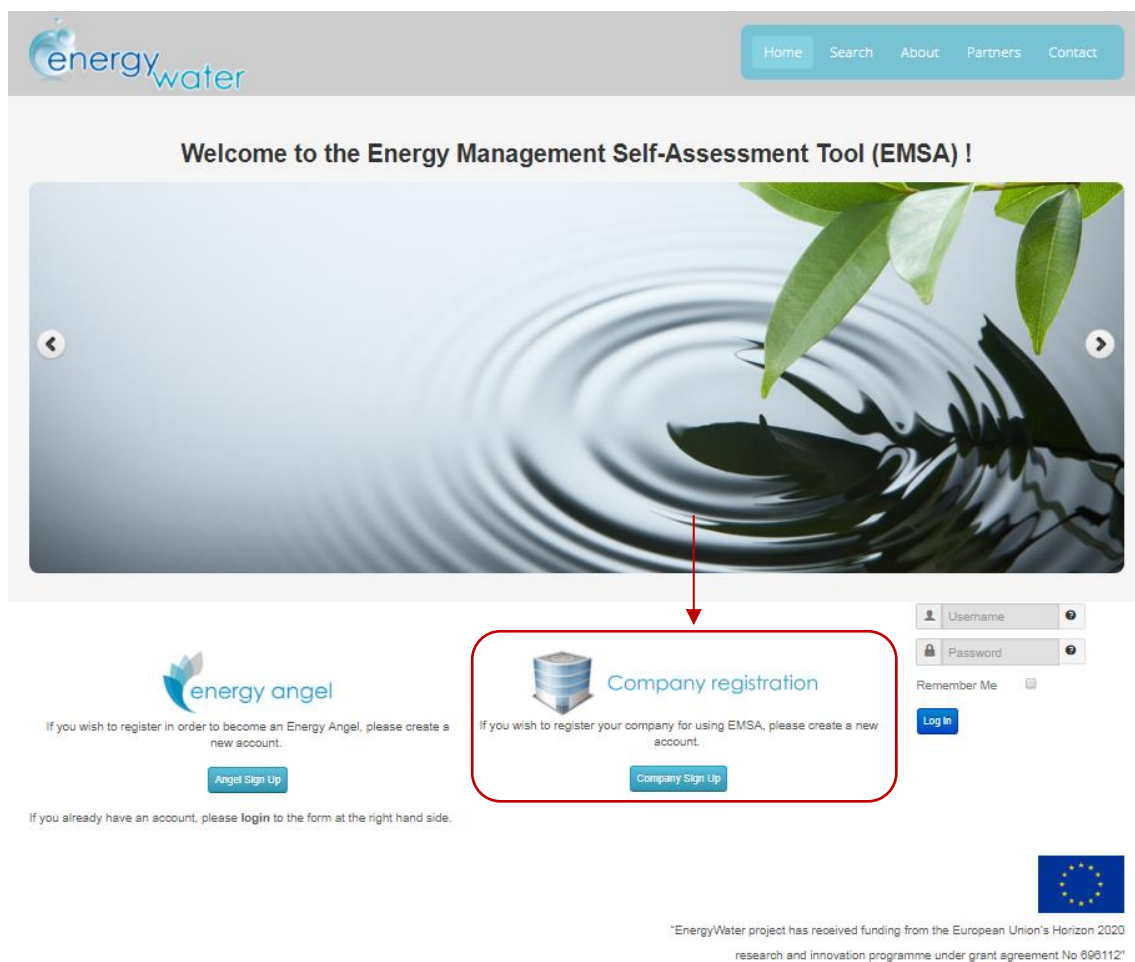


## 5 ENTER AS A COMPANY

If an energy manager or a person working inside an industrial company want to become an user of the EMSA web-tool and wants to perform an assessment in his company within the EMSA framework, by following this section of the guide he/she will be able to benefit from all the possibilities that the EMSA web-tool offers.

