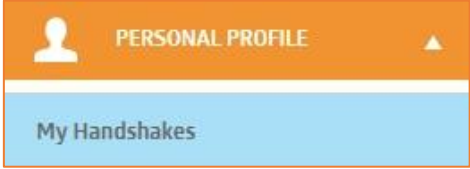

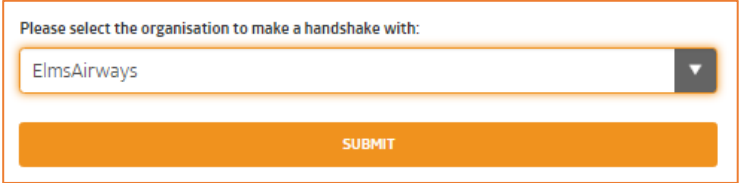
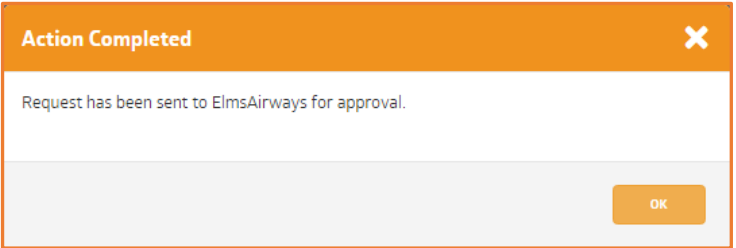



# QUICK GUIDE

## How to create a Handshake connection with an ELMS Organisation

A solo user can request a '**Handshake**' (a digital connection) with any organisation that has an ELMS corporate account. The following steps explain how to do this.

<p>Firstly, sign in to the ELMS application.</p> <p>From the left hand menu, click '<b>PERSONAL PROFILE</b>' and select '<b>My Handshakes</b>' from the drop down.</p>	
<p>Click the '<b>CREATE HANDSHAKE</b>' button towards the bottom of the page.</p> <p><i>Note: The screen will display any current '<b>Handshakes</b>' you have in place, as well as the option to '<b>BREAK</b>' any of the connections.</i></p>	
<p>The application will display a screen with a drop-down list of ELMS organisations with corporate subscriptions. Select the organisation to connect with and click on the orange '<b>SUBMIT</b>' button.</p>	
<p>A pop-up will be displayed to confirm that the request has been initiated.</p> <p>The Company Administrator (<b>CA</b>) user for that organisation will then action your request.</p>	
<p>When a request is accepted, an email will be sent and two '<b>ALERTS</b>' will appear on your Dashboard.</p> <p>The first '<b>ALERT</b>' details the request has been accepted.</p> <p>The second '<b>Alert</b>' will be labelled will state what level of permissions have been assigned to you by that Organisation e.g. <b>Engineer, Validator, Manager</b> etc.</p>	

You are now successfully associated with this organisation until either party breaks the connection.

Note:

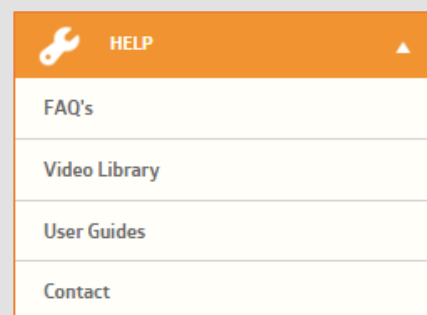
- Users who have been given a 'Full Access' subscription key can also create Handshake connections with other users.
- When you initiate a Handshake to an Organisation, the Organisation has full access to your view your profile
- Your request may be declined by an Organisation, and if so, you will be notified by email and ELMS alert.

### 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)