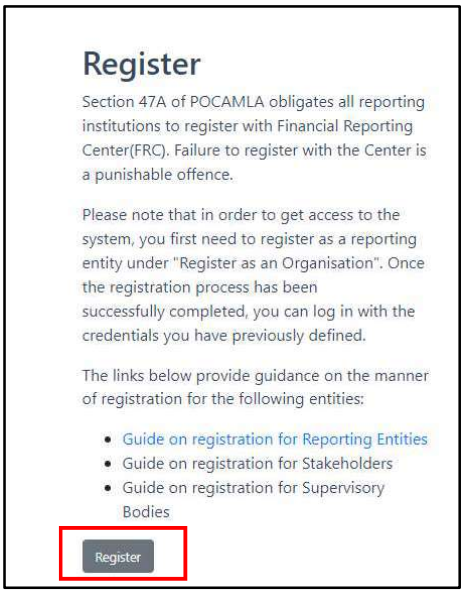
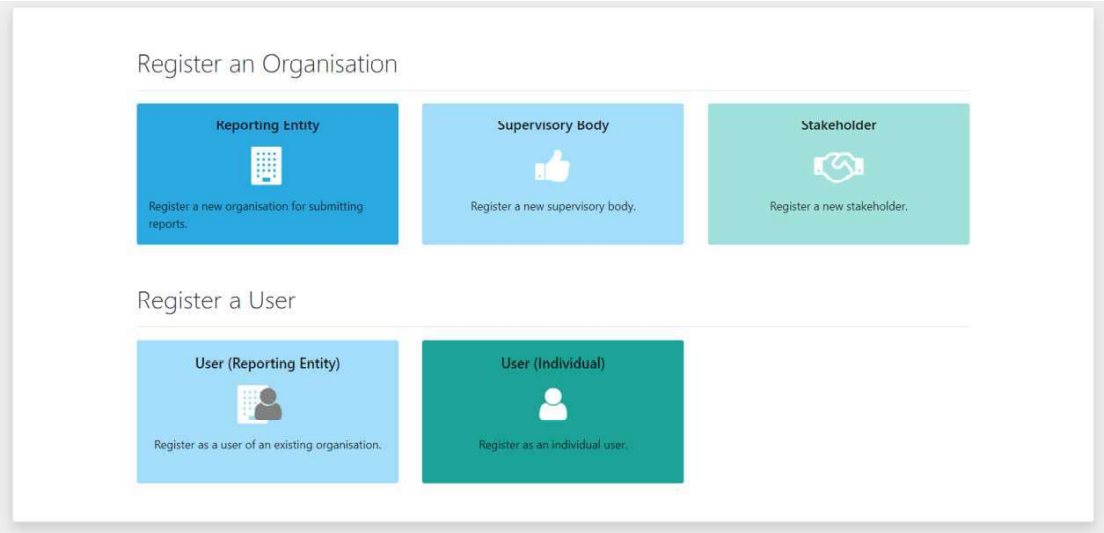
1. REGISTERING A NEW ORGANIZATION

When registering a Reporting Entity (RE), it is necessary to register an initial user for the entity. This user will automatically become the Reporting Entity Administrator (**RE Admin)** for the registered Entity. The RE Administrator will ideally be the Head of Compliance for a particular Reporting Entity.

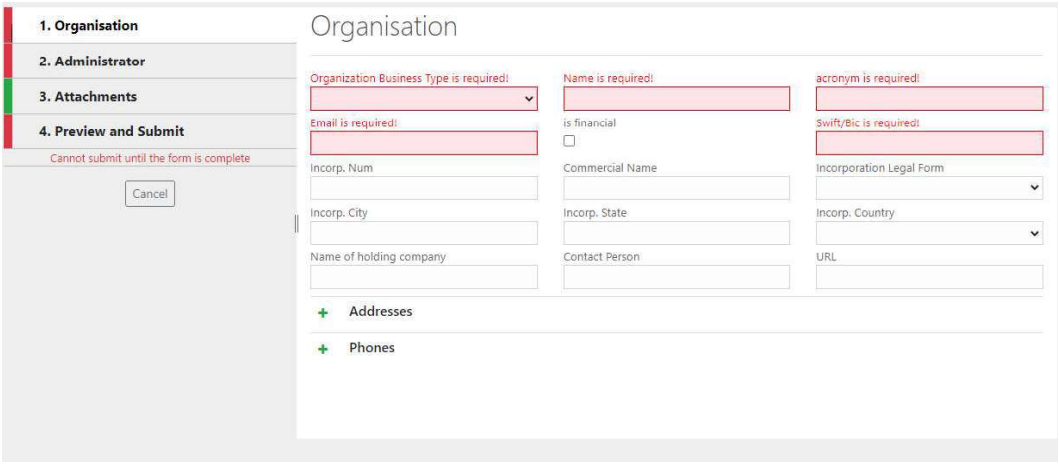
1. From the Home page select **Register**



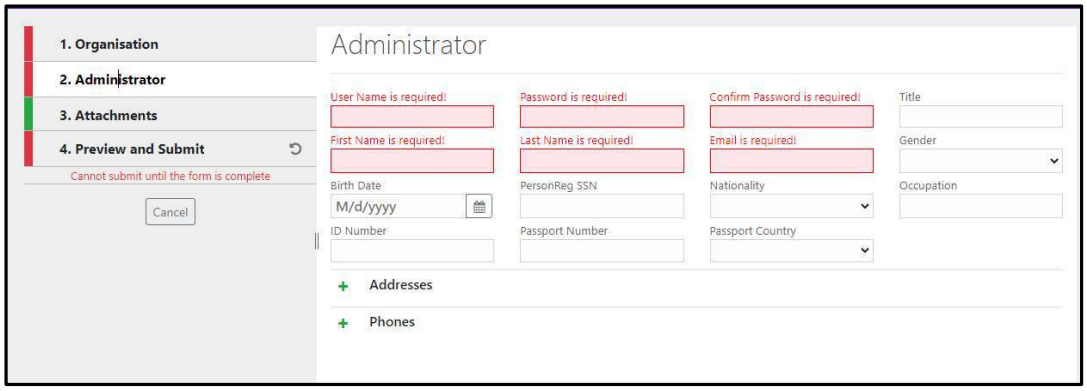
2. This opens the Registration Selection page shown below.