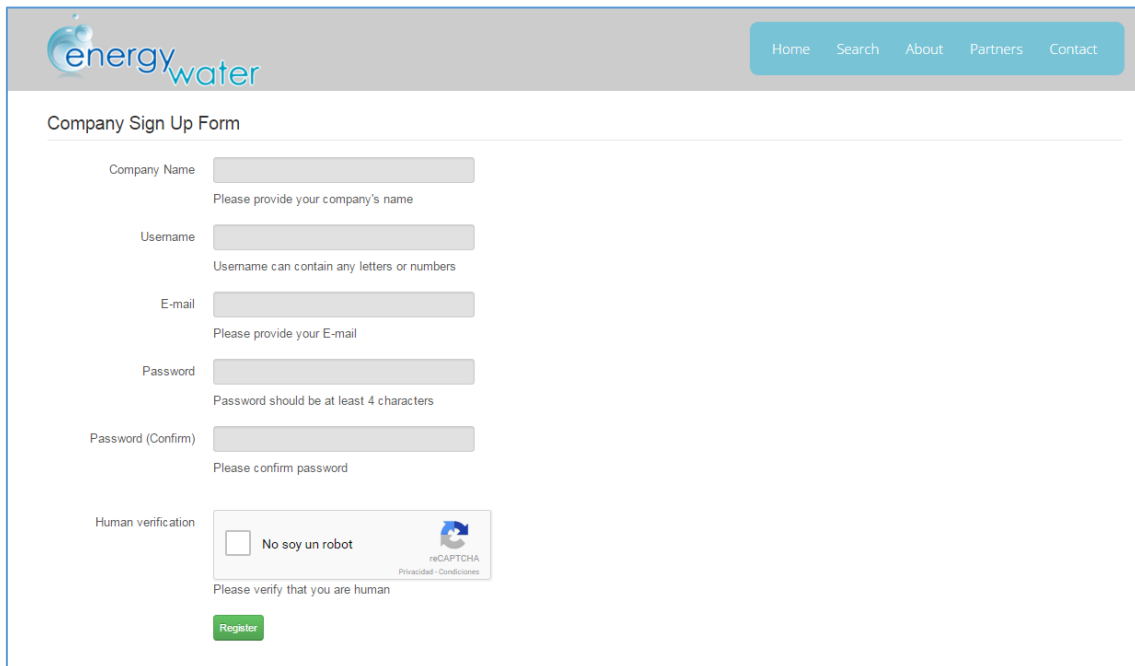
### 5.1 Access to the EMSA

If companies want to take advantage of the EMSA tool, first they will have to sign up as a company in the main page of the EMSA.



Once a company has decided to register into the tool, they will need to fill in a simple form in order to be granted access to the tool.

Click the “*Company Sign Up*” button to start registering in the tool and start the process of entering the EMSA web tool.



**Company Sign Up Form**


Company Name   
Please provide your company's name

Username   
Username can contain any letters or numbers

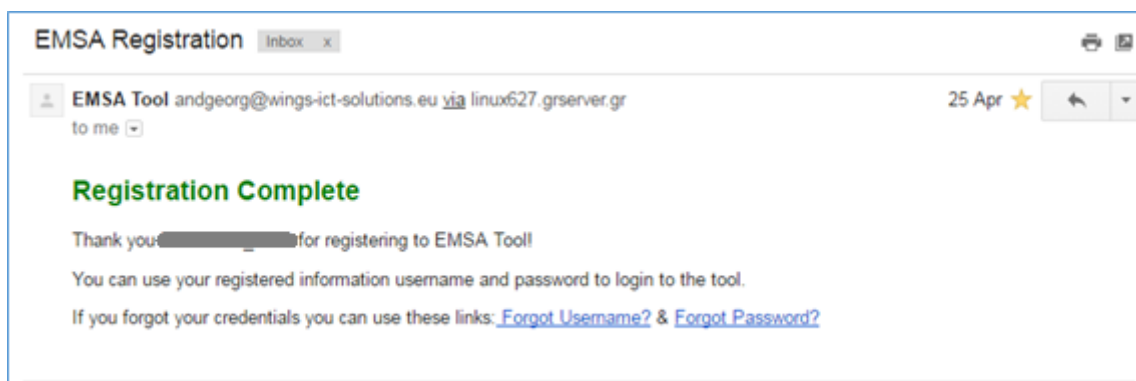
E-mail   
Please provide your E-mail

Password   
Password should be at least 4 characters

Password (Confirm)   
Please confirm password

Human verification  No soy un robot   
Please verify that you are human

When the company registers in this previous page their basic information, they will receive an email granting them access to the tool.



After receiving the confirmation by email, the company will be able to access to the EMSA tool with the previously defined username or password.

energy water

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## Welcome to the Energy Management Self-Assessment Tool (EMSA) !

energy angel

If you wish to register in order to become an Energy Angel, please create a new account.

Angel Sign Up

Company registration

If you wish to register your company for using EMSA, please create a new account.

Company Sign Up

If you already have an account, please login to the form at the right hand side.

Username

Password

Remember Me

Log In

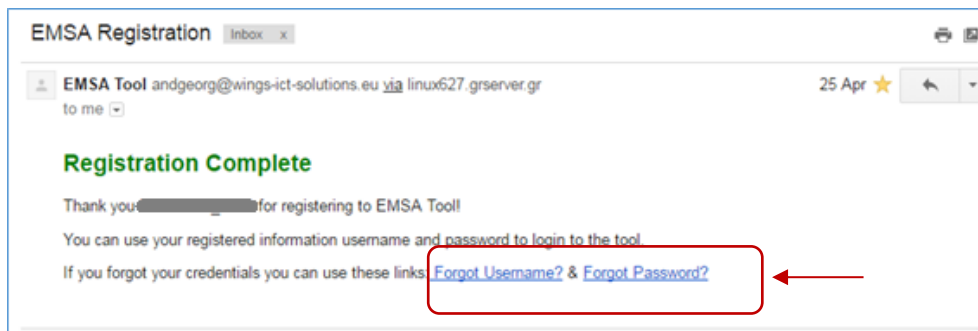
\*EnergyWater project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 696112\*

Introduce in the main page of the EMSA the username and password to enter the tool.

