

# The registration process in 7 steps

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## Create a personal IAMconnected account

From Portbase.com, you can access the IAMconnected environment. Once you have filled in the fields, click on 'Create account'. Within a few minutes, an email will be sent to you at the address you provided.

### Required information/ documents:

- First and last name
- Business email address
- Business telephone number

You must be able to access your inbox.

## Activate your personal account

Open the email you were sent and click the button marked 'Activate account'. Next, you will set a password and click on 'Confirm password'. You are immediately logged into your account.

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## Connect your organisation

Now it is time to register your organisation in IAMconnected and link it to your IAMconnected account. To ensure the process goes smoothly, you should tell the authorised signatory\* about this step.

It is possible for you to be both the requesting party and the authorised signatory.

### Required information/ documents:

- CoC (KvK) number
- Address details for organisation
- Contact details for the authorised signatory

(First and last name, date of birth, business (or other) email address and telephone number)

\*The authorised signatory bears final responsibility for ensuring both the organisation and the users are correctly registered within IAMconnected. In many cases, this is the founder/CEO of the organisation.

## Verifying the identity of the authorised signatory

The authorised signatory will receive an email explaining the 3-step process for verifying their identity. Once these steps are successfully completed, Portbase will evaluate the request. The requesting party can see the status of the request in IAMconnected.

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### Required information/ documents:

- CheckedID application
- Proof of identity

You will need access to a smartphone with a working camera.

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## Approval by Portbase

The registration request has now been sent to Portbase. Your request will be evaluated within 2 working days. Portbase will contact you if there are any questions.

## Permission from authorised signatory

The authorised signatory will receive an email asking them to evaluate the organisation's registration request. Once the request is approved, a confirmation email will be sent to both the requesting party and the authorised signatory.

**Important: The requesting party is now the administrator**

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## Welcome to the port community!

The administrator can now log into their IAMconnected account in order to request Portbase (and other) services. Any services that have been purchased will be displayed in their account as well.