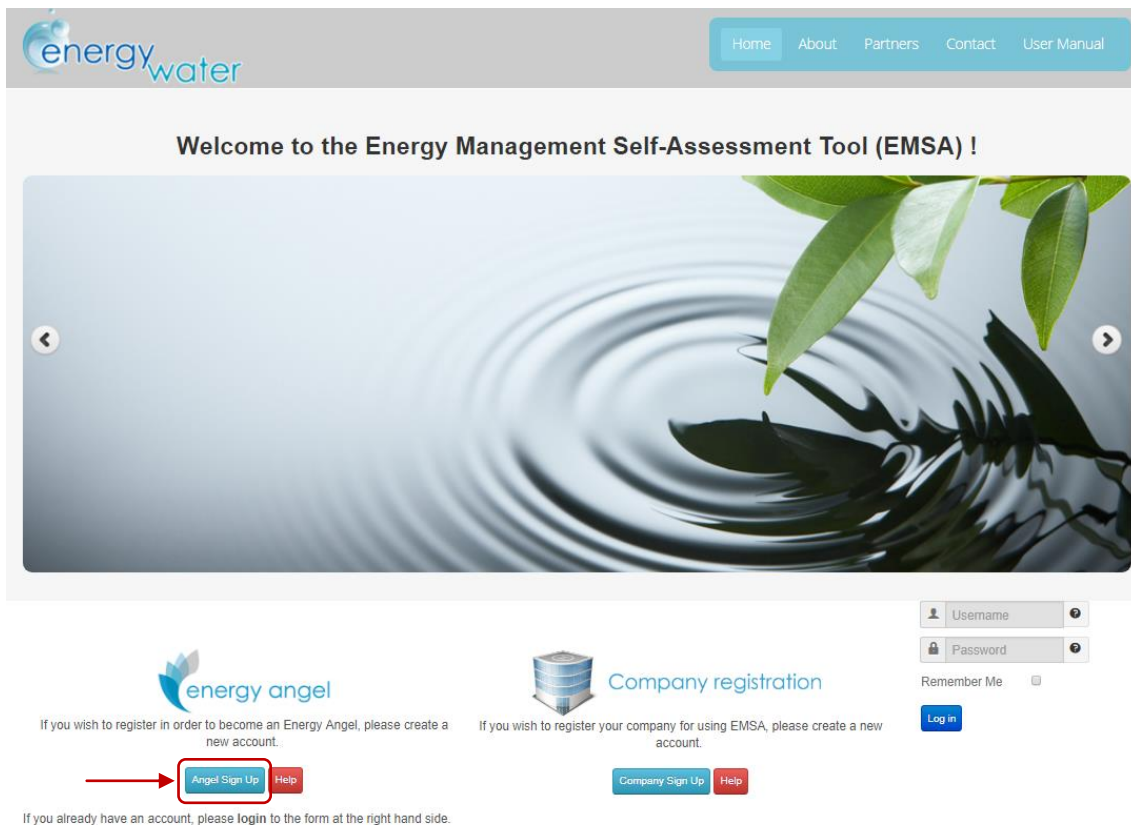


4 ENTER AS AN ENERGY ANGEL

If a user wants to be part of the tool as an Energy Angel, by following this section of the guide he/she will be able to benefit from all the possibilities that the EMSA web-tool offers.

4.1 Access to the EMSA

The future Energy Angels, who want to benefit from the EMSA tool and join in the Energy Angels network, will have to firstly sign up as an Energy Angel candidate in the main page of the EMSA.



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.

Company registration

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

Angel Sign Up Help

Company Sign Up Help

Username

Password

Remember Me

Log in

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

Once the future Energy Angel has decided to sign up into the tool, they will need to fill in a simple form in order to be granted access to the tool.

Click the “*Angel Sign Up*” button to start registering in the tool and start the process of becoming an Energy Angel.

