

Nelprof registration and login instructions

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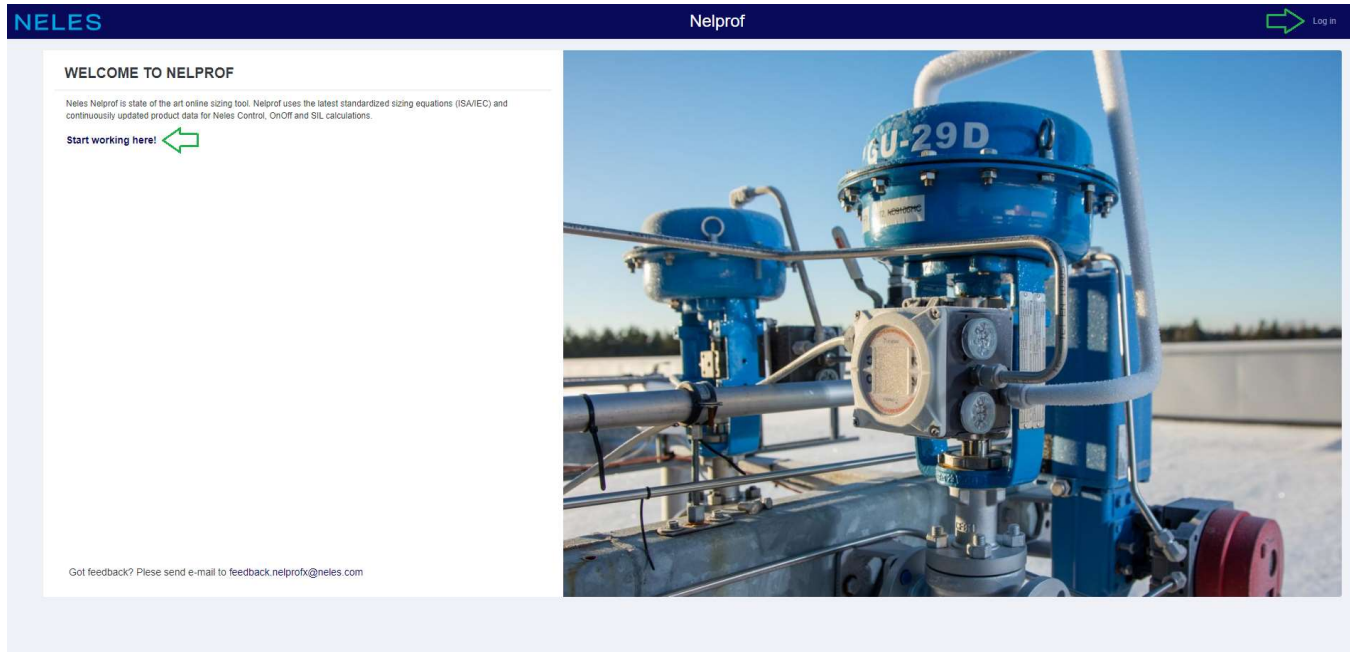
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1. Introduction

Nelprof system requires registered user account for access. User has option to register using existing email address or Microsoft account. Registration flow is similar for both options. In this document, we list the steps required for registering using email address. During registration user needs to accept Terms of Use for this service. Email address information is used only as identifier and unique user name.

