Guideline for ComAp cloud identity registration and its linkage with WebSupervisor account

ComAp cloud identity (CCI) is standalone ComAp service that provides a single account for all existing and upcoming ComAp cloud services. WebSupervisor is the first service connected with the ComAp cloud identity.
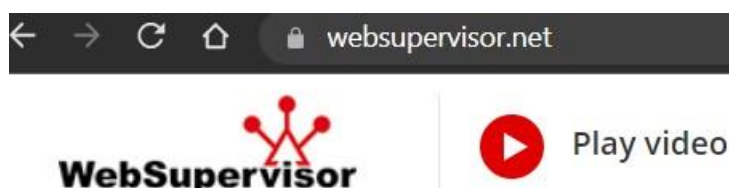
CCI also extends our customer´s security and provides the multifactor authentication (MFA). Using MFA takes the login into applications to the next level of security.

Attention:

Each user and sub-user of WebSupervisor has to register own account in CCI and link this account with his account in WebSupervisor. Each WSV account can be linked to one ComAp cloud identity account only. In case more users use the same Websupervisor account/subaccount, it is necessary to create a new WSV subaccount for each person individually first and then link it with CCI account.
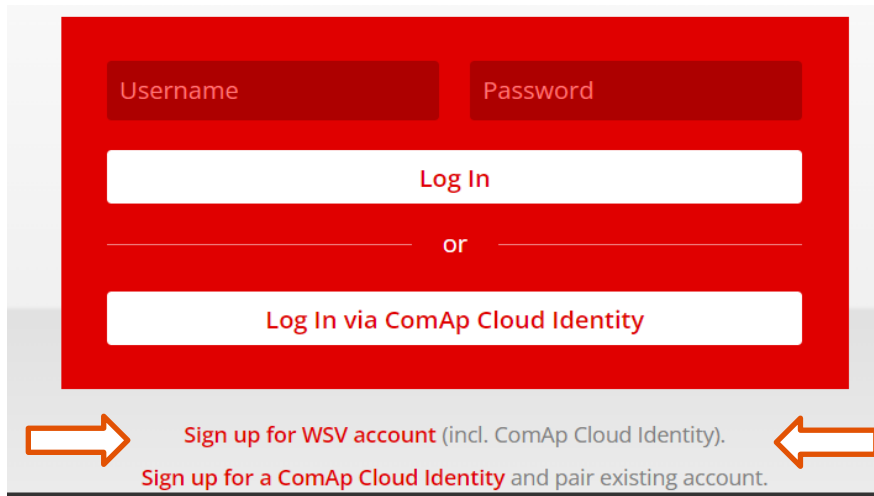
▶ **Step 1**

Go to WebSupervisor web page: https://www.websupervisor.net/ . Users from Australia or Oceania are advised to use https://aus.websupervisor.net/.

▶ **Step 2**
- Sign up for a ComAp Cloud Identity (CCI).
    - In case you have already an existing account in WebSupervisor (WSV), select *"Sign up for ComAp cloud identity and pair an existing account"*

- In case you do not have any WSV account already registered, select "*Sign up for WSV account including ComAp cloud identity*"

- ▶ **Step 3**
  - Enter your email and click on "*Send verification code*"

- Check your email box and insert a verification code to confirm your email address

✕ Close

ComAp Cloud

Verification code has been sent to your inbox. Please copy it to the input box below.

wsvcloudtest@gmail.com

Verification code

[Verify code] [Send new code]

New Password

Confirm New Password

Important: Do not share your password with anyone or store it in an insecure manner.

- Enter your password and click "Save"

✕ Close

ComAp Cloud

E-mail address verified. You can now continue.

wsvcloudtest@gmail.com

[Change e-mail]

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••••••••

Important: Do not share your password with anyone or store it in an insecure manner.

[Save]

▶ **Step 4**
  ● Fill in the basic information

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▶ **Step 5**
  ● Activate the multifactor authentication

- Enter your mobile phone number

- Select one of the options, how you want to verify your phone number

- Enter the verification code you received

▶ **Step 6**

● Use QR code below for downloading the authentication app (recommended) or go to Google play store / Apple store (depends on your mobile phone system) and install an authentication application (Microsoft Authenticator). The application is mandatory for MFA using.

