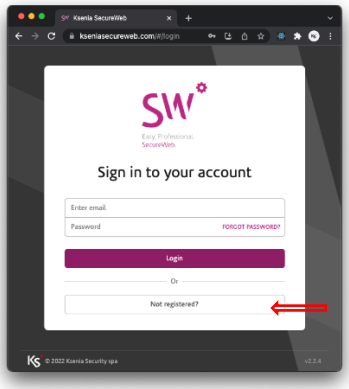
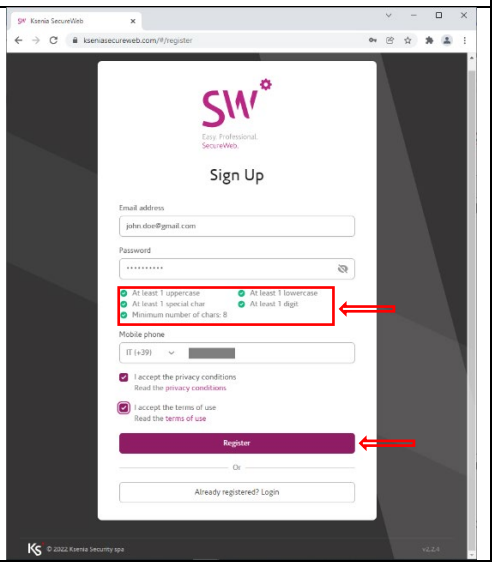
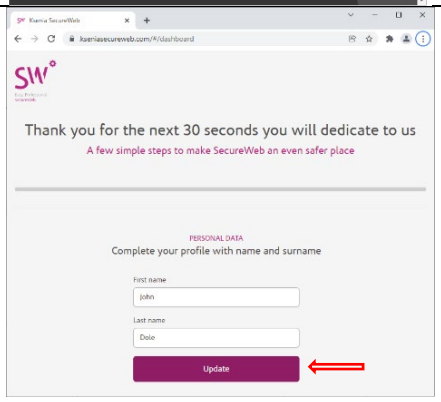
How to register to Ksenia SecureWeb platform
First access

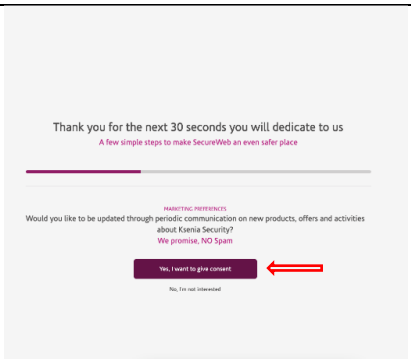
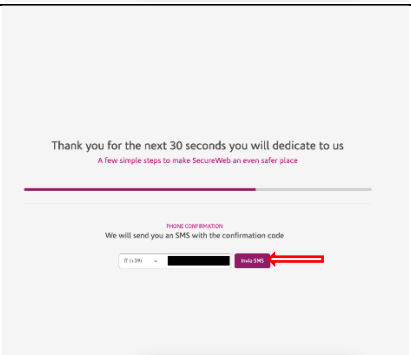
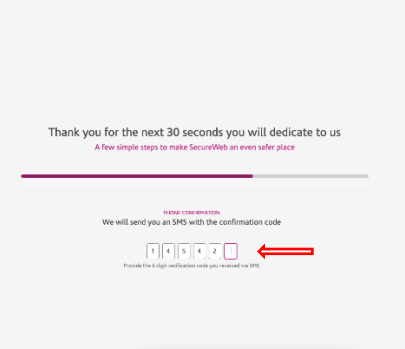
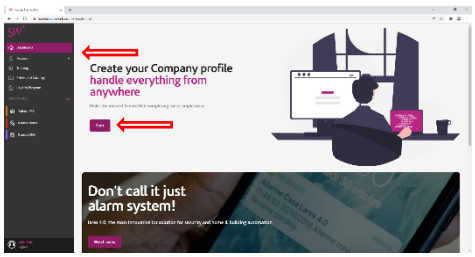
This document describes the steps for:

