



The customer accept the invitation

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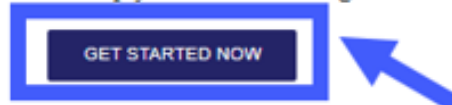
-
1. Accept the invitation send by GFMS

In the first case, the customer receives an invitation by **email** to which he must accept the invitation.

Hi, Willy URS!

Mohamed-Nour, Tamer from GFMS has invited you to use My rConnect (Stag) to collaborate with them. My rConnect (Stag) is a platform which helps you to boost your service processes and assets to the next level.

Use the button below to set up your account and get started:



Feel free to contact our customer success team anytime. (We're lightning quick at replying.)

Welcome aboard.

The My rConnect (Stag) Team

P.S. Need help getting started? Check out our product documentation.

To be able to accept, please press on the blue frame to be able to go further.

In case of problems, please copy and paste the URL at the bottom of the email in order to open and access the My rConnect platform.

If you're having trouble with the button above, opery and paste the URI, below into your web browser

<https://azfunc-symuserinvitation-staging.azurewebsites.net/api/InviteUser?invitationId=7ecbaadb-3c74-4d57-90aa-7d0678fd81f6>

From the moment the invitation is accepted, the customer can log in and start entering:

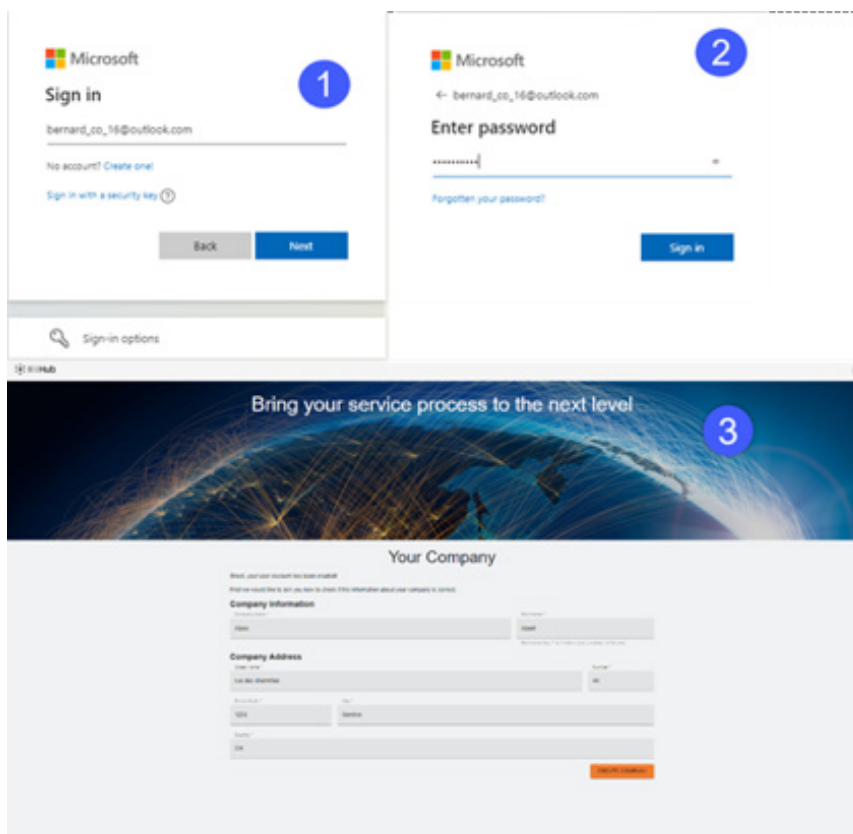
- Username
- Password

Note: these data are required by the Microsoft operating system; two cases exist:

My rConnect uses Azure Active Directory B2C (also known as AD, Active Directory) that provides business-to-customer identity as a service. This means that the authentication (access to the platform) and authorization (what can and can't be done by a user) of all the users is done using this service. Ask your IT department if they are using Azure AD as their identity solution, as the process to follow is different if they use it or not.

CASE 1:

If your company **is already using Azure AD from Microsoft** for identifying their users, then it is important that the Active Directory administrator (ask someone from your IT department) gives approval to trust our application to be able to access the platform. They can follow [" this guide \(link\)"](#) to do so.