2. Registration using email

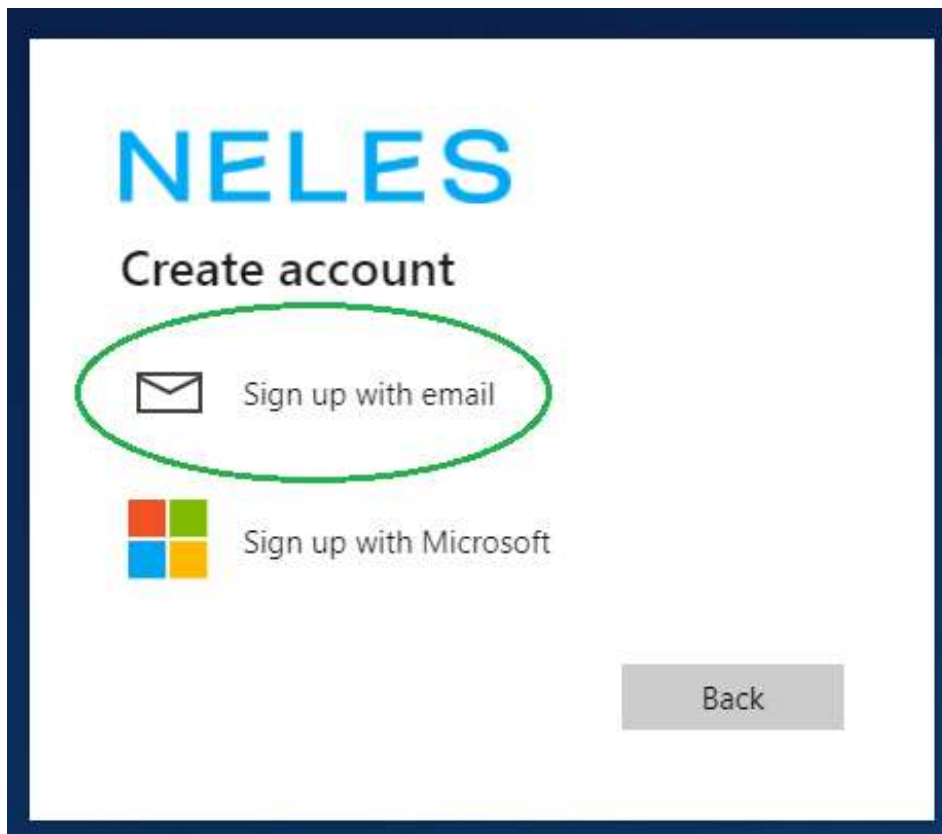
1. Make sure you have access to existing email account or create new one, like Gmail.
2. In <https://nelprof.neles.com> click “Start working here” or “Login” from top right corner



