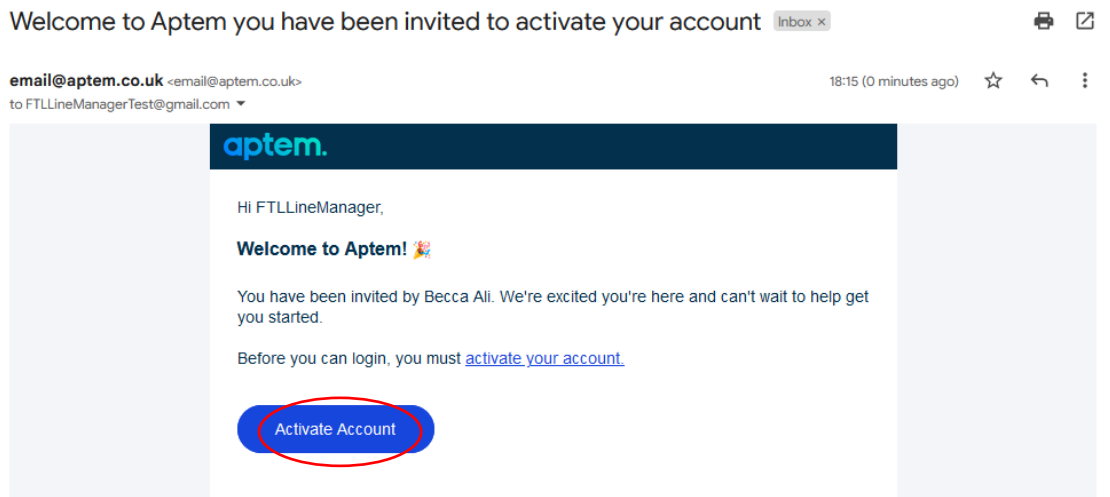
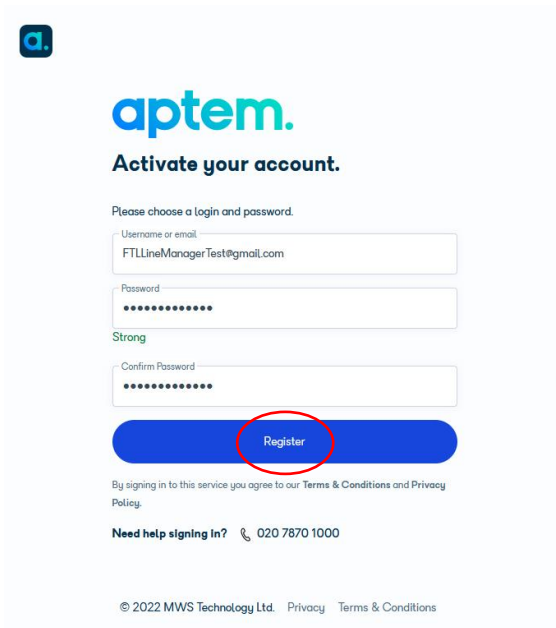


## How to Register on Aptem – A Guide for Line Managers

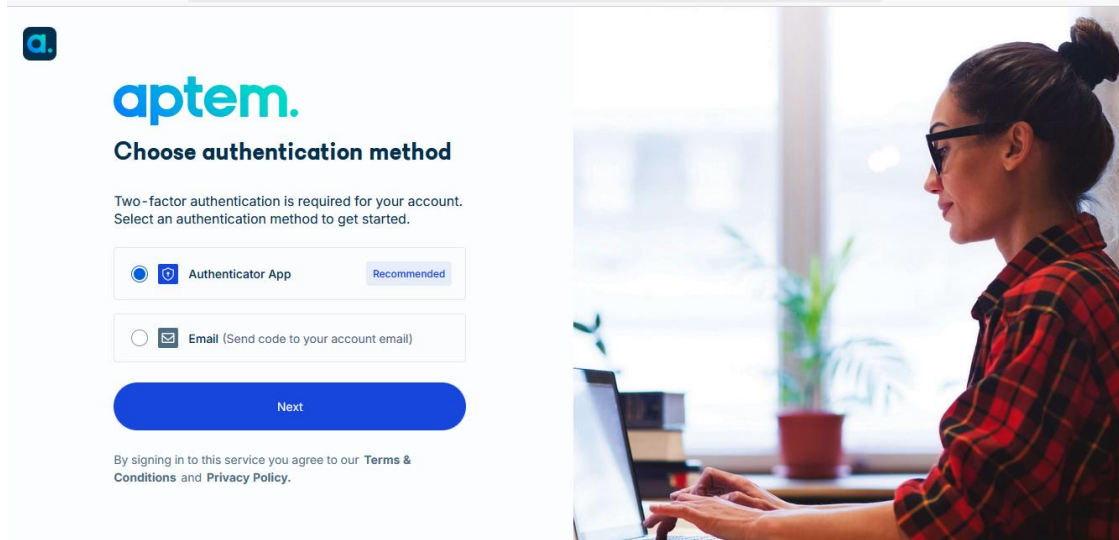
1. You should have received an email from [email@aptem.co.uk](mailto:email@aptem.co.uk) - click 'Activate Account'.



