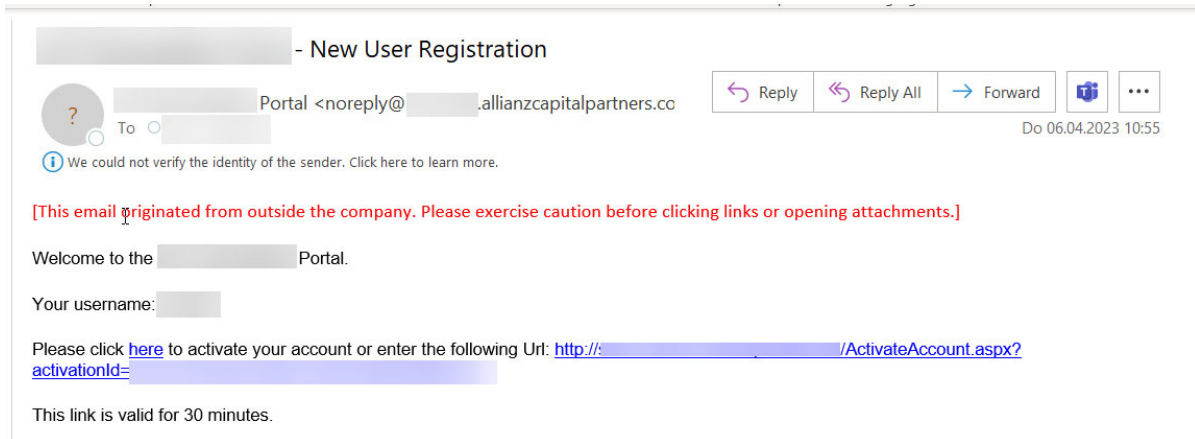


Figure 3 Account Creation Email

After clicking on a link, you will be redirected to a screen confirming an account creation, after which you can log in with your new credentials.

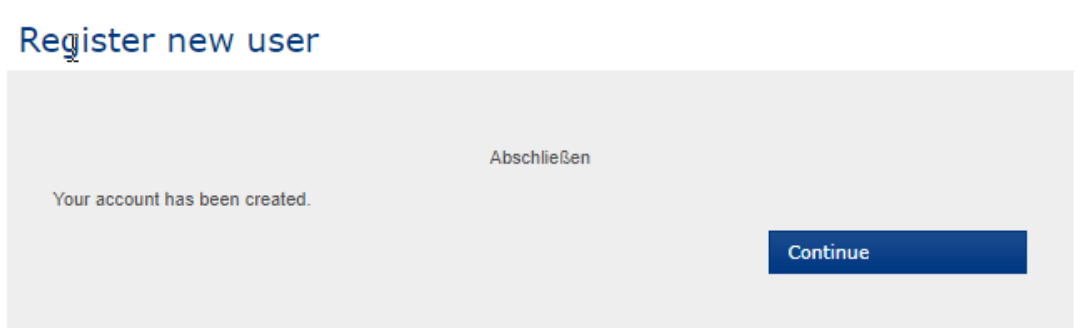
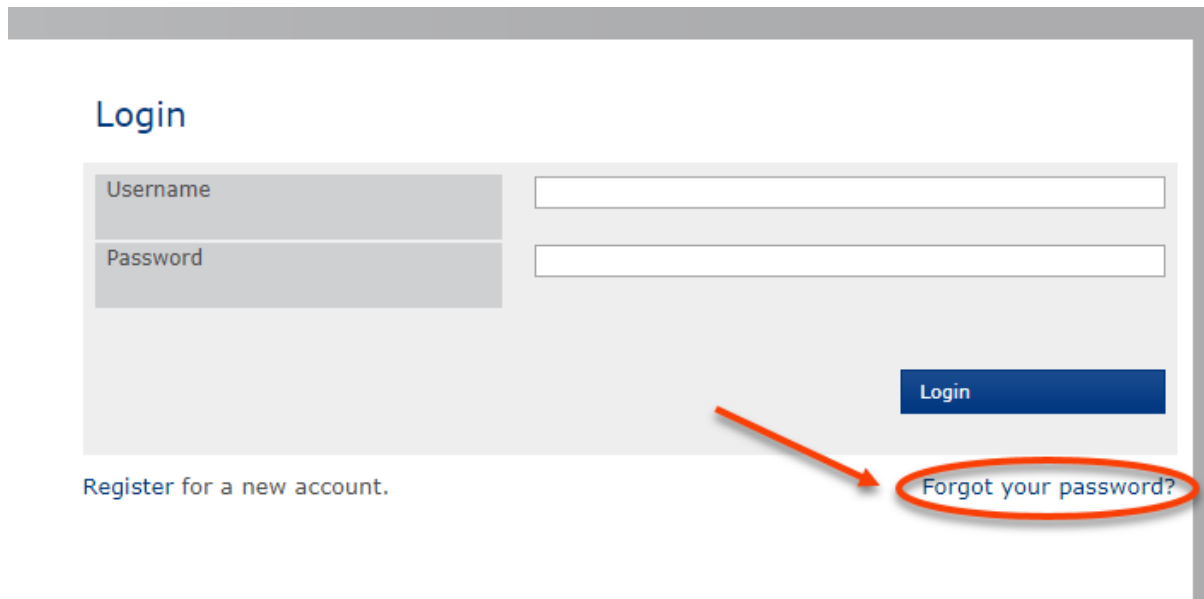