3. In next screen, click “Create one!”

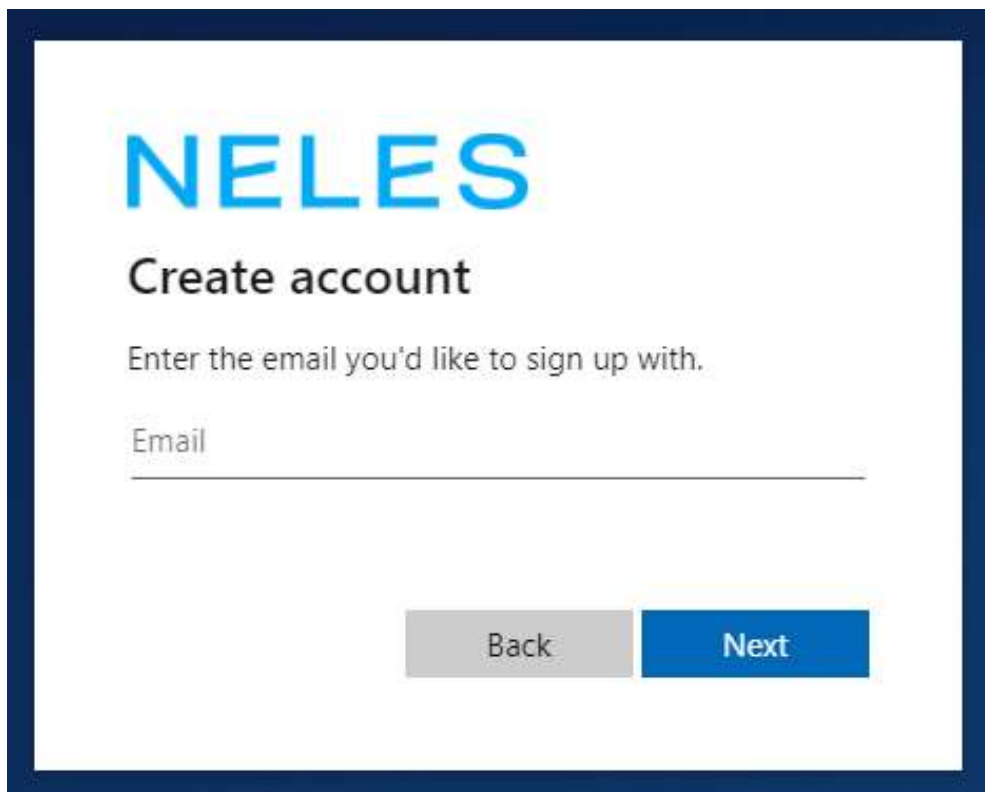


4. Select "Sign up with email"



The screenshot shows the NELES 'Create account' page. At the top is the NELES logo in blue. Below it is the text 'Create account'. There are two options: 'Sign up with email' (with an envelope icon) and 'Sign up with Microsoft' (with the Microsoft logo). The 'Sign up with email' option is circled in green. At the bottom right is a grey 'Back' button.

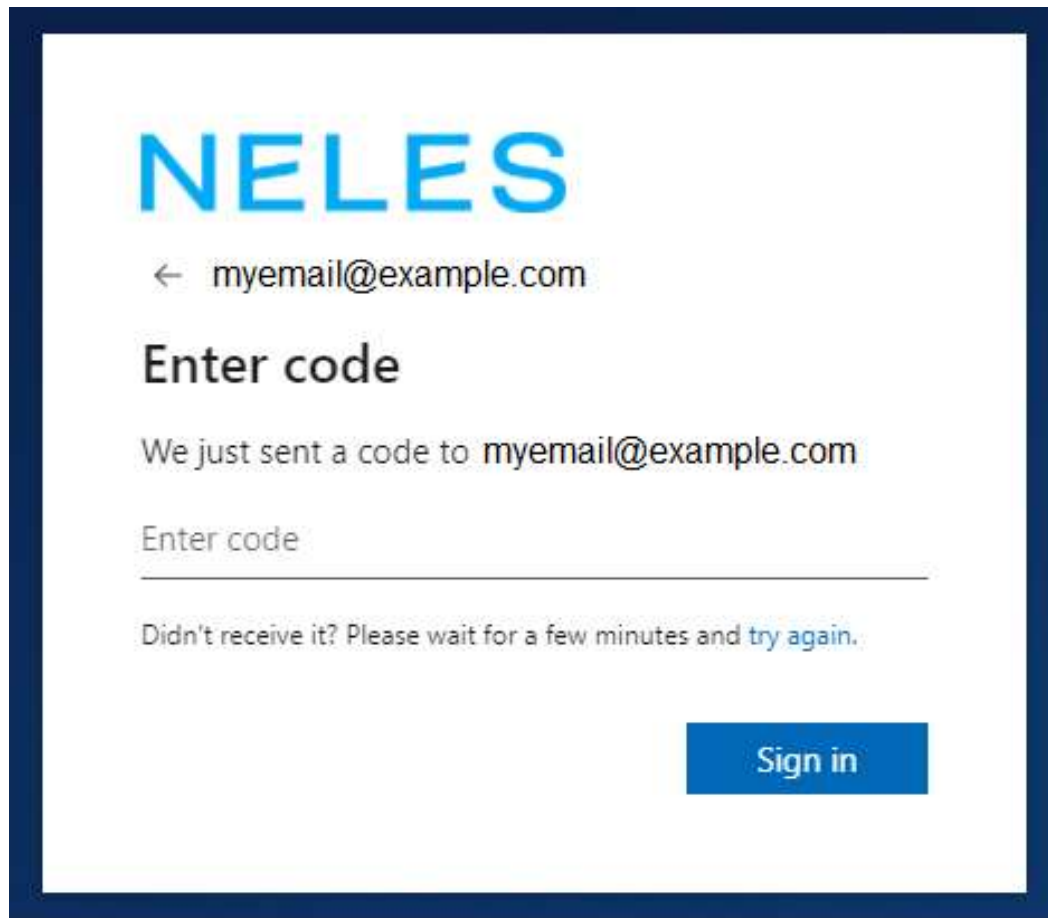
5. Write your email address in the form and click Next. This is your account name



The screenshot shows the NELES 'Create account' page after selecting 'Sign up with email'. The NELES logo and 'Create account' text are at the top. Below is the instruction 'Enter the email you'd like to sign up with.' followed by an 'Email' label and a text input field. At the bottom are two buttons: a grey 'Back' button and a blue 'Next' button.

