



Step-by-step instructions on how to
register and to manage your account



Content

How do you register as an agent?	3
Step 1: Registration.....	3
Step 2: Activation.....	4
How do you set up your account?	5
Personal Data.....	6
Notification Options	7
Visibility Options.....	8
Company Data	9
Qualification.....	10
Access Information	11
Useful functions for you at a glance	12
Search for Agents (only for members)	12
Search for advertisements	13
Are there any unanswered questions?.....	14

How do you register as an agent?

Step 1: Registration

- To register, go to <https://login.salesagents.international/register-salesagent/>.
- Select your country or platform. If you are a member of a regional commercial agent association, please select the association.
- Fill out all required fields.
- Please ensure that your password contains at least eight (8) characters, one uppercase letter, one lowercase letter, one number, and one special character.
- Read our terms & conditions and the Data Privacy and Cookies information and agree to them.
- Click on [Register]

You are not a member yet? You can find more information about membership at *please insert domain name*.

A screenshot of the 'Agent Registration' form. The form is titled 'Agent Registration' and includes a sub-header 'Register as a sales agent and get access to all our tools for agents'. It contains several input fields for personal and professional information, including name, email, phone, and address. There are also dropdown menus for selecting a country and a platform. At the bottom, there is a checkbox for agreeing to terms and conditions, and a red 'Register' button.



Step 2: Activation

After registration, you will receive an email with a link to activate your account.

- Click the link and log in to activate your account.
- If the link does not work, you can also enter the registration code that was sent to you in the same email.
- Also check your spam folder if the email does not arrive in your inbox.
- **Important for members:**
After successful activation your data will be checked by your association. You will only have access to all functions once your association has activated them.

Confirm registration

To activate your account, please check your email for the registration code.

Registration Code

Activate my account

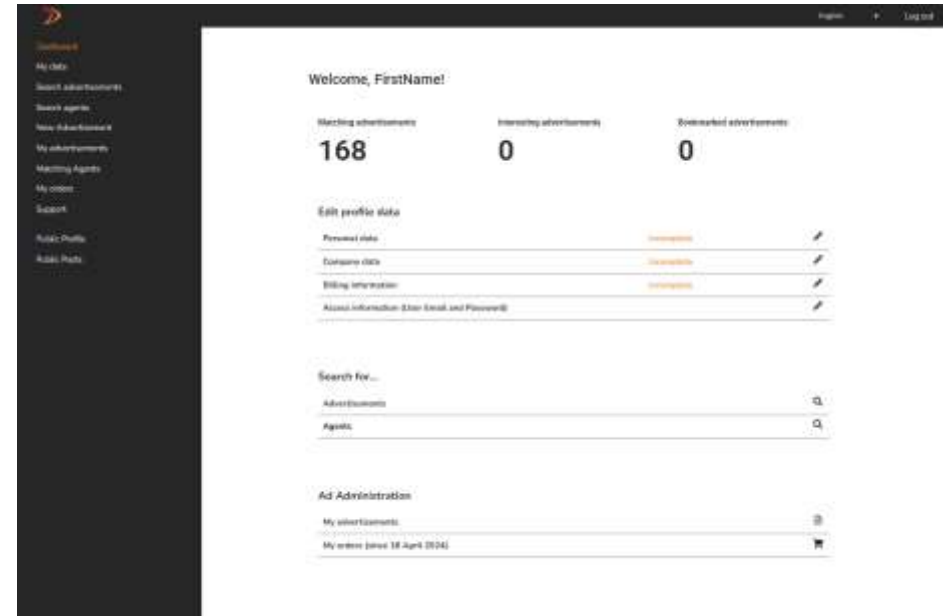


How do you set up your account?

After activating your account, you can log in to your dashboard. After you log in, you will see your dashboard. Here, you can:

- manage your account settings
- view advertisements that match your profile
- place your own advertisements
- set up your public profile and posts (only for members)

The first thing you should do is set up your account information. You can access the settings via "My data".