Account known by Microsoft:
example an account

yyy.xxx@email.com

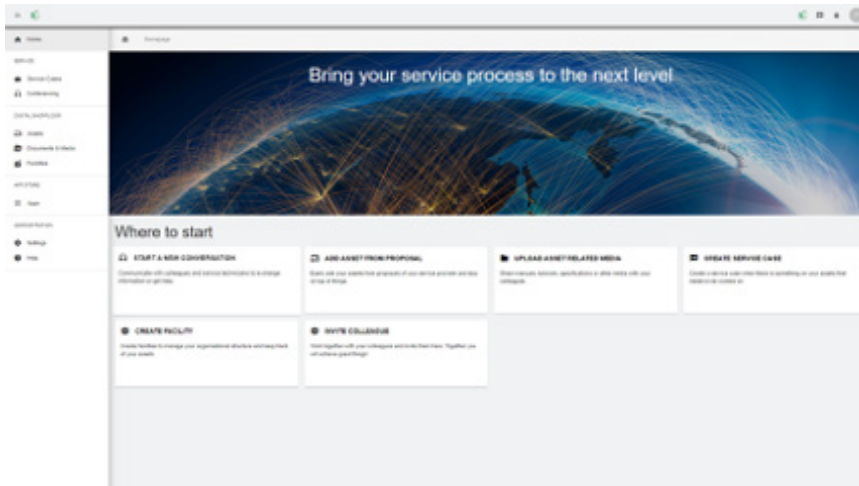
where the username and password are known. The connection is automatic and the access is immediate.

The customer should be able to connect after the creation of the account and the password.

He will reach a page where all the information registered by the sales co are visible and he must click on the **"CREATE COMPANY"** button (blue frame on the picture)

 **Important remark**

If there is something wrong, the button is on grey and it is not possible to validate this step. Change the data until the buttons becomes orange.



The welcome window for customers of the My rConnect platform is displayed and offers various links to perform several functions.

CASE 2:

If your company **doesn't use Azure AD**, then all the users of the company willing to connect to My rConnect will need to create what we call "Social Accounts", which are simply Outlook, Gmail, or Yahoo accounts that will allow them to access My rConnect.

To do that, you just have to follow the "Operator: Receive Invitation Mail and onboard Tenant" section of this ["onboarding guide"](#). In the "Sign in/ Registration" section, you just jump to the "If your company email address is not associated with Microsoft..." and do the process from there. You can see it here in the following pictures:

Account not recognised by Microsoft: e.g. an account

yxy.xxx@mail.com ; or the user name and password are not recognised.

The connection will ask to create this account through the Microsoft system.



Step 1:

After receiving the invitation, the customer should press on the "Get started Now" button.

When the customer accepts the invitation send by the FSE, The system will send him to a Microsoft login webpage.

There are 2 possibilities:

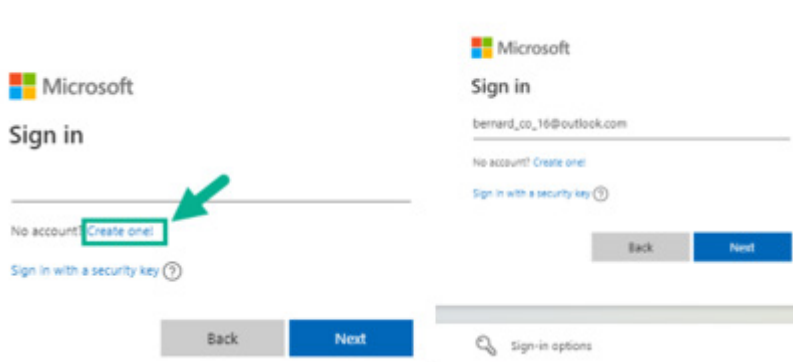
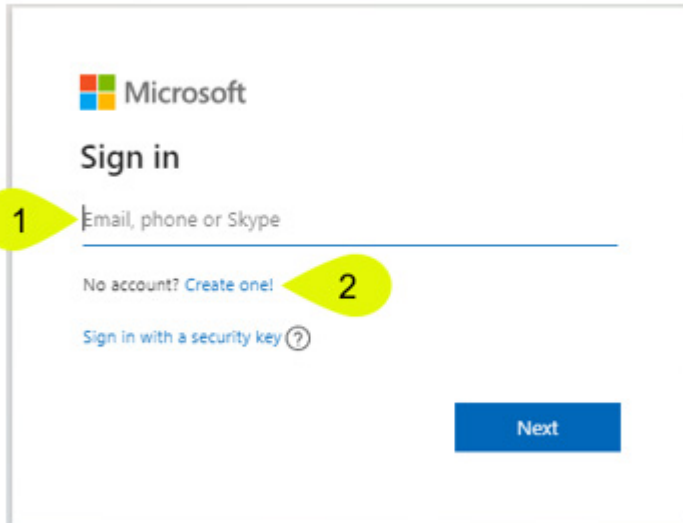
1. Enter an email:

It means that the customer has an email known by the Microsoft (customer inside the Microsoft windows active directory) and he is able to connect immediately and access to the My rConnect platform.

