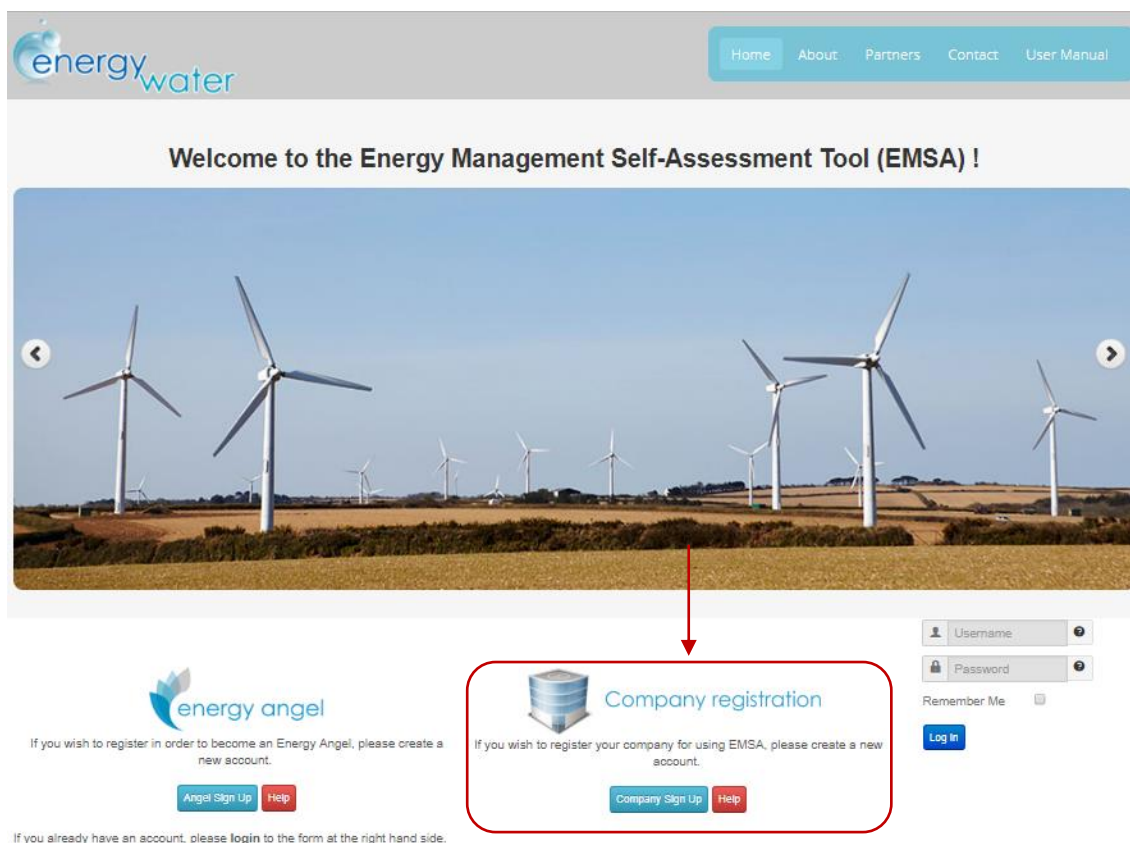


5 ENTER AS A COMPANY

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

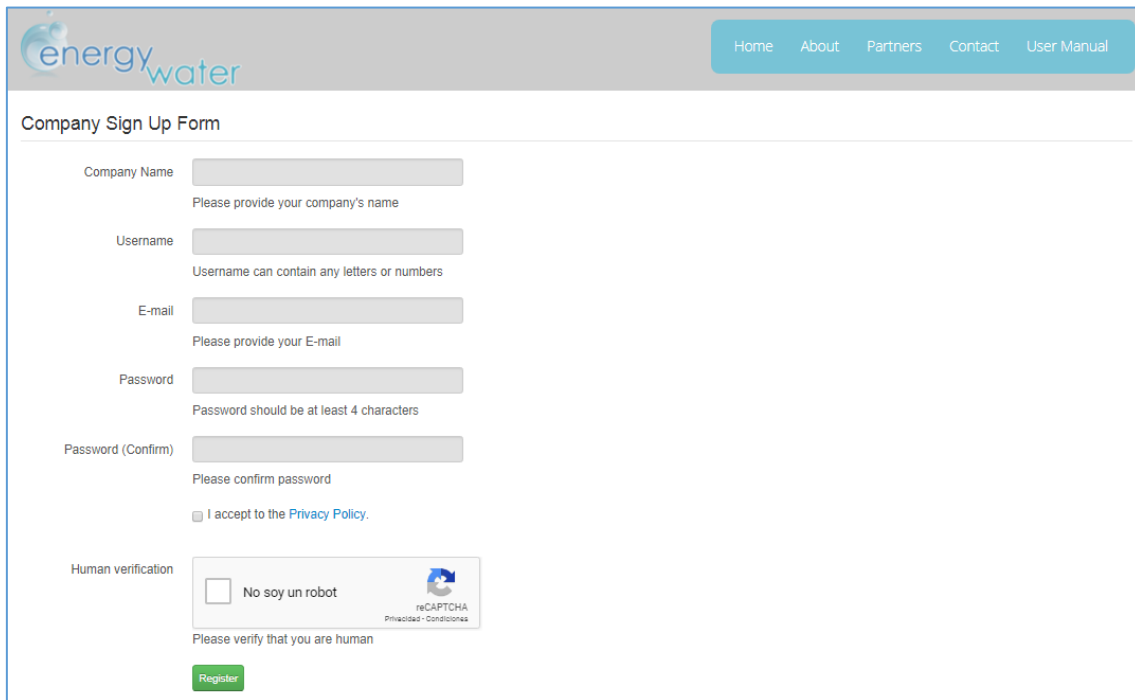
If companies want to take advantage of the EMSA tool, first they will have to sign up as a company in the main page of the EMSA.