Figure 4 Account Creation Confirmation

## Data Collector – Password Reset

In case password is forgotten, the following describes on how to request a new password. On the main screen click on the “Forgot your password?” link.

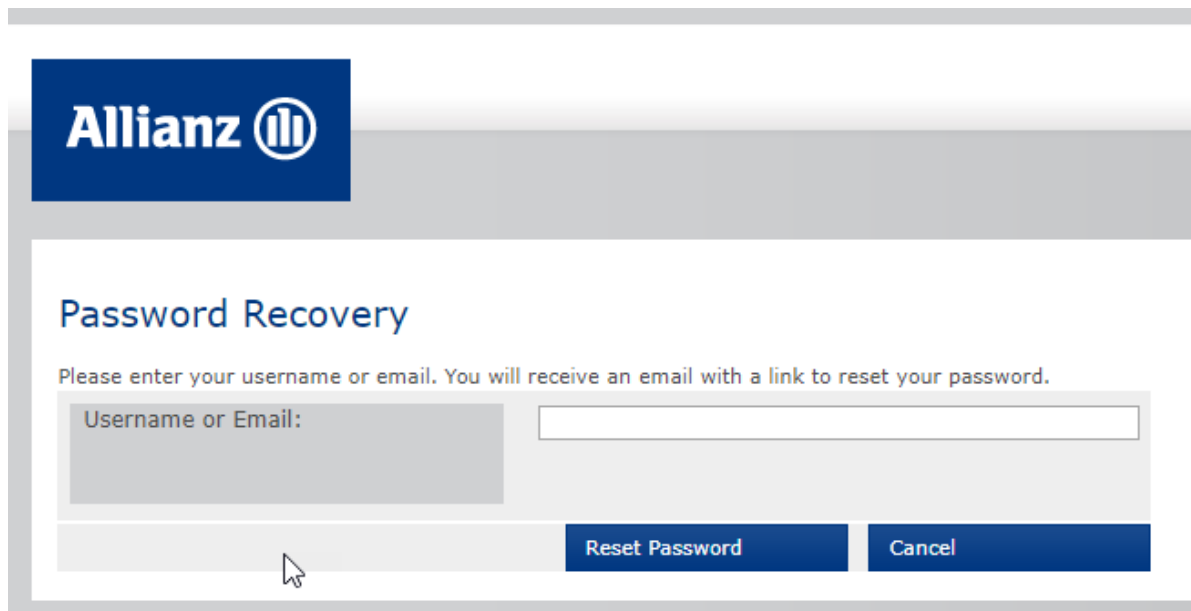


The screenshot shows a login form with the following elements:

- Login** header
- Username** label and input field
- Password** label and input field
- Login** button
- [Forgot your password?](#) link (circled in red with an arrow pointing to it)
- [Register for a new account.](#) link

Figure 5 Initial Screen – Password reset

After that the new screen is shown, where username or business email address can be entered. After entering either of those, by clicking on “Reset Password” button, a reset email is sent, provided that the username or email is already registered in the system.



The screenshot shows the Password Recovery screen with the following elements:

- Allianz** logo
- Password Recovery** header
- Instruction: **Please enter your username or email. You will receive an email with a link to reset your password.**
- Username or Email:** label and input field
- Reset Password** button
- Cancel** button

Figure 6 Password Reset Request Screen

User is redirected to a screen confirming successful password reset request.