2. Choose your login details & click 'Register'.

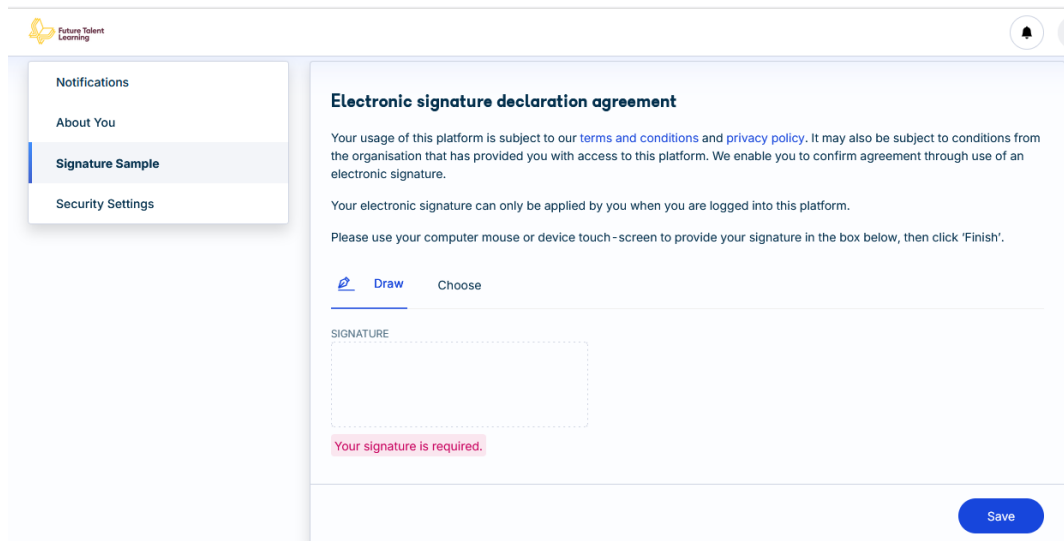
A screenshot of the Aptem account activation page. The page has the Aptem logo and the heading "Activate your account." Below this, it says "Please choose a login and password." There are three input fields: "Username or email" (containing "FTLLineManagerTest@gmail.com"), "Password" (with a strength indicator "Strong"), and "Confirm Password". Below these fields is a blue button labeled "Register", which is circled in red. At the bottom, there is a link for "Need help signing in?" with a phone number "020 7870 1000" and a copyright notice "© 2022 MWS Technology Ltd. Privacy Terms & Conditions".

3. Choose an authentication method. For added security, we recommend the Authenticator app.



The image shows the Aptem authentication interface. On the left, there's a white card with the Aptem logo (a blue 'a' in a square) and the text 'Choose authentication method'. Below this, it states 'Two-factor authentication is required for your account. Select an authentication method to get started.' There are two radio button options: 'Authenticator App' (which is selected and has a 'Recommended' badge) and 'Email (Send code to your account email)'. A blue 'Next' button is at the bottom of the card. Below the button, it says 'By signing in to this service you agree to our Terms & Conditions and Privacy Policy.' On the right, there's a photograph of a woman with glasses and a red plaid shirt, sitting at a desk and working on a laptop.

4. Create an electronic signature & select 'Finish'.



The image shows the 'Electronic signature declaration agreement' screen. On the left, there's a sidebar with a menu: 'Notifications', 'About You', 'Signature Sample' (which is highlighted), and 'Security Settings'. The main content area has the title 'Electronic signature declaration agreement'. Below the title, it says 'Your usage of this platform is subject to our terms and conditions and privacy policy. It may also be subject to conditions from the organisation that has provided you with access to this platform. We enable you to confirm agreement through use of an electronic signature.' Then it says 'Your electronic signature can only be applied by you when you are logged into this platform.' and 'Please use your computer mouse or device touch -screen to provide your signature in the box below, then click 'Finish'.' There are two tabs: 'Draw' (which is selected) and 'Choose'. Below the tabs is a dashed box labeled 'SIGNATURE'. Below the box, there's a red error message: 'Your signature is required.' At the bottom right, there's a blue 'Save' button.

5. Once you've completed the registration, you'll be taken to your Aptem account. No further action is required until the Enrolment Meeting.