The screenshot shows the EMSA website interface. At the top, there is a navigation bar with the 'energywater' logo and links for Home, About, Partners, Contact, and User Manual. Below this is a large banner image of wind turbines with the text 'Welcome to the Energy Management Self-Assessment Tool (EMSA) !'. Underneath the banner, there are two registration options: 'energy angel' and 'Company registration'. The 'Company registration' option is highlighted with a red box and a red arrow pointing to it. To the right of the registration options is a login form with fields for 'Username', 'Password', and a 'Remember Me' checkbox, along with a 'Log In' button.

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

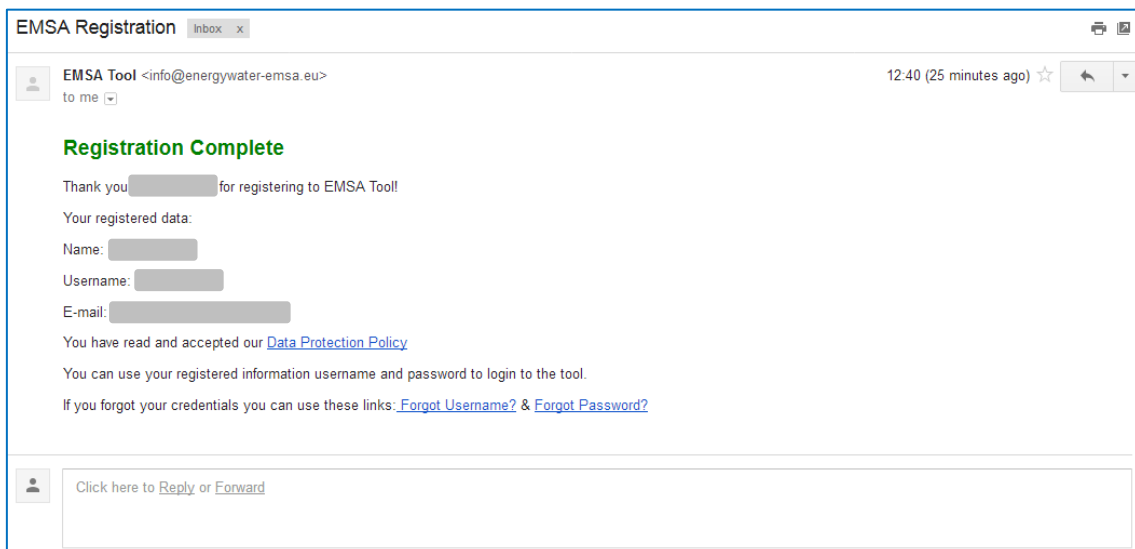
Password
Password should be at least 4 characters

Password (Confirm)
Please confirm password

I accept to the [Privacy Policy](#).

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.



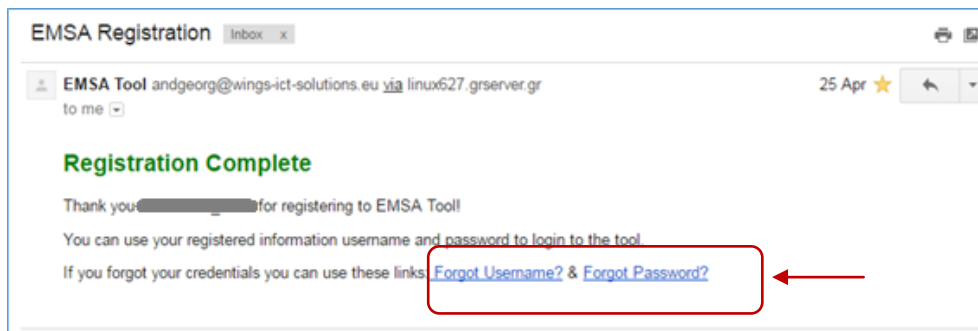
After receiving the confirmation by email, the company will be able to access to the EMSA tool with the previously defined username or password.

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.



