

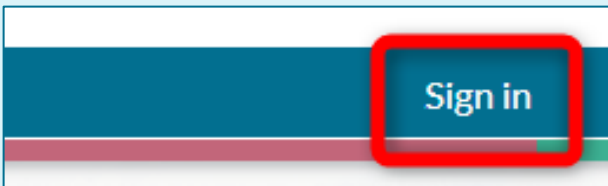
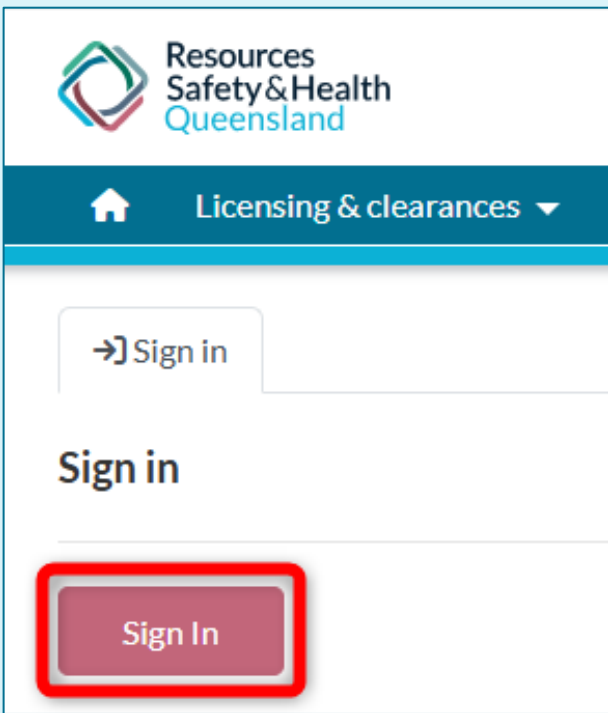
How to sign up to the RSHQ Portal

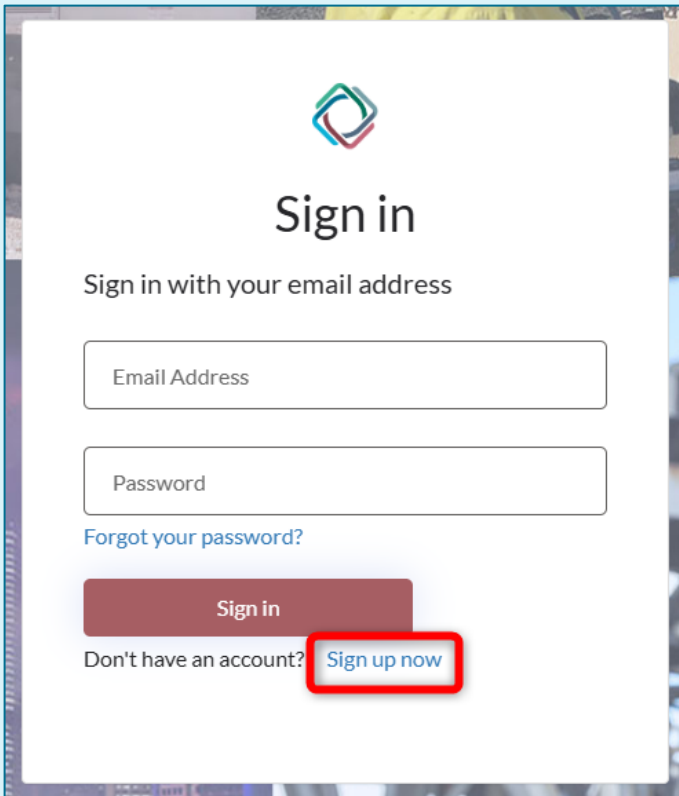
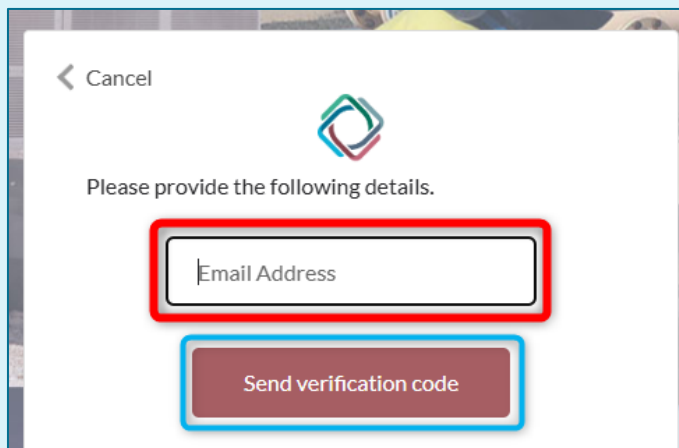