6. Enter verification code

System will send verification email with code to your email address

A screenshot of a web interface for NELES. At the top is the NELES logo in blue. Below it, a back arrow points to the email address myemail@example.com. The main heading is "Enter code". Below this, it says "We just sent a code to myemail@example.com". There is a text input field with the placeholder "Enter code". Below the input field, it says "Didn't receive it? Please wait for a few minutes and [try again.](#)". At the bottom right is a blue button with the text "Sign in".

NELES

← myemail@example.com

Enter code

We just sent a code to myemail@example.com

Enter code

Didn't receive it? Please wait for a few minutes and [try again.](#)

Sign in

7. Check the email and verification code

Neles (via Microsoft) <account-security-noreply@accountprotection.microsoft.com>
to me ▾

Neles

Account verification code

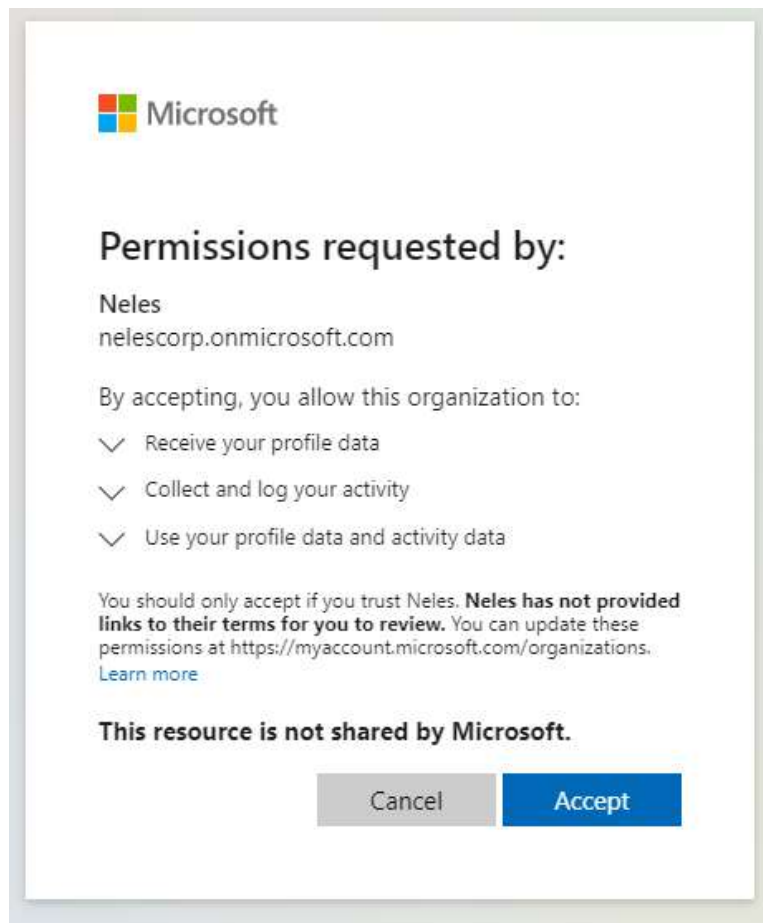
To access Neles's apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:

1234567

If you didn't request a code, you can ignore this email.

8. Accept permissions



A Microsoft permissions dialog box. At the top is the Microsoft logo. Below it, the title "Permissions requested by:" is followed by "Neles" and "nelescorp.onmicrosoft.com". A section titled "By accepting, you allow this organization to:" contains three items, each with a checkmark icon: "Receive your profile data", "Collect and log your activity", and "Use your profile data and activity data". Below this, a warning states: "You should only accept if you trust Neles. Neles has not provided links to their terms for you to review. You can update these permissions at <https://myaccount.microsoft.com/organizations>. [Learn more](#)". At the bottom, it says "This resource is not shared by Microsoft." and has two buttons: "Cancel" and "Accept".