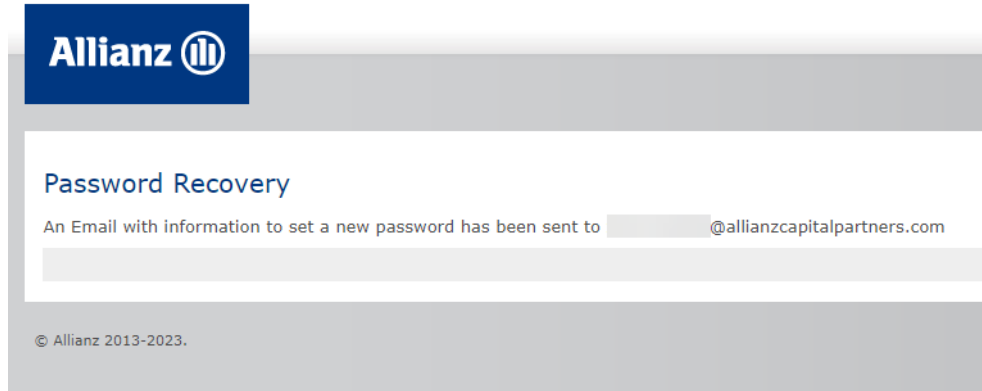


Figure 7 Password Reset Successful Request

By triggering this process, an email is sent to the provided business email address.

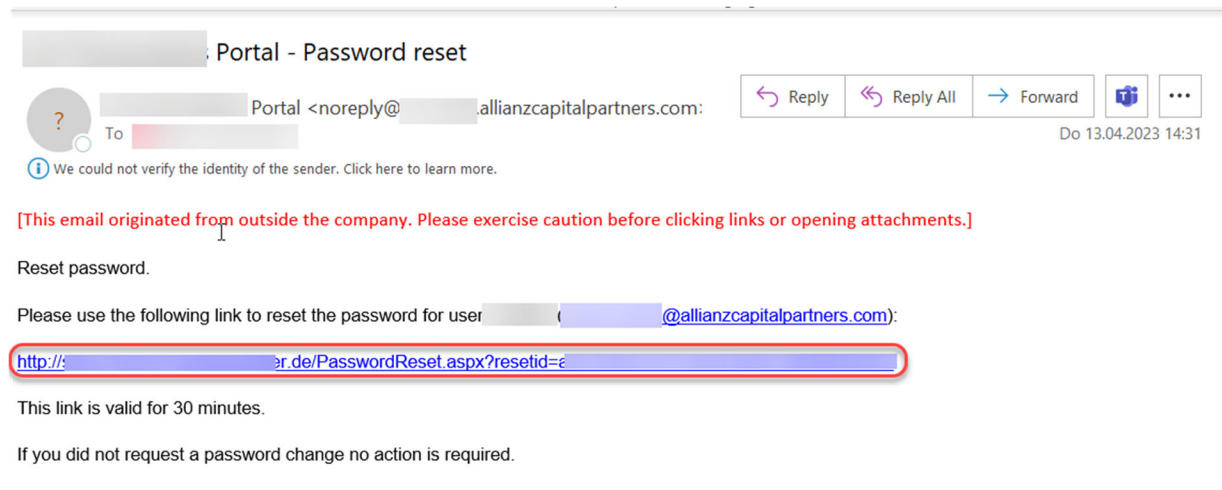


Figure 8 Password Reset Email

By clicking on the reset link in the email, user is redirected to a screen where new password can be entered, by respecting password policy requirements from the previous chapter.

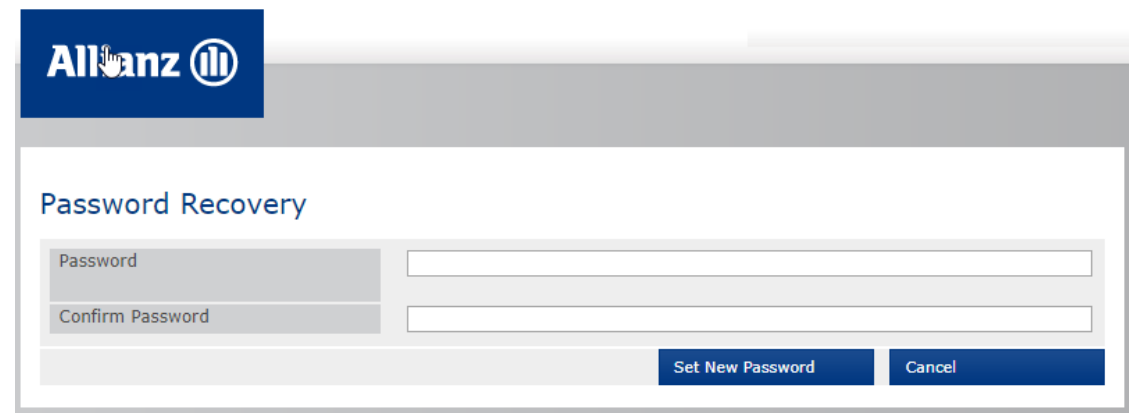


Figure 9 Password Reset Screen