Personal Data

Important for members: Your personal data will be displayed in the agent search, when your profile is displayed as an application and in the public profile:

- Salutation
- Title
- First Name
- Last Name
- Job position
- Public Email

You have two email addresses. Here you can enter the email address that should be shown in your listing in the agent search. The email address can be different from the one for your account (Access information). New advertisements from principals will be sent to the email address for your user account.

The screenshot shows a web interface for editing personal data. On the left is a dark sidebar with a menu containing: 'Dashboard', 'My data', 'Search advertisements', 'Search agents', 'New Advertisement', 'My advertisement', 'Marketing Agents', 'My links', 'Support', 'Public Profile', and 'Public Photo'. The main content area is titled 'Edit personal data' and includes a sub-header 'Please update your personal data here.' and a note: 'This data is displayed here and is displayed in the agent search when your profile is displayed as an application and in the public profile.' Below this is an 'Important!' notice about email addresses. The form contains several input fields organized into two columns: 'Your Application' (with a sub-header 'Kundenkontakt über MyKontaktportal') and 'Your Membership Number'. Fields include: 'Salutation' (dropdown), 'Title' (dropdown), 'First Name', 'Last Name', 'Job position', 'Company', 'Phone', 'Mobile', 'Fax', 'Email', and 'Public Email'. A red 'Save' button is at the bottom left of the form area.



Notification Options

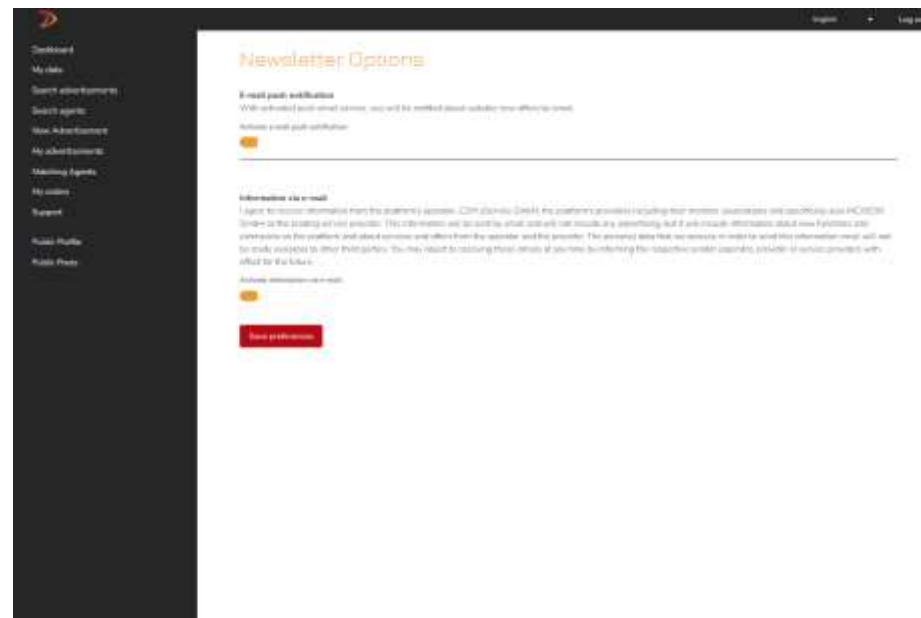
■ E-mail push notification

With activated push email service, you will be notified about suitable new offers by email. These notifications are turned on by default.

You can also choose to receive additional information via email.

■ Information via email

I agree to receive information from the platform's operator, CDH eService GmbH, the platform's providers including their member associations and specifically also INCREON GmbH as the leading service provider. This information will be sent by email and will not include any advertising, but it will include information about new functions and extensions on the platform and about services and offers from the operator and the provider. The personal data that we process in order to send this information email will not be made available to other third parties. You may object to receiving these emails at any time by informing the respective sender (operator, provider or service provider) with effect for the future. You can also switch information via email on and off here. This includes information about new functions and extensions as well as offers from the platform. No adverts will be sent. This function is activated by default.