● Follow the instructions to finish whole process

ComAp Cloud

1. Install authentication application for your mobile phone from Play Store or App Store

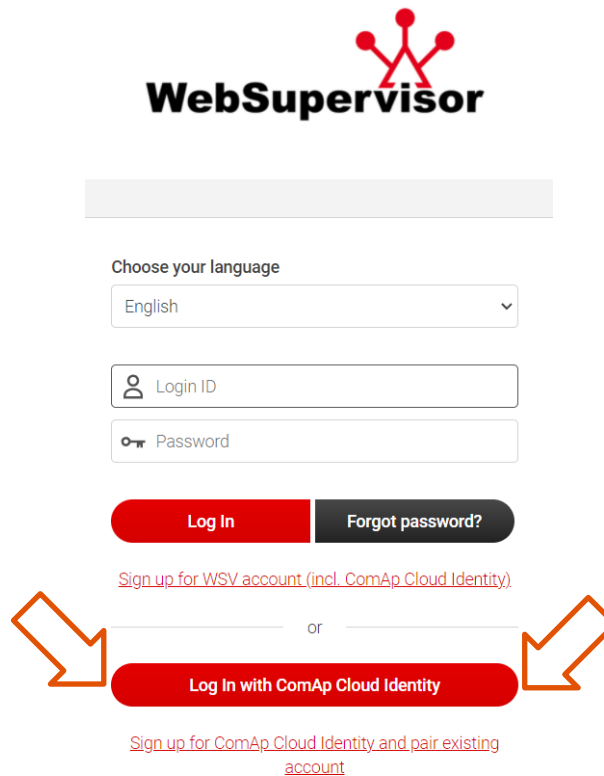2. Use the authentication application to scan the QR code below. This will pair the app with your account.

Please type in the code displayed on your authenticator application from your device

Code

The User acknowledges that if the login details for its ComAp Cloud account are lost, it is necessary to create a new account and reset its functionalities and rights to Services again.For security reasons no reset of the account is available, such as lost of your authenticator and at the same time access to the registered phone number.
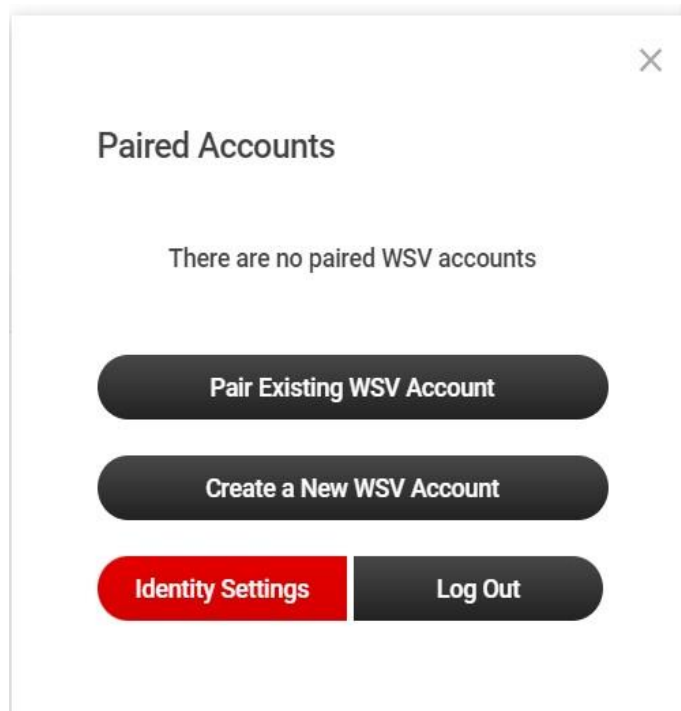
Verify