Microsoft

Permissions requested by:

Neles
nelescorp.onmicrosoft.com

By accepting, you allow this organization to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

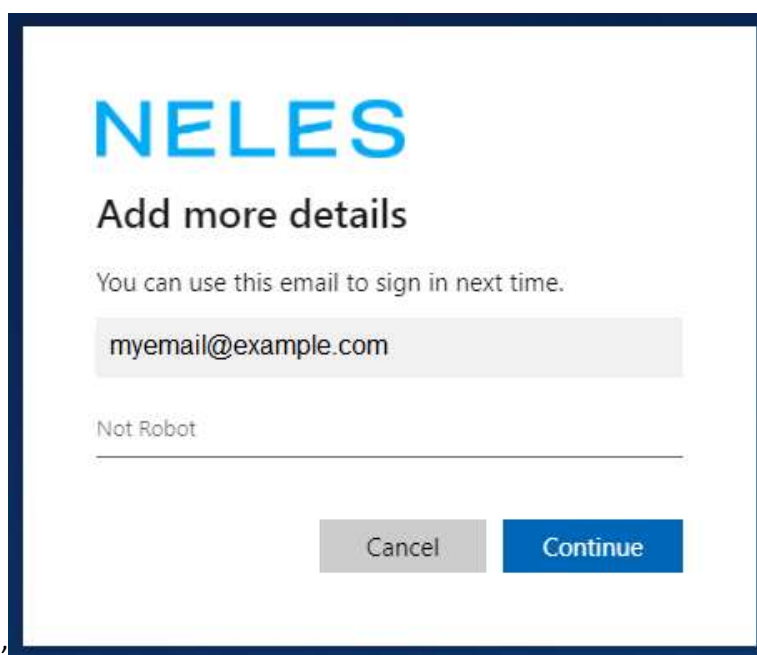
You should only accept if you trust Neles. **Neles has not provided links to their terms for you to review.** You can update these permissions at <https://myaccount.microsoft.com/organizations>. [Learn more](#)

This resource is not shared by Microsoft.

Cancel Accept

9. Verify that you are not robot

Write *Not Robot* on the text box and click Continue



A dialog box with the NELES logo at the top. Below the logo is the title "Add more details". A message says "You can use this email to sign in next time." followed by a text box containing "myemail@example.com". Below that is a text box labeled "Not Robot" with the text "Not Robot" entered. At the bottom are two buttons: "Cancel" and "Continue".

NELES

Add more details

You can use this email to sign in next time.

