How to Register to ePrime

In order to register to ePrime the following steps will need to be executed:

1. Provide information about yourself
2. Receive the approval of your request for registration
3. Change your temporary password into an ePrime one

Please note that your password will be valid for 6 months. The system will automatically notify you when your password is close to expiration.

If you do not renew your password in time and your account is still active, you will be proposed to submit a new request for temporary password using the same Registration form you filled in when registering for the first time.

If your account has expired, you will have to submit a new registration request as if you were a new user (see step 1,2 and 3 above).

Provide Information about yourself

In the ePrime Home Page click on "Registration".

The system will display on-line the "ePrime Access Request" form.
Fields marked in the form with an asterisk ("*") are mandatory.

Fill in information identifying you as well your chosen login identification and e-mail address.

If applicable indicate the name of an ePrime user you are replacing. By default you will only have read access to ePrime.
Indicate which additional Management Right you are requesting.

Indicate if you are a National Co-ordinator for your country and fill in any additional information in the "Comments" box.

At the bottom of the form click on "Send".

<u>Receive the approval of your request for registration</u>

If your registration has been accepted you will receive two separate automatic e-mails:

1. Confirmation of the "Login" account that you indicated in your registration form
2. Temporay password

<u>Change your temporary password into an ePrime one</u>

Once you will have received the temporay password login into ePrime using your "Login" account identification and the temporary password.

The system will display a new screen asking to record the new password.

Rules for password validity are the following:
- Minimum 9 characters
- Must contain at least 3 of the following character types:
  - Upper case letters such as A,B,C
  - Lower case letters such as a,b,c
  - Numbers such as 1,2,3 (cannot be at the beginning or at the end of the password)
  - Special characters such as $,?,& (cannot be at the beginning or at the end of the password)
- Cannot be the same as one of your previous 24 passwords
- Cannot be similar to your Login identification
- Cannot be similar to previous passwords
- Cannot be similar to commonly used passwodrs