

# QUICK START USER GUIDE

## REGISTERING YOUR ACCOUNT

Go to [www.elmsaviation.co.uk](http://www.elmsaviation.co.uk) to click the **REGISTER** button found at the top of the page.

Enter your email address then create and confirm a password.

*(Note: Password must be a minimum of 8 characters, contain one capital letter, one number and one special character EG: £%#)*

Open your emails and confirm your account by clicking the verification link sent to you. Complete the "Personal Details" form and click '**NEXT**'.

Please read, understand and accept the 'ELMS Solution Data Statement' and utilise the check-box when appropriate. The click "**NEXT**"

## What if I have been issued with a "Subscription Key"?

If you have been provided you with a 32-digit alphanumeric subscription key, redeem this in the relevant section by copying and pasting, or typing the key into the redemption field.

Don't have a key? Click the relevant button to purchase your own subscription:

I Don't Have a Key

Firstly, read, understand and accept the ELMS Application Subscription Terms & Conditions.

Please ensure that you select the correct subscription type – this will unlock specific functionality that is relevant to you and follow the steps to pay by PayPal or check out as a guest.

## BUILD YOUR PROFILE

Complete your profile, entering as much information as you can, to ensure your profile is as complete as possible. Please note that if you are connected to an organisation, your employer may upload some information for you.

The Red/Amber/Green traffic-light system within each profile section highlights any missing or incomplete information.

## THE DASHBOARD

The Dashboard provides an overview of your profile, tasks, notifications, any expires, read and signs and more.

## EXPERIENCE

If you are required to do so, start populating your logbook. By selecting '**My Logbook**' > "**Add A Task**" tab in the left-hand menu.

## ASSESSMENTS

Any internal Company Assessments can be viewed under the '**My Profile**' > '**Company Profile**' section.

For further information on using ELMS, just click '**HELP**' when logged into the application.

For any further assistance please contact your Employee's Company Administrator or to speak with one of our product support team by using the [online form](#) or please call:

(+44) 0330 100 5321.

Our Product Support Specialists are available between 0900hrs and 1700hrs Monday to Friday (UK Local Time).