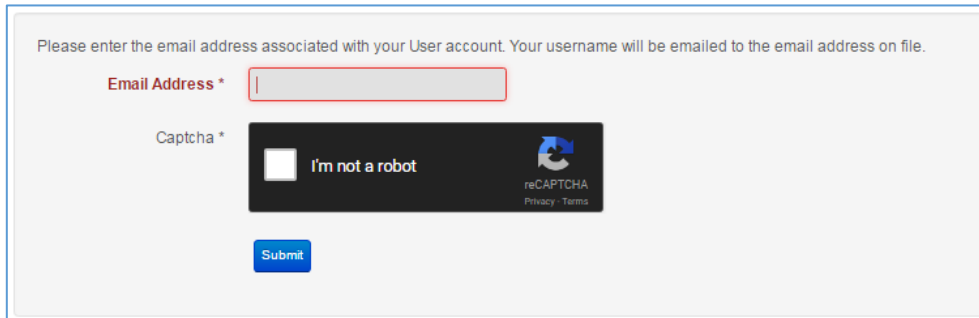
2. If the company has deleted the registration email, the recovery page can also be reached by clicking in the question mark icon next to the username or password in the EMSA Main Page



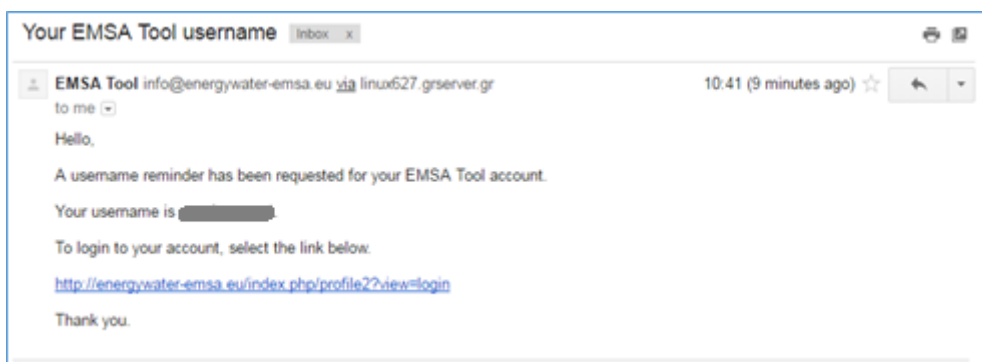
The recovery page will ask the user to type the email that the company has linked to the EMSA account and the EMSA will send an email to this account with a new password.

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,



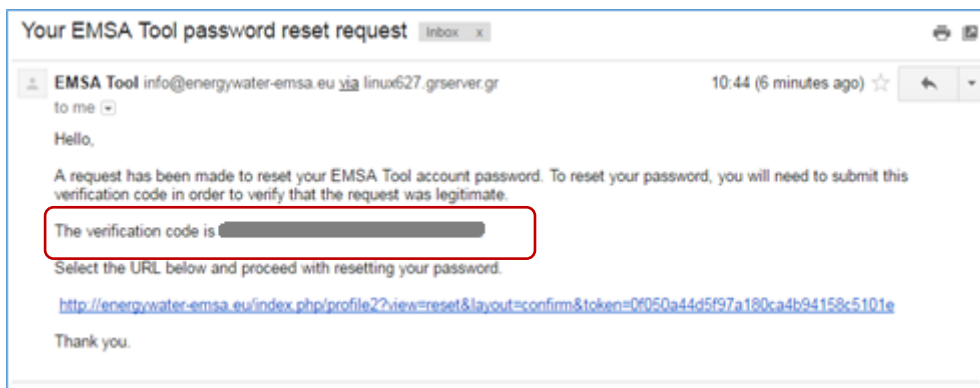
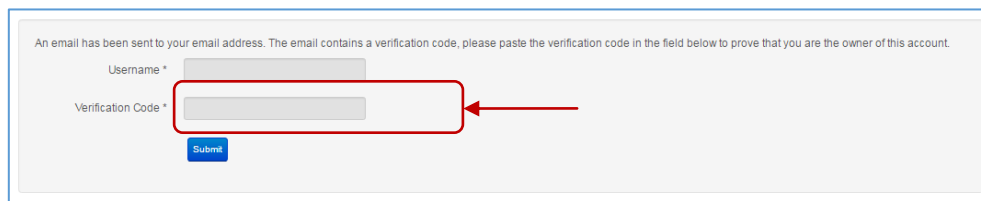
Then click submit and the EMSA will automatically send an email to this account reminding the username. EMSA will also provide a link to re-enter the tool



5.2.2 Forgotten password

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

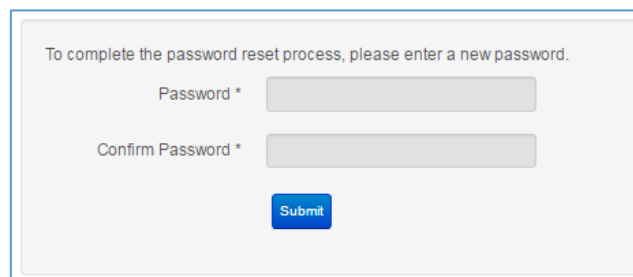
EMSA will send a link to the tool as well as a verification code by email. Enter the link and introduce both the username and the verification code in the corresponding boxes. Then press the submit button.

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.
- Username * [input field]
- Verification Code * [input field]
- Submit button

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.
- Password * [input field]
- Confirm Password * [input field]
- Submit button

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