Energy Angels Sign Up Form

[Forgot your password?](#)
[Forgot your username?](#)

Name
 Please provide your 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

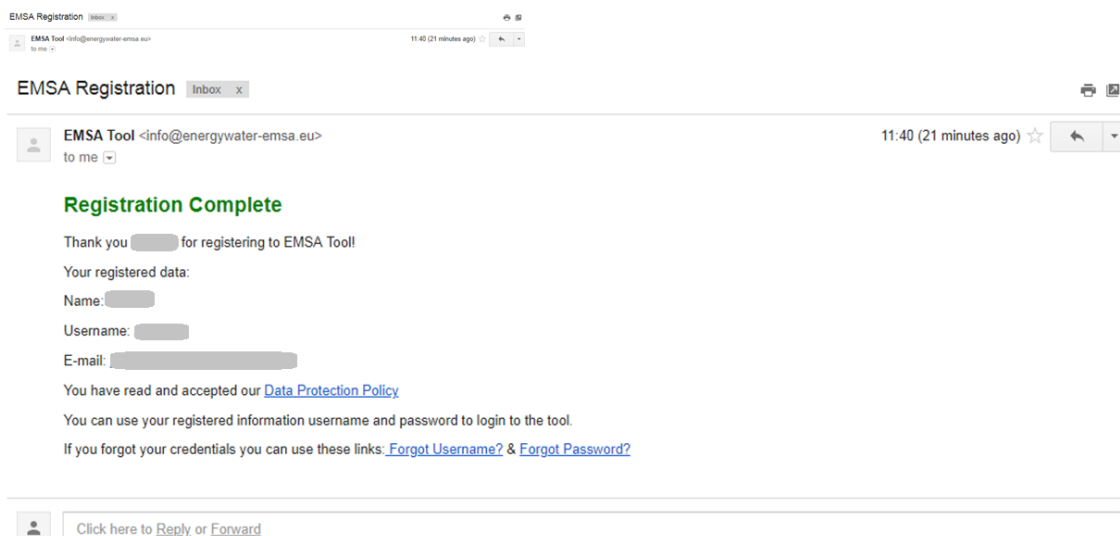


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Fill in the “Energy Angels Sign up Form” create an account in the EMSA Web tool.

When the users register, they will receive a “Registration complete” notification email granting them access to the tool. This access doesn’t ensure the user becoming an Energy Angel, it only confirms the creation of an Energy Angel User account.



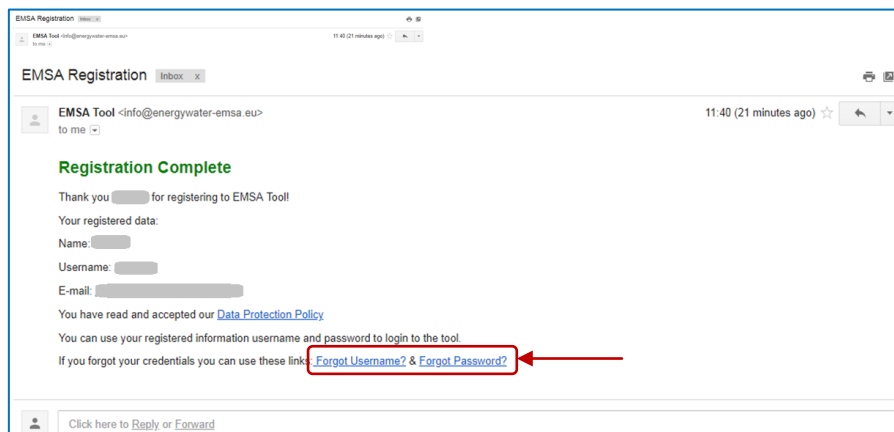
After receiving the confirmation by email, the user will be able to access to the EMSA tool with the previously defined username and password.

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

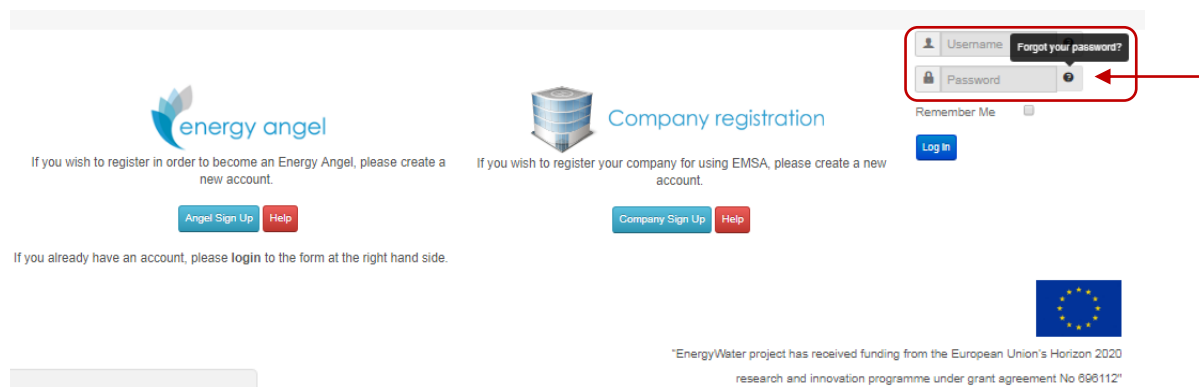
4.2 Forgotten Credentials

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.