Visibility Options

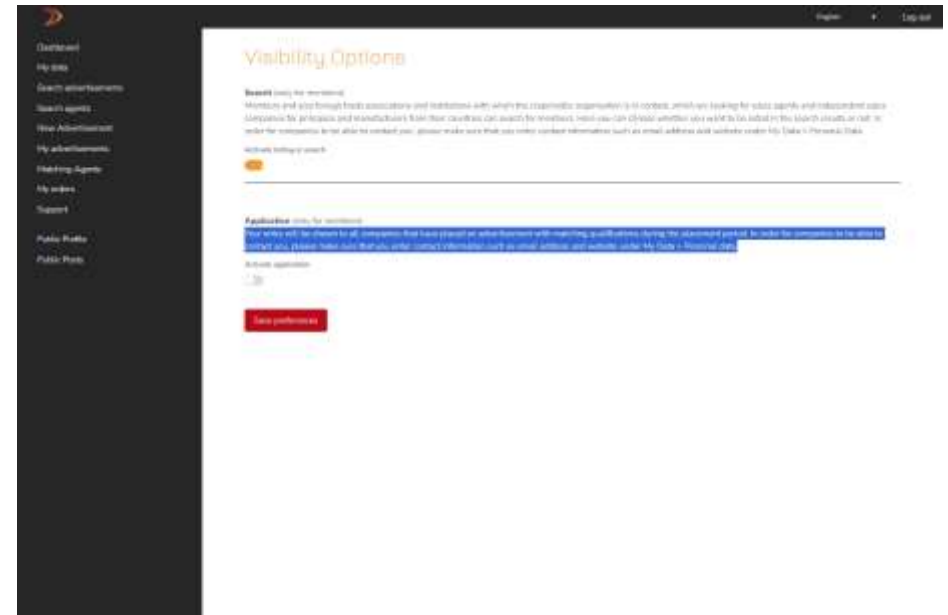
The visibility options are only for members!

■ Search

Members and also foreign trade associations and institutions with which the responsible organisation is in contact, which are looking for sales agents and independent sales companies for principals and manufacturers from their countries can search for members. Here you can choose whether you want to be listed in the search results or not. In order to be able to contact you, please make sure that you enter contact information such as email address and website under My Data > Personal Data

■ Application

Your entry will be shown to all companies that have placed an advertisement with matching qualifications during the placement period. In order for companies to be able to contact you, please make sure that you enter contact information such as email address and website under My Data > Personal data.





A careful choice of your product ranges and products, customers and buyers is crucial for you to receive offers via the email push notification.

- As a member you receive the e-mail push notification **5 days before online publication**
- As a member you can **actively search for new agencies** by submitting a free application. If a principal or manufacturer places a job offer that matches the qualification of the application, this request will be displayed to the principals, manufacturers and suppliers.





Access Information

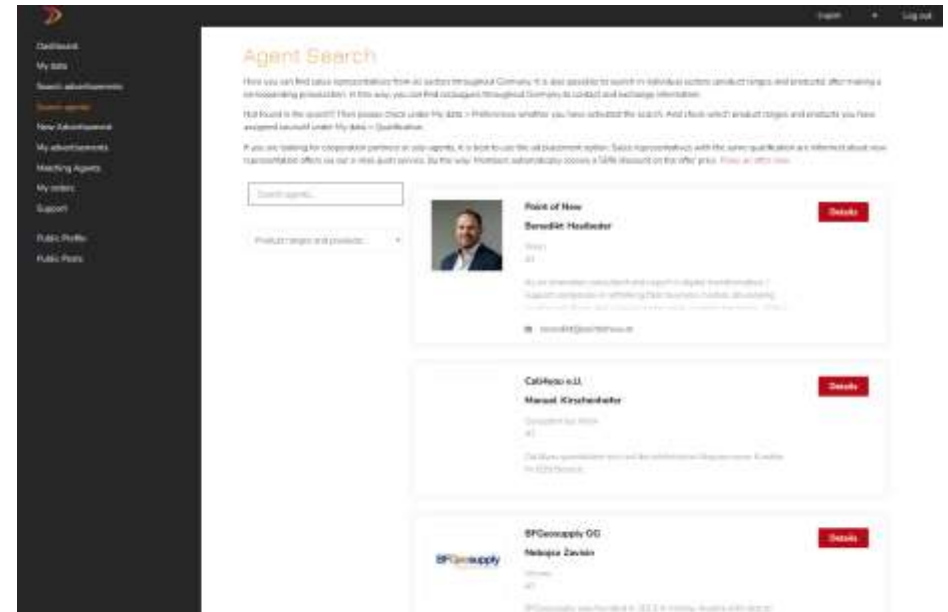
You can change your email address and password here. It is not possible to change your user name.