## 5.2 Forgotten Credentials

If the user has forgotten his password or his username, they will have two different options to recover them.

1. Recover the forgotten credentials by searching the registration email as it has a permanent link to the recovery page.  
Click the redirection link *"Forgot Username"* or *"Forgot Password"* for being redirected to the EMSA tool.



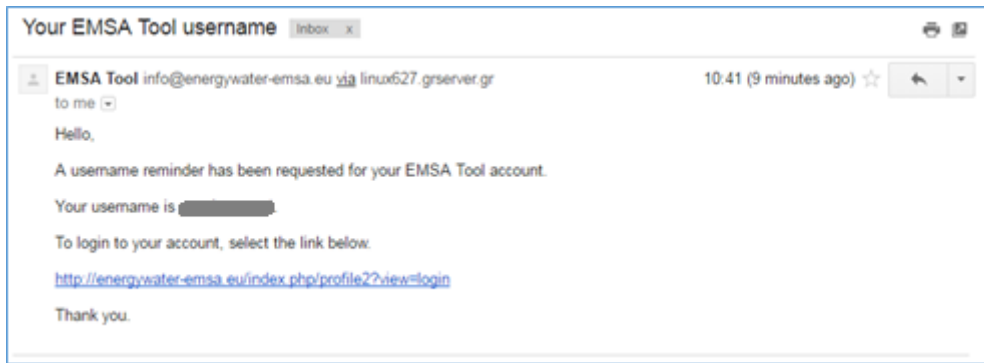
2. If the company has deleted the registration email, the recovery page can also be reached by clicking in the question mark icon next to the username or password in the EMSA Main Page

The recovery page will ask the user to type the email that the company has linked to the EMSA account and the EMSA will send an email to this account with a new password.

### 5.2.1 Forgotten username

Use one of the options listed above to enter to the recovery page of the EMSA web tool. Introduce the email address related to the Company's Account,

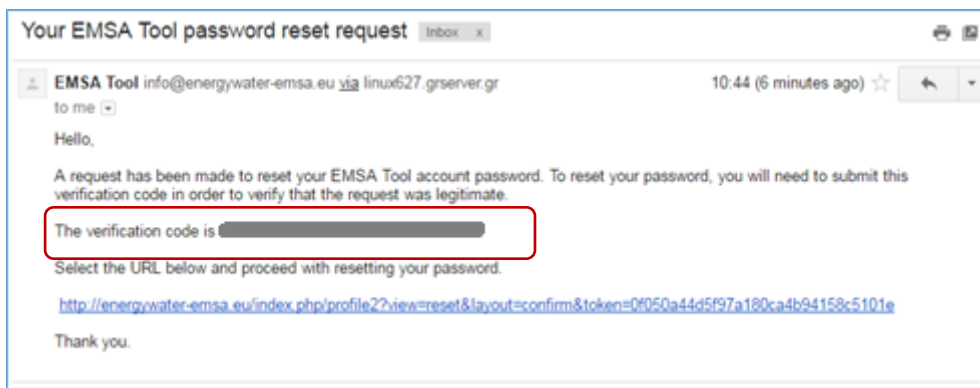
Then click submit and the EMSA will automatically send an email to this account reminding the username. EMSA will also provide a link to re-enter the tool



## 5.2.2 Forgotten password

If the company **forgot the password**, the procedure is the same as for a forgotten username.

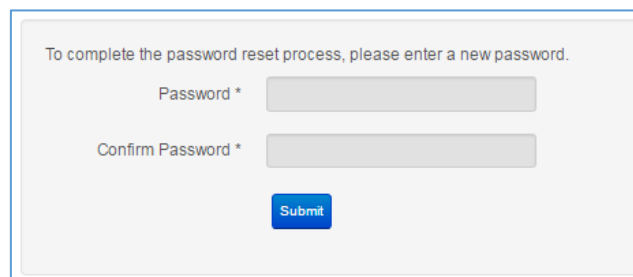
EMSA will send a link to the tool as well as a verification code by email. Enter the link and introduce both the username and the verification code in the corresponding boxes. Then press the submit button.




The screenshot shows a web form with the following elements:

- Instruction: An email has been sent to your email address. The email contains a verification code, please paste the verification code in the field below to prove that you are the owner of this account.
- Field: Username \*
- Field: Verification Code \* (highlighted with a red box and a red arrow pointing to it)
- Button: Submit

EMSA will verify the code and, if it's correct, the company will be able to change the password



The screenshot shows a web form with the following elements:

- Instruction: To complete the password reset process, please enter a new password.
- Field: Password \*
- Field: Confirm Password \*
- Button: Submit

After that, the company will be able to re-enter in the EMSA tool again.