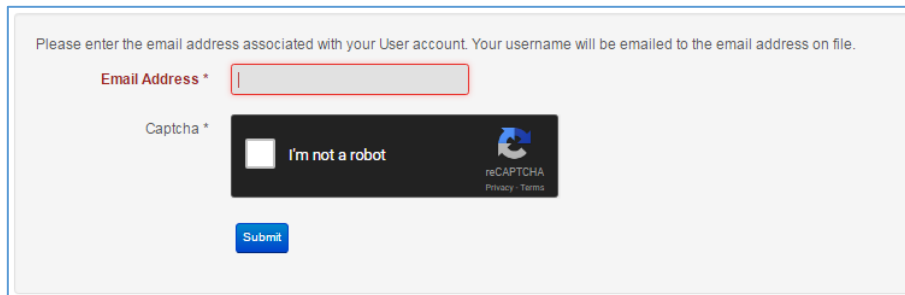
2. If the user has deleted the registration email, the recovery page can also be reached by clicking in the interrogation sign next to the username or password in the EMSA Main Page



The recovery page will ask the user to type the email where linked to the Energy Angel account and the EMSA will send an email to this account with a new password.

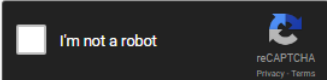
4.2.1 Forgotten username

Use one of the options listed above to enter to the recovery page of the EMSA web tool.

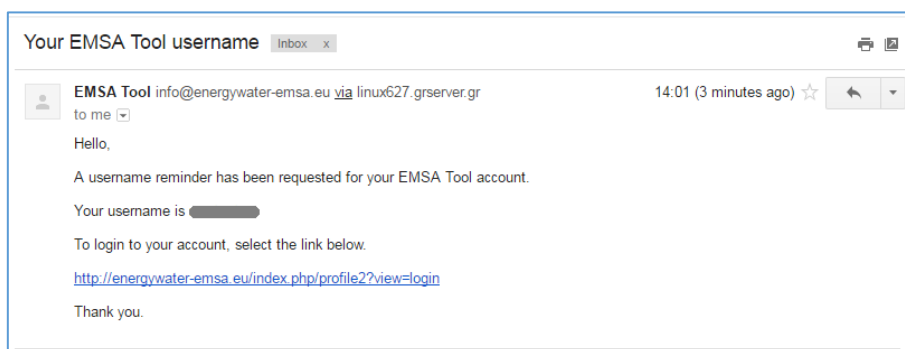


Please enter the email address associated with your User account. Your username will be emailed to the email address on file.

Email Address *

Captcha * 

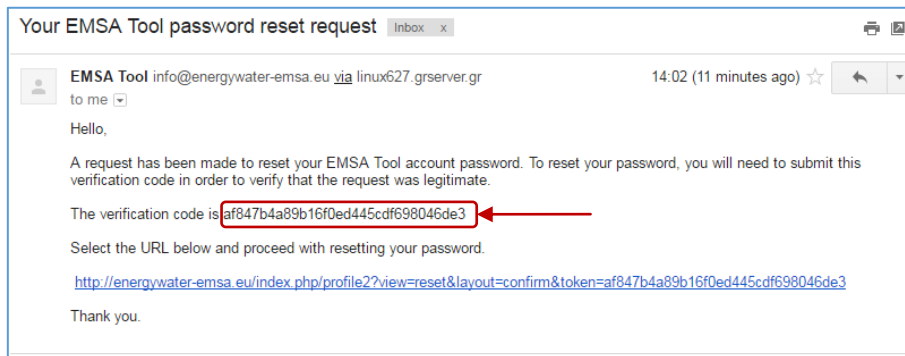
Introduce the email address related to the Energy Angel Account, then click submit and the EMSA will automatically send an email to this account reminding the username. EMSA will also provide a link to re-enter the tool



4.2.2 Forgotten password

If the future Energy Angel **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.



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 *

Verification Code * ←

EMSA will verify the code and, if it's correct, the user will be able to change the password in the following page:

To complete the password reset process, please enter a new password.

Password *

Confirm Password *

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