Please note that you have two email addresses. The email address in your personal data and the email address of your account. You can enter your account email address here. If you have activated the email push notification, new advertisements from clients will be sent to the email address entered here.

Useful functions for you at a glance

Search for Agents (only for members)

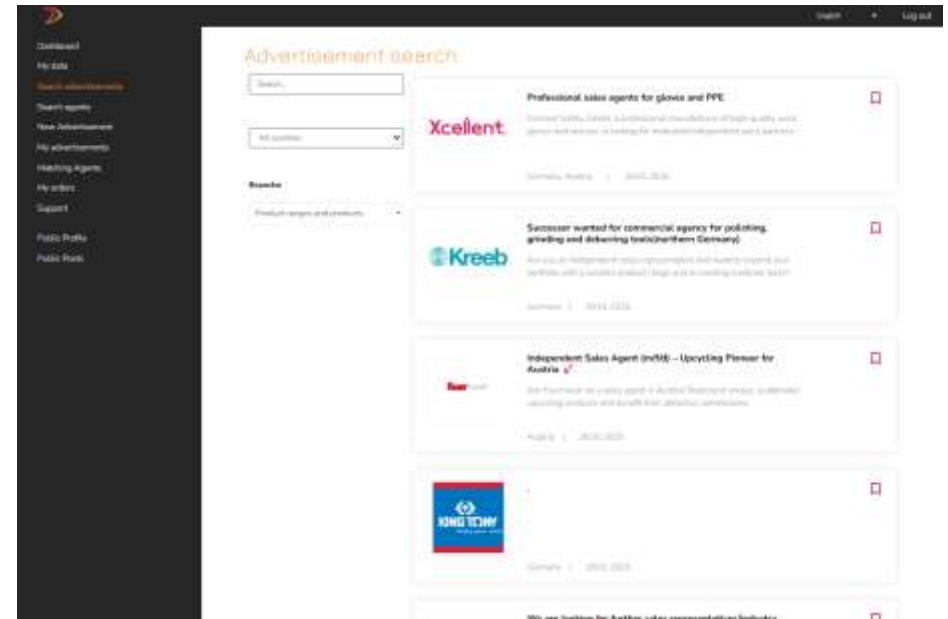
- You can use the 'Search agents' function to find commercial agents from all sectors throughout your country/platform. You can also specialize your search to specific sectors after making a pre-selection.
- This tool gives you the opportunity to contact and exchange information with colleagues throughout your country/platform.
- You are not listed? Please check under 'My data' - 'Visibility options' whether you have activated the search for you. Also check your product ranges and products under 'My data' - 'Qualification'.
- Are you looking for cooperation partners? Then it's best to place an advert. Sales agents with the qualifications you are looking for will be notified by e-mail push notification.





Search for advertisements

- Here you can browse the current published advertisements or search for ads in your industry.
- Ads that match your qualifications will be displayed under Matching Ads.
- Easily bookmark interesting ads by clicking on the red bookmark to the right of an ad. The ad will then appear in 'Bookmarked ads'.





Are there any unanswered questions?

- After logging in to your personal dashboard, you will find the tab „Support“ on the left-hand navigation bar.
- Enter the required information and your message/question in the contact form.
- The more complete and detailed you describe your request to us, the better we can help you.
- It may take a few working days to answer your questions. Thank you for your patience!