

New User Registration Help Guide

1. User Registration

Any customers' User that wants to use the digital vault system, must register by following the process as described below:

1.1 Website Location

<https://www.granitecsd.co.za> > G-Online > PROD > Digital Vault for Business.

1.2 How to Register

1.2.1 Click on "Click **here** to Register"

1.2.2 Complete the following fields on this screen:

- > Name and Surname (of User)
- > Email address
- > Password (Password must be at least 8 characters and must contain one uppercase letter, one lowercase letter, one digit and a special character)
- > Confirm password
- > Accountable institution type - Select the type of business you want to register, e.g. Private Company (Pty) Ltd, etc.
- > Accountable institution name (your registered business name)

NOTE: The accountable institutional name must be identical to what was originally used to register your institution

- > Referral code (Agent Code) – not applicable

1.2.3 Click on the "**Register**" button

1.3 Set up Google Authenticator

The next screen will require the User to scan a QR code to set up two factor authentication.

Note: Two factor authentication is mandatory for this application.

- 1.3.1 Download **Google Authenticator** on your phone from your app store
- 1.3.2 In Google Authenticator Click on the **+** sign and select **Scan a QR code**
- 1.3.3 Scan the QR code onto your computer screen with your phone
- 1.3.4 The new time-based pin for the Digital Vault for Business application would now be added to your Google Authenticator.
- 1.3.5 On your Computer screen click on the **Complete Registration** button
- 1.3.6 An email will be sent to the User to verify their email address
- 1.3.7 Verify your email by clicking on the link in the email.

1.4 Complete User Registration

A welcome note will appear on this screen prompting you to add additional information.

- 1.4.1 Click on **“Activate Account”** button
- 1.4.2 Click on **“Confirm AI Entity”** button
- 1.4.3 Select your entity from the **“Similar Entities”** drop down list

NOTE: If you do not get this screen to select “Similar Entity” or if your entity is not in the drop-down list, please contact Granite Customer Support for assistance.

- 1.4.4 From the **“Is your institution in the drop down list”**, select **“Yes, I found my company, Link my account please”**
- 1.4.5 Click on **“Update Account”** button

NOTE: A note will appear that your account should be linked to your entity and a notification will be sent to your administrator to link your User to the entity, once the User has been linked, the User will be able to log in and use the system.