	SECURE Engineering LLC
	User Guide **Supplier Registration Portal**

Signup Data

This page will help Supplier signup with Secure family companies by providing the minimum mandatory required information.

On this page, all Suppliers shall be provided an account with personalized password to access and edit / update the provided information / forms.

Note: Signup is just to create an account. Creating an account doesn't mean the registration with Secure family companies is completed. Suppliers must provide all other relevant information as required to register with Secure family companies after logging in the system once signup is completed successfully.

<u>Please follow below steps to Signup:</u>

Fields mark with "*" sign means that required information is mandatory to be provided to signup.

1.   Country:

Select name of the Country in which the Supplier is legally registered and have valid trade license.

2.   Registered with Emirate?:

Select the name of Emirate (incase of UAE) / City (incase of any other country) as per trade license.

3.   Trade License Number:

Type the trade license number as mentioned on the trade license e.g. CN-090909 incase if trade license is issued by Abu Dhabi emirate.

4.   Company Name:

Type exact name of the company as mentioned on the trade license.

5.   Service Category:

Please select the category of the services offered by the supplier as per the trade license. Supplier must select one of the three available categories.

6.   Primary Email Address:

A valid email address shall be provided against this field. Please note that this email address shall be used as username to login to the system. A valid email address shall be carefully provided as this email address shall be used for future correspondence with the supplier.

7.   Password:

Type the password of your choice to login to be used in the system.

8. **Re-enter Password:**

   Re-enter the password to ensure that entered password is correct.

9. **Type the code shown:**

   Type the characters shown in the [6H5B] image with blue background.

10. **Show another code**

    Press this button incase if you can not read the characters shown in the image. [↻ Show another code]
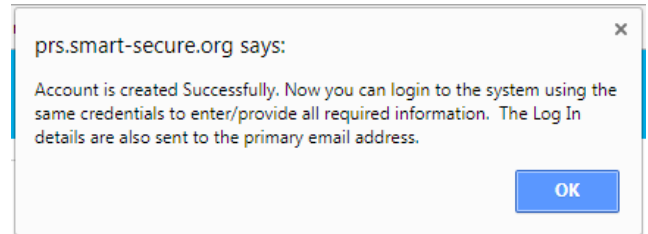
11. **Button --> Close**

    Press [Close] this button if complete information is not available to signup with Secure family companies.

12. **Button --> Sign up**

    Press [Sign Up] this button when all details are provided to proceed with the signup.

NOTE:

Once you click the signup button. The image shall appear on screen which confirms that Supplier signup is successfully completed.

> **prs.smart-secure.org says:**
>
> Account is created Successfully. Now you can login to the system using the same credentials to enter/provide all required information. The Log In details are also sent to the primary email address.
>
> **OK**

You shall immediately receive an email on "Primary Email Address" as mentioned above against serial number "**6**" alongwith the preferred password typed against "Password" as mentioned above against serial number "**7**".

Now you must proceed to login the system to provide the remaining information to register with Secure Family. You must provide user name and password on the same portal as shown in below image.