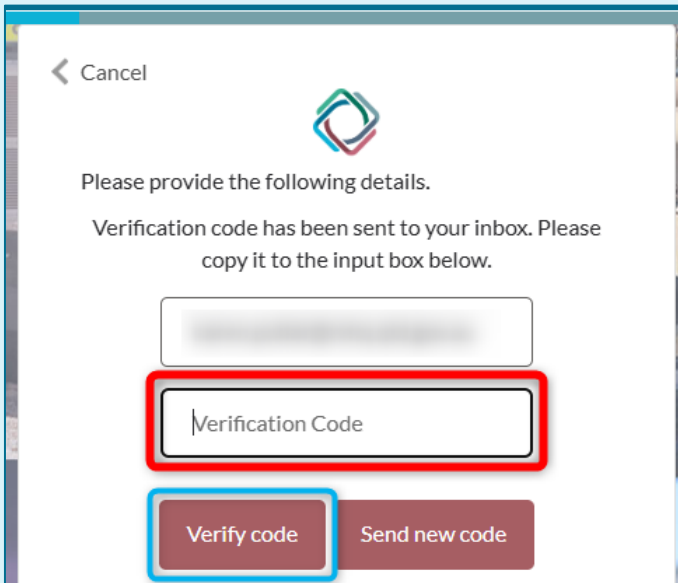
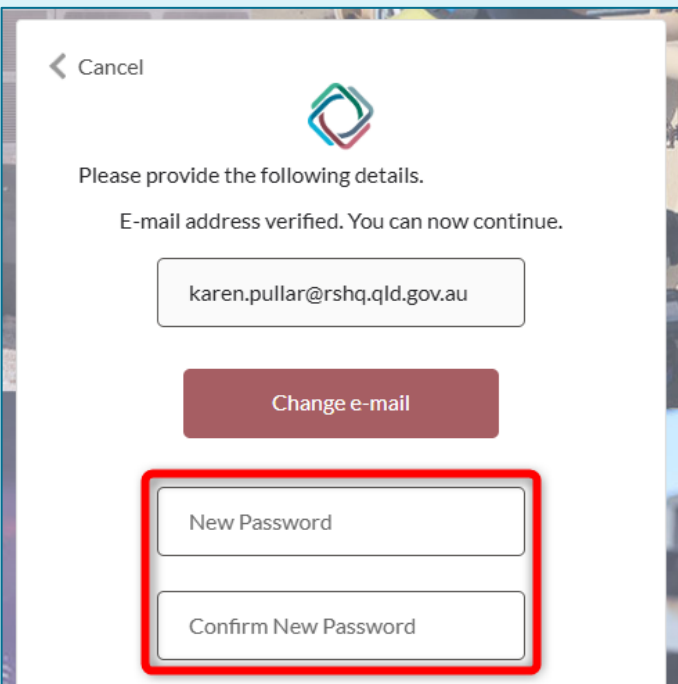
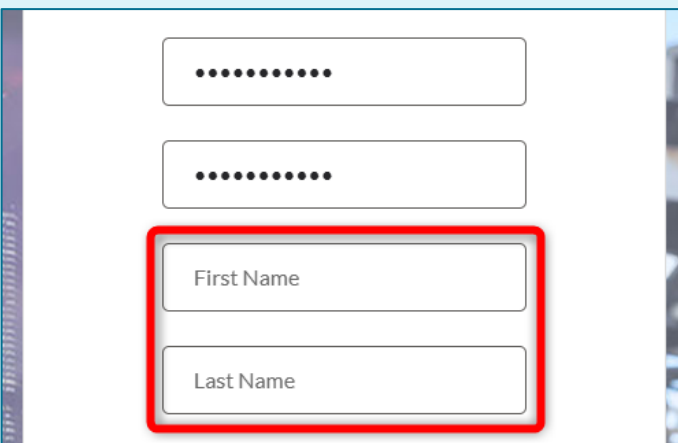
Purpose