myemail@example.com

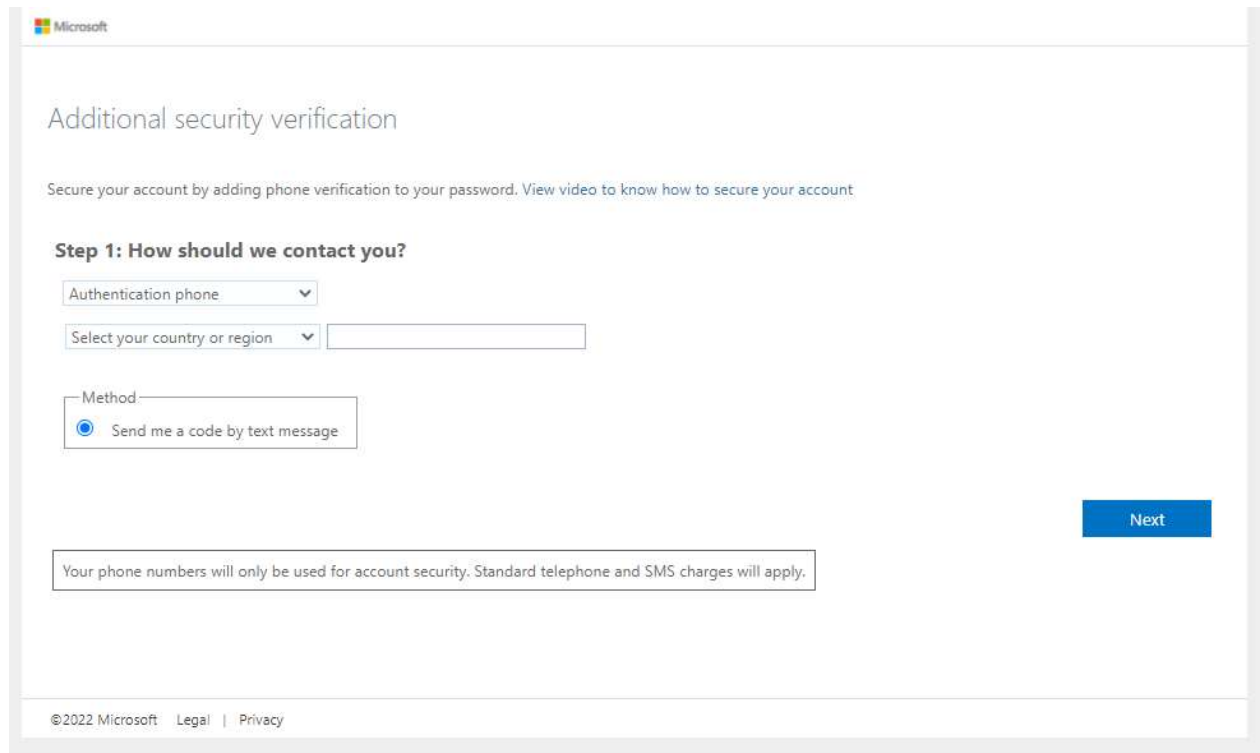
Not Robot

Not Robot

Cancel Continue

10. Continue to adding more details

Enter your phone number details



Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

Select your country or region

Method

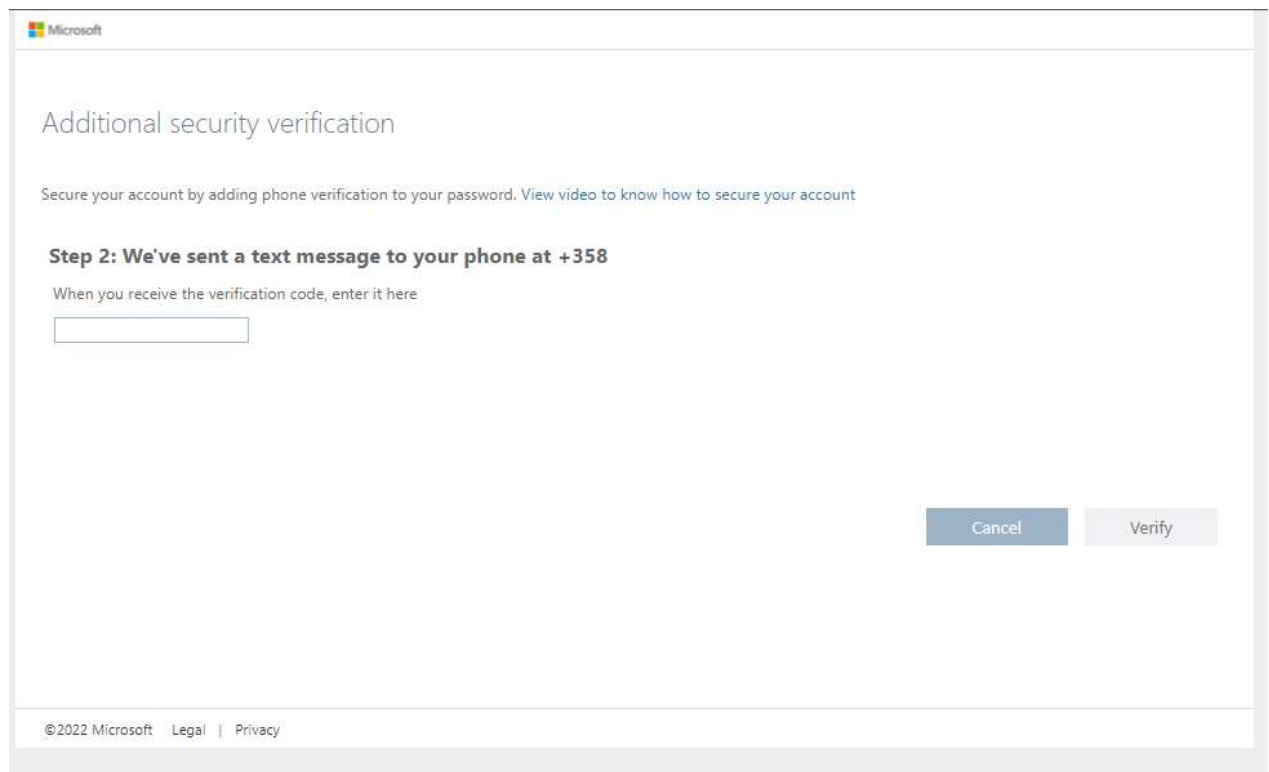
☒ Send me a code by text message

[Next](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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11. Verify the code from SMS text message



Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone at +358

When you receive the verification code, enter it here

[Cancel](#) [Verify](#)

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12. Continue to accepting Terms of Use