- **Step 7**
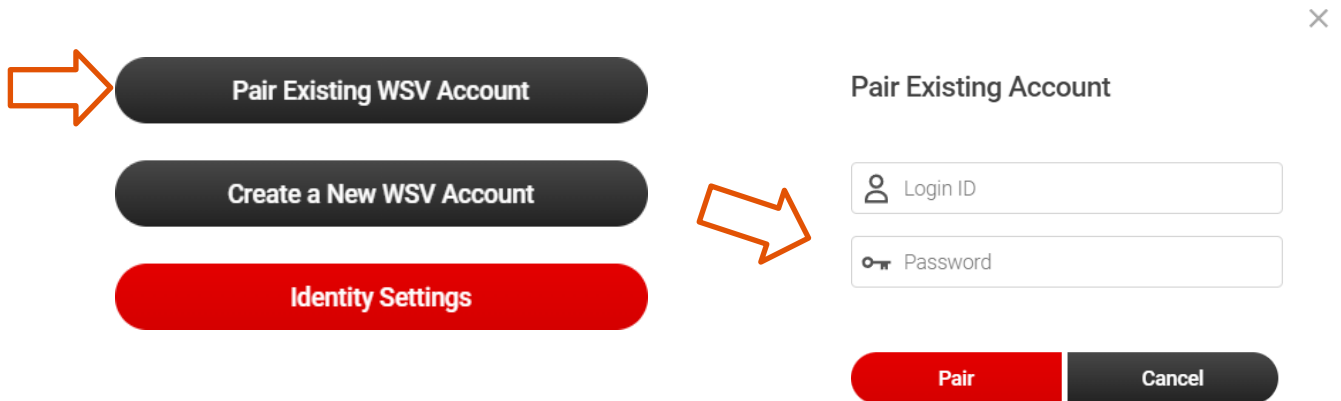 - Log in ComAp Cloud identity (CCI) to assign CCI account with WSV account

- Select "*Pair an existing account*", if you already have WebSupervisor (WSV) account or "*Create a new WSV account*", if you do not have any and *go to step 9* below.
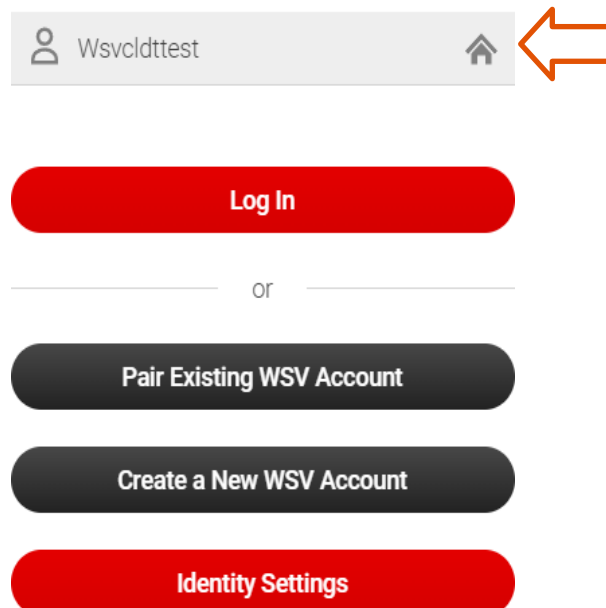
▶ **Step 8**

- After you click on "*Pair an existing account*", insert the credentials you used for WSV legacy login and click "*Pair*" to assign the WSV account with CCI account.
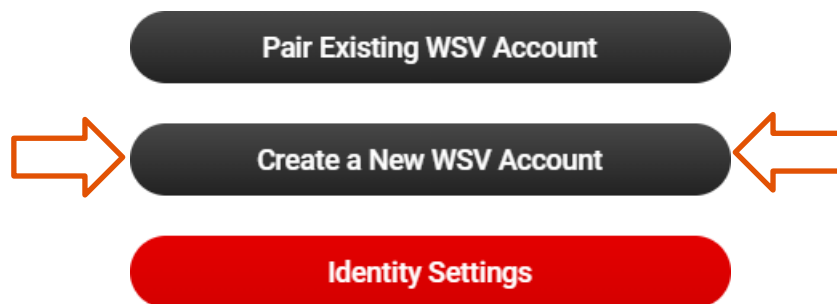

- If you have more WSV accounts, just repeat the action above
  - You will see the list of all paired WSV account then
  - You can select the main account where you will be logged in automatically always you log into CCI. Just click on "a house" symbol to set main WSV account

▶ **Step 9**

- If you do not have any existing WSV account, you can create it by clicking "*Create a new WSV account*"

- Fill in all necessary information
- Select your WSV plan and create an account

▶ **Step 10**

- Check your email box to confirm your registration into WebSupervisor

The first step of the registration process was successful. The confirmation email was sent to your email address.

- Confirm your registration by clicking the confirmation link

Your account has been confirmed.