

QUICK GUIDE

Registering on ELMS

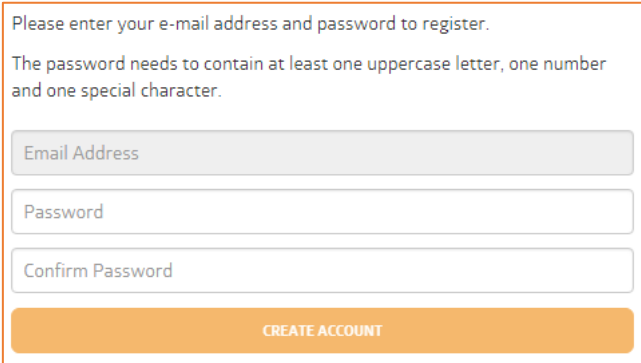
There are two different ways to activate your ELMS account within the registration process. These are;

- Purchasing a solo subscription, providing you with a years' worth of functionality
- Redeeming an Organisational Subscription Key – meaning your account will be tied to the Organisations own expiry date

This document will walk you through how to register for the first time.

Regardless of the subscription you are redeeming, firstly [click here to register](#) on ELMS. (If you have been sent an automated email inviting you to join ELMS, you can also use the link inside the email)

You will then need to enter your email address, which will act as your username to log in when revisiting the application. Create a password which is unique to you. The password you create must contain at least one uppercase letter, one number and one special character (e.g. &! £ % , . ?) – You will see a green tick when your password meets the criteria.



Please enter your e-mail address and password to register.

The password needs to contain at least one uppercase letter, one number and one special character.

Email Address

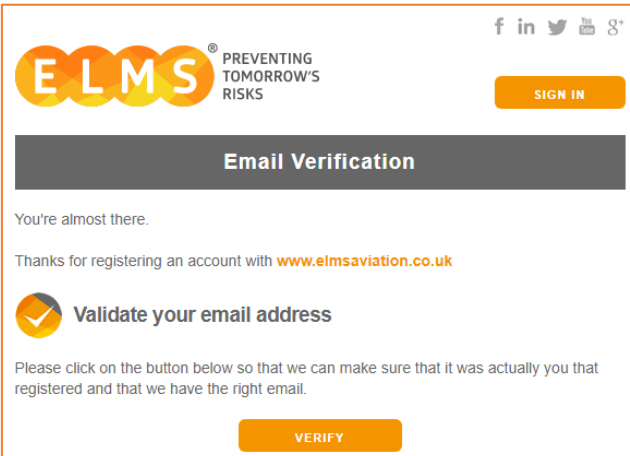
Password

Confirm Password

CREATE ACCOUNT

Figure 1. Enter your email address and create a bespoke password

Select the illuminated orange 'CREATE ACCOUNT' button and the application will send you an automated verification email shown in Figure 2 below.



ELMS® PREVENTING TOMORROW'S RISKS

SIGN IN

Email Verification

You're almost there.

Thanks for registering an account with www.elmsaviation.co.uk

Validate your email address

Please click on the button below so that we can make sure that it was actually you that registered and that we have the right email.

VERIFY

Figure 2. A preview of the verify email address.

Open the email and click on the orange button labelled 'VERIFY'

A notification screen will appear to show that the email address has been verified and you can log in immediately to finalise the registration process.

Enter the email address and password that you created at registration, to login.

Figure 3 shows the personal details page. Fill in your details and select 'NEXT' at the bottom of the page. The application will warn you if you are missing any mandatory information.

Figure 3. Personal Details

When you have moved onto the next page, review the 'Terms and Conditions' & 'Application Terms of Use' and accept them by selecting the two tick boxes in relevant sections.

There is also option to opt in to marketing preferences where you can find out about new functionality. Leave the box un-ticked to opt out.

ELMS do not pass on your details to any third parties.

Once you have accepted the Application Terms & Conditions, and Terms of Use, you will move on to the payment page.

There are two ways to redeem your account.