2. Create one:

If the customer has an email which is not known by Microsoft (customer is not on the Microsoft windows Active Directory), he must create a profile linked to his mail inside this login page.

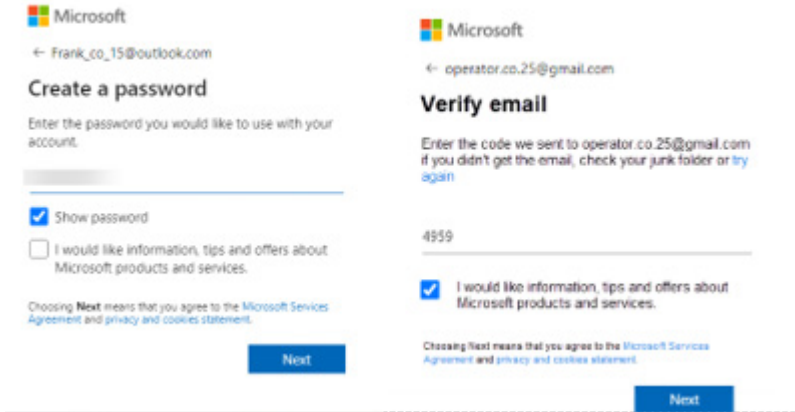
He should enter his own email and then create a password. the Microsoft login webpage will then grant the access to the customer.



Step 2:

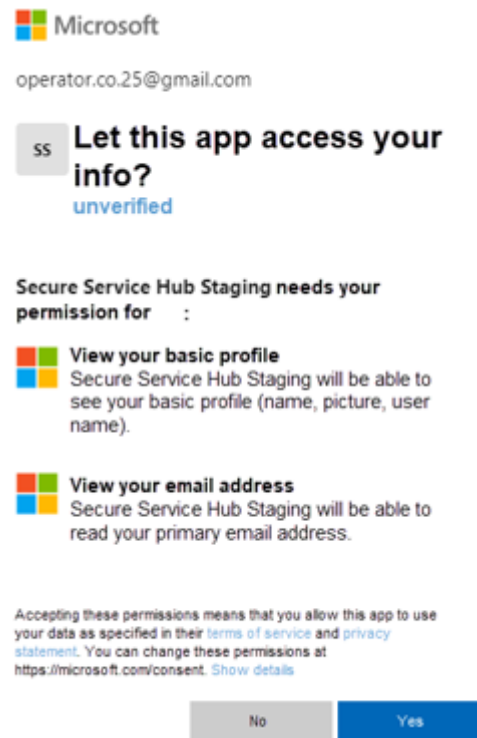
As soon as you pressed on the "Get started now" button, the customer will have to create a new microsoft account (use the mail that is already created)

Then you sign in and you create your password.



Step 3 :

Then a verification is sent to this email to validate the account creation, please go to your mail get the code and place it on the window



Step 4:

At this point, Microsoft informs you of the terms and conditions and the right of access to the application; you can consult these conditions by clicking on the links, and then press the "Yes" button to go to the next step.

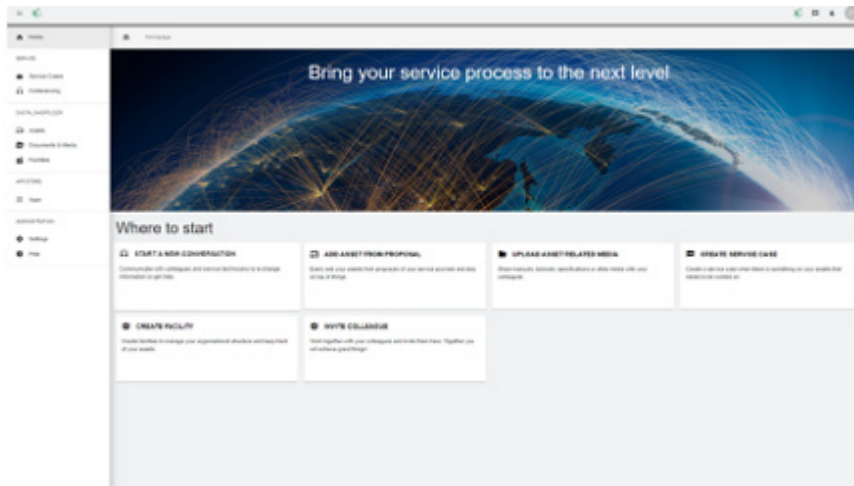


Step 5:

At the end of the authentication, the customer validate the data and on the "create Company" button.

Important remark

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