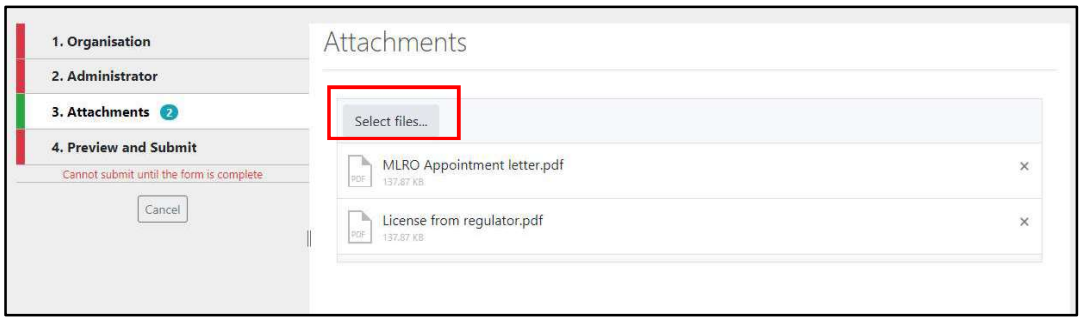
3. Clicking on Reporting Entity opens the form below.



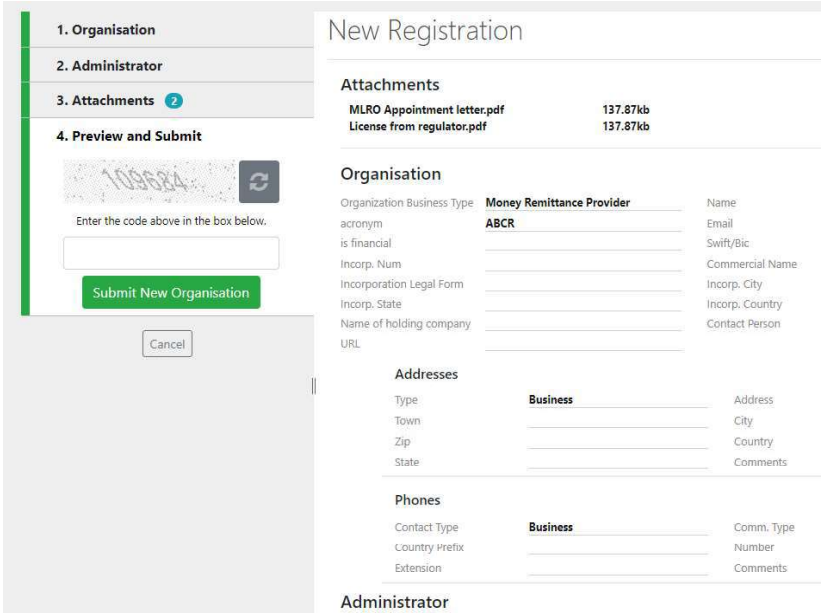
4. The first tab - **Organization** maintains details of the organization itself. The email address provided here is where the following emails will be sent:
    - Registration Confirmation
    - Notification if the registration has been accepted or rejected
    - Notification of a new Change Request (if a user submits a request to change the details of an Organization)
    - Notification if a change request has been accepted or rejected
    - Notification of a new message in the message board



5. The second tab - **Administrator** captures the details of the **Reporting Entity Administrator.** The email address provided here is where the following emails will be sent:
    - Registration Confirmation
    - Notification if the registration has been accepted or rejected
    - Notification of a new Change Request (if a user submits a request to change their personal details)
    - Notification if a change request has been accepted or rejected
    - Password reset link (if the user forgets their password)
    - Password reset confirmation (if the administrator has reset the users' password to a new random password.)



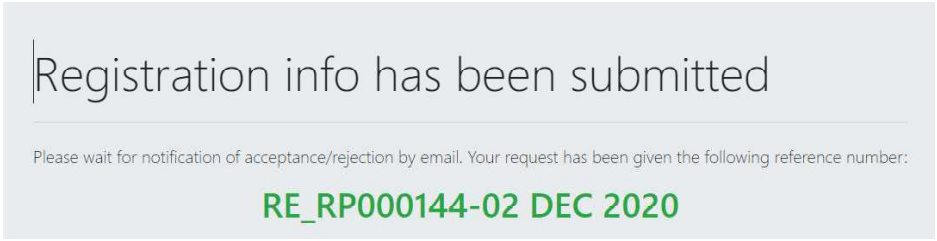
6. Once the registration is finalized, you will have the **RE Admin** user role and permissions to manage the entity and the users. Future users for this entity can also be given this role.



7. Once you are ready to submit the form, you should enter the **CAPTCHA** code and press **Submit New Organisation.** If the CAPTCHA is not legible or has expired, press the reload button to the right of the image to generate a new code

***Note**: Do not refresh the page as the contents of the form will be lost*

8. Once the registration form has been submitted, a confirmation screen similar to that shown below will be seen. The user should take note of the registration number provided as this can be used to reference the change request if they need to contact the FRC.



9. After you have submitted the form, the notification of the entity registration will be sent to the entity email and the notification of the person (RE Admin) registration will be sent to the person email provided in the form.