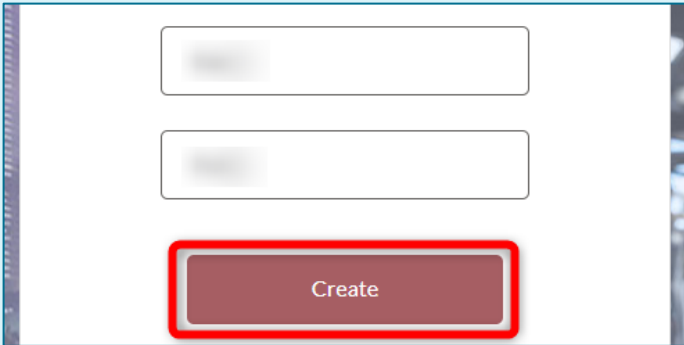
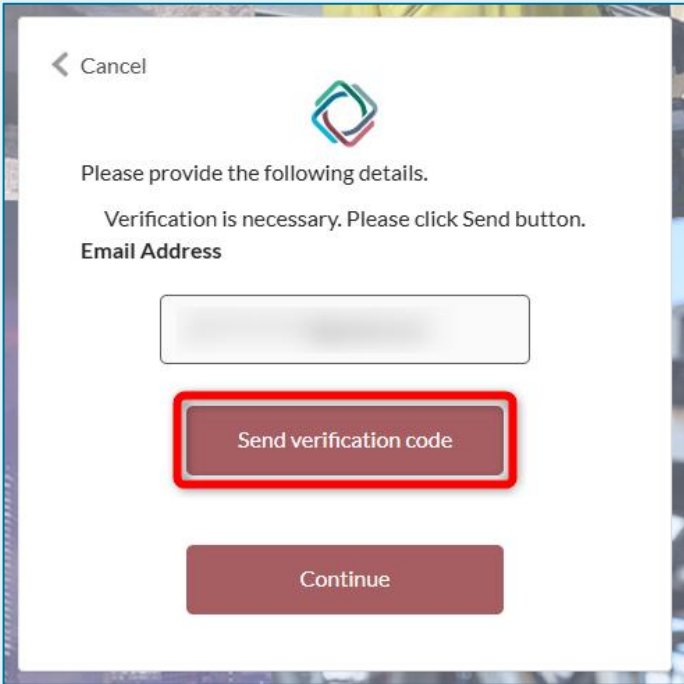
This Fact Sheet provides guidance on how to sign up to the RSHQ Portal.