- Click Terms of Use open
- Accept

NELES

Neles Terms of Use

In order to access Neles resource(s), you must read the Terms of Use.



Neles Nelproof terms of use



Please click Accept to confirm that you have read and understood the terms of use.

Decline

Accept

13. After Accepting Terms of Use you are automatically logged in and redirected to Nelprof

Nelprof

nelprof/test3 Log out

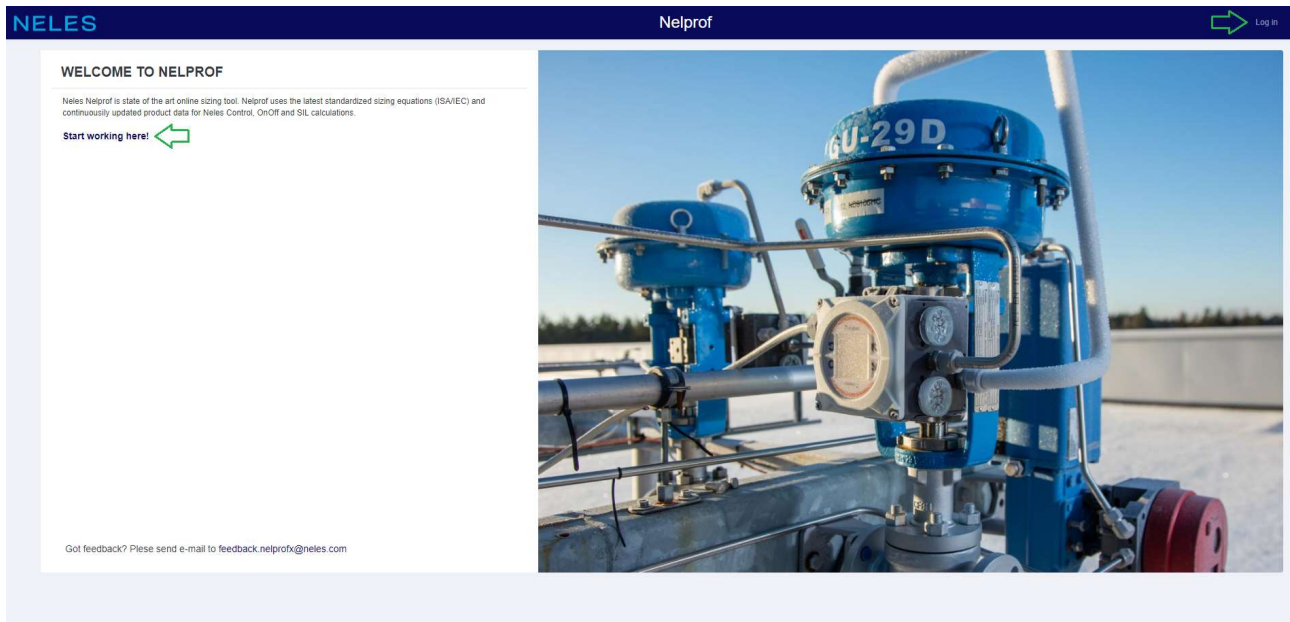
Start - Opportunities

Create new

Create time	Name

3. Login using email

1. In <https://nelprof.neles.com> click “Start working here” or “Login” from top right corner



2. Write your email in the login box where it says “portal.azure.com” replace that with your email address like *myemail@example.com* and click Next



