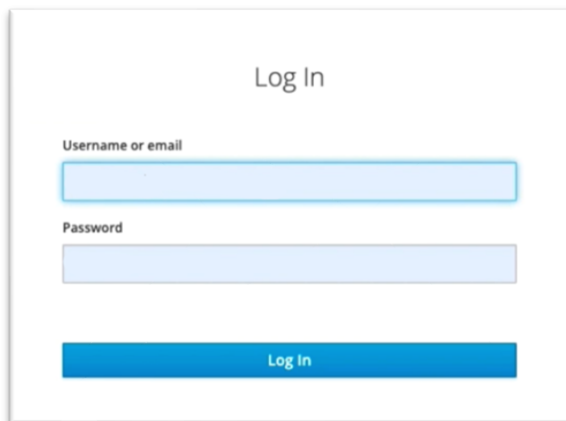


## **Instruction on activating personal account non-EU trustee**

*Please note that you must first download and install 'FreeOTP' or 'Google Authenticator' on your smartphone to activate your account.*

When your personal account as a non-EU trustee is requested and approved, you will receive an email with a link to the login page and your personal login information.

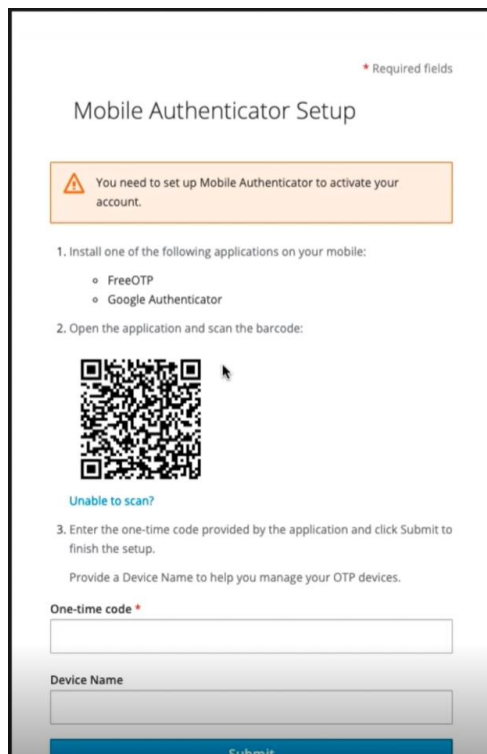
If you click on the link in the email you received, you will see the following screen:



The screenshot shows a 'Log In' page with a white background. At the top center, the text 'Log In' is displayed. Below it, there are two input fields: 'Username or email' and 'Password'. The 'Username or email' field is highlighted with a blue border. Below the password field is a blue 'Log In' button.

Fill in your login information, which you received by email.

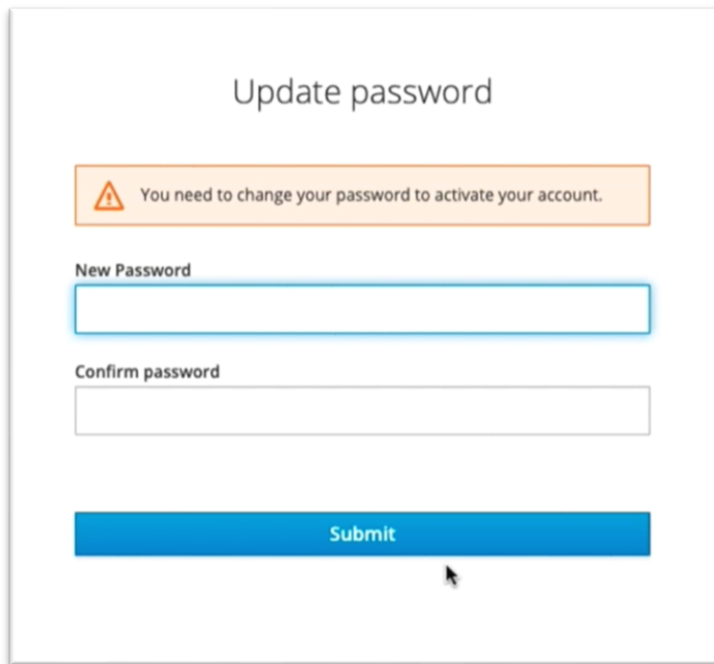
When you have filled in your login information, you will see the next screen:



The screenshot shows the 'Mobile Authenticator Setup' page. At the top right, there is a red asterisk and the text '\* Required fields'. Below this, the title 'Mobile Authenticator Setup' is centered. A warning box with a yellow triangle icon contains the text: 'You need to set up Mobile Authenticator to activate your account.' Below the warning box, there are three numbered steps: 1. Install one of the following applications on your mobile: FreeOTP, Google Authenticator. 2. Open the application and scan the barcode: A QR code is displayed. Below the QR code is a link: 'Unable to scan?'. 3. Enter the one-time code provided by the application and click Submit to finish the setup. Below the QR code, there is a text input field for 'One-time code \*' and a text input field for 'Device Name'. At the bottom, there is a blue 'Submit' button.

To log in, scan the QR-code with your installed 'FreeOTP' or 'Google Authenticator' application. You will be given a one-time code to install on your smartphone for the two-factor authentication (2FA).

If you have completed these steps, you will see the following screen:



The screenshot shows a web form titled "Update password". At the top, there is a warning message in an orange box: "You need to change your password to activate your account." Below this, there are two input fields: "New Password" and "Confirm password". The "New Password" field is highlighted with a blue border. At the bottom of the form is a blue "Submit" button. A mouse cursor is visible over the button.

Enter a new strong password here (don't forget to keep the password somewhere safe).

Once you have completed all the steps, you can begin to register.