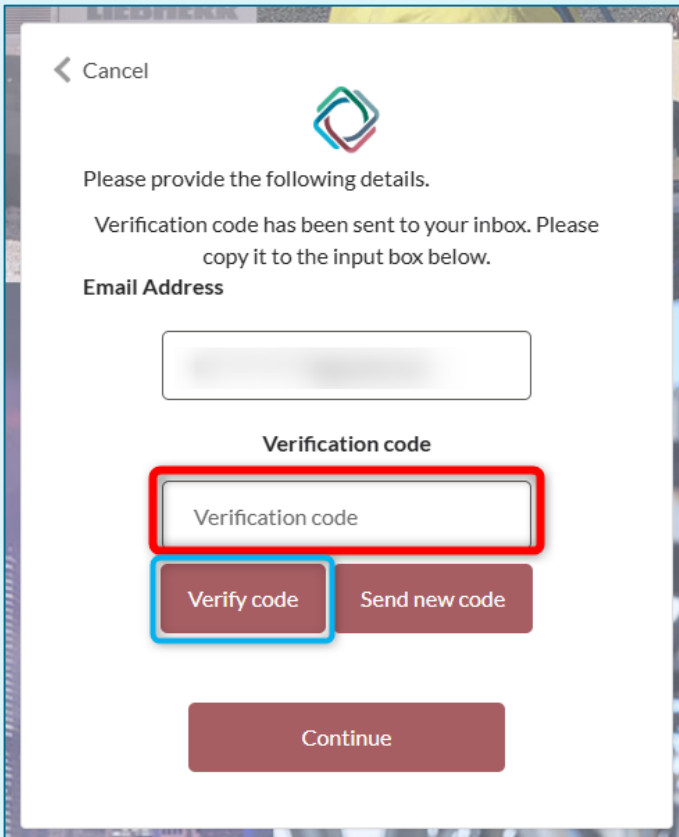
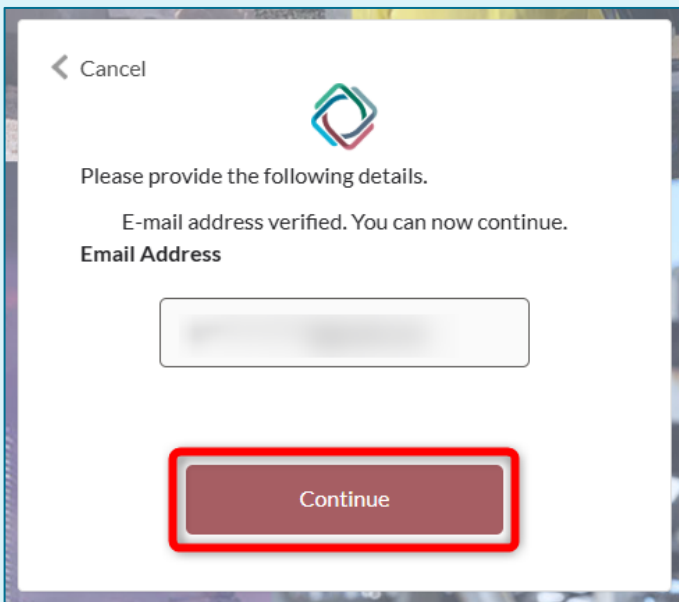
Sign up to the RSHQ Portal

Step	Action	Screen shot
1	Access the RSHQ Portal.	https://rshq-eos.powerappsportals.com/
2	Select 'Sign in' in the top right-hand corner.	
3	Select 'Sign in' again.	

Step	Action	Screen shot
4	Select 'Sign up now'.	
5	<p>Enter your email address and select 'Send verification code'.</p> <p>This may be either a personal or work email address, however ideally an email that you do not lose access should your employment change.</p>	

Step	Action	Screen shot
6	<p>A verification code will be sent to the email address you have entered. You may need to check your Junk or Spam folder.</p> <p>Note that this code will only be valid for 5 minutes.</p> <p>Enter the verification code and select 'Verify code'.</p>	
7	<p>Once the email is verified, a confirmation message will display.</p> <p>Nominate your password.</p> <p>The password must contain a minimum of 8 characters, and at least three from this list:</p> <ol style="list-style-type: none"> 1. Uppercase character 2. Lowercase character 3. Number 4. Symbol <p>Confirm your new password.</p>	
8	<p>Enter your first and last name.</p>	

Step	Action	Screen shot
9	Click 'Create'.	 A screenshot of a registration form. It features two input fields for email and password, both with blurred content. Below the fields is a red button labeled 'Create', which is highlighted with a red rectangular border.
10	Repeat the verification process to sign in. Select 'Send verification code'.	 A screenshot of a verification screen. At the top left is a back arrow and the word 'Cancel'. In the center is a logo consisting of three interlocking squares in green, blue, and red. Below the logo, the text reads: 'Please provide the following details.', 'Verification is necessary. Please click Send button.', and 'Email Address'. There is an input field for the email address with blurred content. Below the input field is a red button labeled 'Send verification code', which is highlighted with a red rectangular border. At the bottom of the screen is another red button labeled 'Continue'.

Step	Action	Screen shot
11	<p>Enter the verification code received in your email, then select 'Verify code'.</p> <p>Again, you may need to check your Junk or Spam folder.</p> <p>Note that this code will also only be valid for 5 minutes.</p>	
12	<p>Once verified, select 'Continue'.</p> <p>You will then be presented with Terms and Conditions to review.</p>	

Identity verification

The RSHQ Portal uses identity verification to confirm your identity to ensure access to the data in your Portal account is secure. Before you can use the Portal, you'll need to verify your identity.

Refer to the identity verification instructions for guidance.

Contact Information

For further details, please contact RSHQ.