3. Check account verification code sent to your email

Neles (via Microsoft) <account-security-noreply@accountprotection.microsoft.com>
to me ▾

Neles

Account verification code

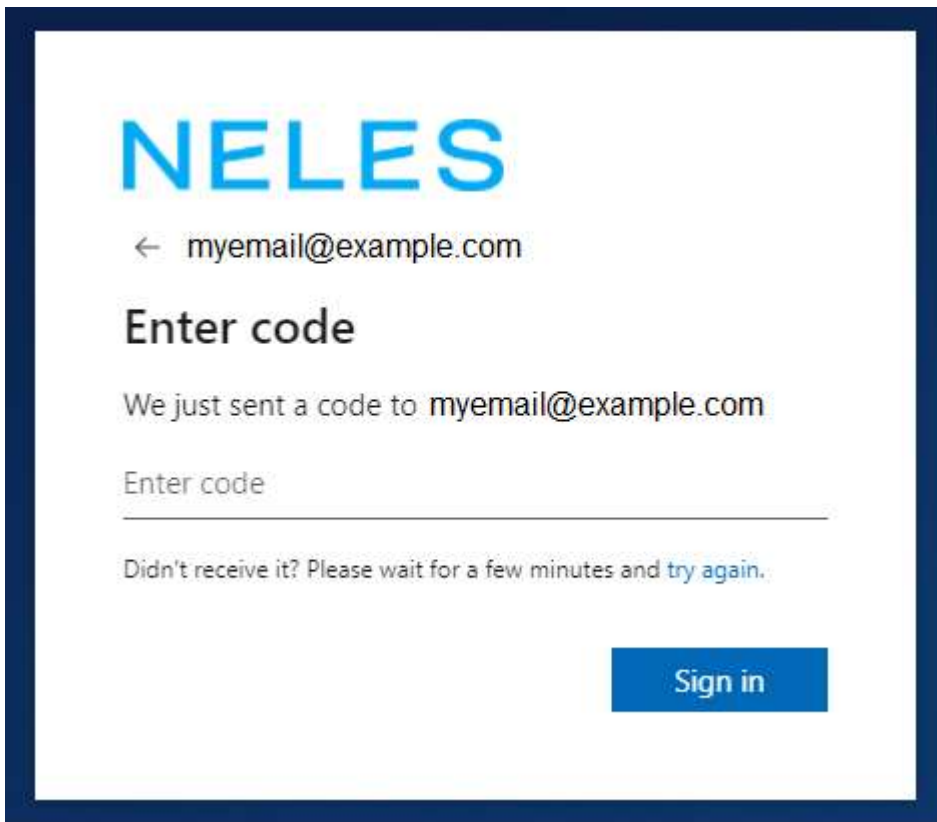
To access Neles's apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:

1234567

If you didn't request a code, you can ignore this email.

4. Input account verification code to the input box and click Sign in

A screenshot of a web interface for account verification. At the top, the word "NELES" is displayed in large blue letters. Below it, a back arrow icon is followed by the email address "myemail@example.com". The heading "Enter code" is prominently displayed. Underneath, a message states "We just sent a code to myemail@example.com". There is a text input field with the placeholder text "Enter code". Below the input field, a link says "Didn't receive it? Please wait for a few minutes and try again." At the bottom right, there is a blue button with the text "Sign in".

NELES

← myemail@example.com

Enter code

We just sent a code to myemail@example.com

Enter code

Didn't receive it? Please wait for a few minutes and [try again](#).

Sign in

5. System might ask for another verification using the SMS verification. Write the code in SMS and continue. You should be logged in now