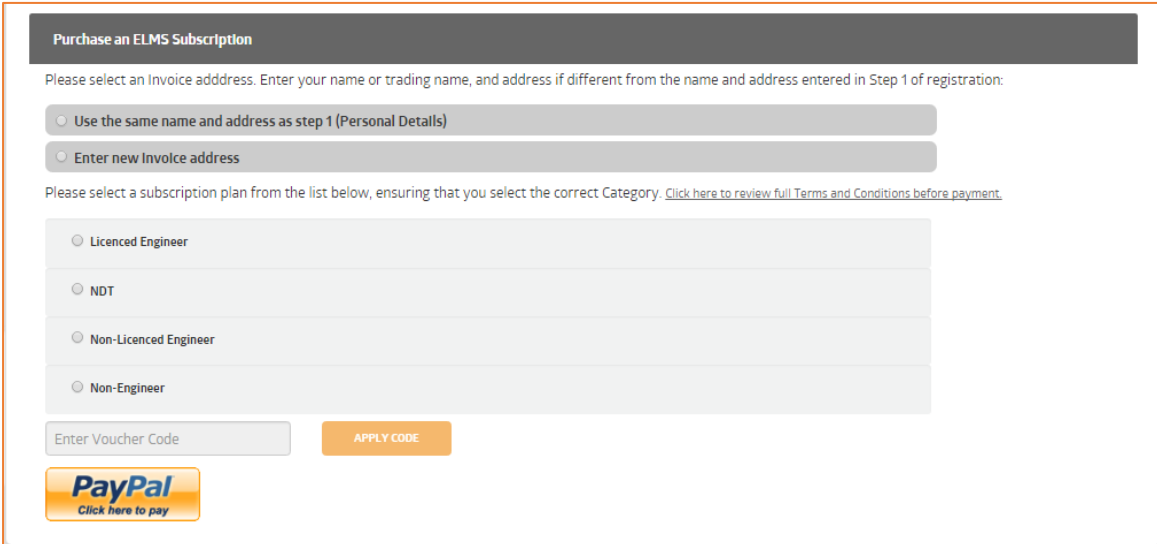
Redeeming A Subscription Key

At the top of the payment page there is a free text field labelled 'Subscription Key'. This is where you can enter the unique 32-digit subscription key that you have been provided. When your key has been successfully entered, an orange button labelled 'REDEEM KEY' will appear. Click on this to complete registration. You are now registered and can begin populating your profile.

Purchasing an ELMS Subscription through PayPal

You do not need a PayPal account to complete registration

If you are purchasing the subscription for yourself, first select 'invoice address'. You can use the address used in step one, or alternatively enter a new address.



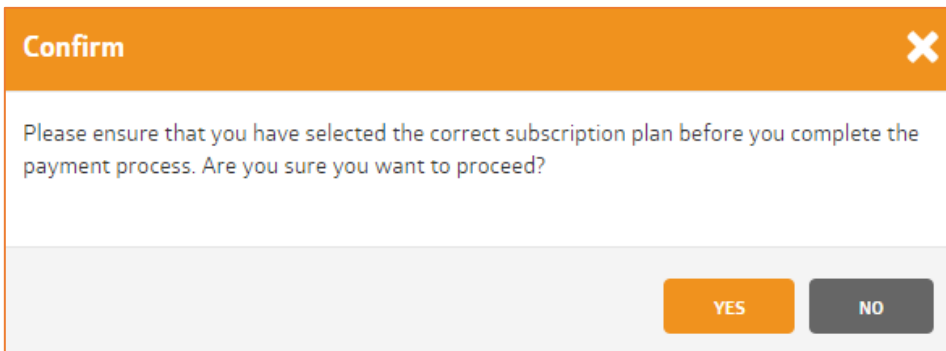
The screenshot shows a web form titled "Purchase an ELMS Subscription". At the top, it asks the user to select an invoice address. There are two radio button options: "Use the same name and address as step 1 (Personal Details)" and "Enter new Invoice address". Below this, it asks the user to select a subscription plan from a list of four options: "Licenced Engineer", "NDT", "Non-Licenced Engineer", and "Non-Engineer". There is a text input field for "Enter Voucher Code" and an "APPLY CODE" button. At the bottom, there is a "PayPal" logo with the text "Click here to pay".

Figure 4 – Purchasing a Subscription

Select the subscription plan you require.

If you have received a voucher code, enter it in the appropriate box and select 'APPLY CODE' and a discount will be applied.

Once you are happy with your selections, Click the 'PayPal' button and you will then be asked to confirm your choice before proceeding, shown in Figure 5.



The screenshot shows a "Confirm" pop-up dialog box. The title bar is orange with a close button (X) on the right. The main text asks: "Please ensure that you have selected the correct subscription plan before you complete the payment process. Are you sure you want to proceed?". At the bottom right, there are two buttons: "YES" (orange) and "NO" (grey).

Figure 5 – Confirmation Pop-up

By clicking 'YES' a PayPal pop-out will open, shown in figure 6 below, and you can either login and use your PayPal account or check out as a guest by using the 'Pay with Debit or Credit Card' option at the bottom of the window.

Figure 6 – PayPal Window

Note: If the window does not open it may mean your browser is blocking the pop-up. To do this, follow the onscreen instructions or seek advice from the browser help centre. ELMS system support can also aid you with this process. Follow the PayPal onscreen instructions to complete payment. Thank you for registering on ELMS.

Figure 7 – Thank you for registering on ELMS.

System Support

For more support and information regarding the ELMS application, please see the 'HELP' drop down in the left-hand menu once you log in.

Here you will find external links to:

- FAQs
- Video Tutorials
- User Guides
- Contact

For any further assistance please contact your Organisation's ELMS Company Administrator.

Alternatively, you can speak with one of our support team by using the 'Contact' link under the help banner or by calling: 0330 100 5321

(Lines open: Monday to Friday 09.00 and 17.00 UK time; Excluding Bank Holidays)