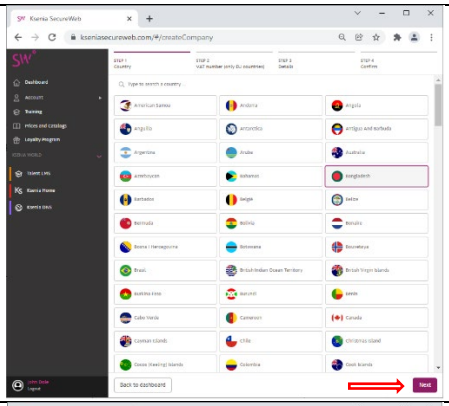
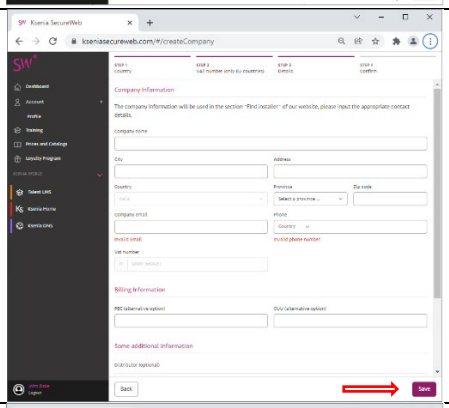
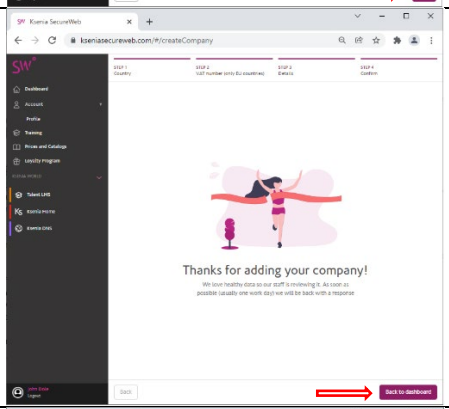
- [from 1. to 7.] creating a **new** Ksenia SecureWeb **Account** that provides a partial navigation bar; the entire navigation bar is guaranteed by creating the Company.
  Also, steps [1. - 7.] are **mandatory** for the following creation of the company profile.
- [from 8. to 11.] completing your **Company profile** that provides the entire navigation bar, to take advantage of all the services available, such as the registration and management of your panels, the purchasing of services, etc.

*Note: all the images in this document come from SecureWeb version **2.2.4.***

Step	Description	Screenshot
1.	Launch www.kseniasecureweb.com and click <**Not registered?**>.	
2.	Fill up the fields and click <**Register**>. *Note: to insert a secure password, read the tips carefully!*	

3.	Wait for an e-mail with the verification code/PIN (e.g. 960242), just few seconds.	
4.	Enter the verification code received via e-mail. In case the verification code/PIN expires, click on "Send again" link.	
5.	Complete your profile with First name and Last name and click <**Update**>.	

4.	Express your Marketing Preferences between <**Yes, I want to give consent**> or <**No, I'm not interested**>. You can change your mind whenever you want, from your profile.	
5.	Enter your telephone number to receive an SMS with a confirmation code and click <**Send SMS**>	
6.	Enter the confirmation code received via SMS.	
7.	Verification is completed and your account has been created. **What can you do by now?** You can navigate the menu on the left side of the window, with the possibility to read our products catalogue and prices list, for example, or to find out our online training platform (Talent LMS) and even to subscribe to it. If you click <**Start**>, few more steps are required to **create your Company profile** so that, for example, you can add members to your team, handle your panels, purchase services, etc.	

8.	When you click <Start>, next window will open. Select a country and click <**Next**>.	
9.	Fill up all the fields and click <**Save**> The mandatory fields are marked in red color.	
10.	Last step is the following: click <**Back to dashboard**> and wait for verification of the data. When an e-mail from Ksenia Security will notify that your company has been approved, restart the application.	
11.	Now your **Company profile** is complete and you can start your user experience. Next image shows the entire navigation bar at your disposal.	