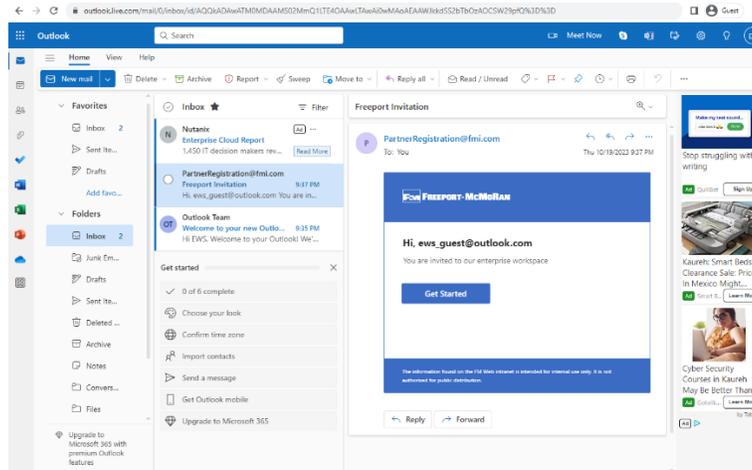


Creating a Business Account to Access E-Forms

Access to E-Forms through the EWS platform requires setting up a business account. Follow these steps to ensure a seamless registration process:

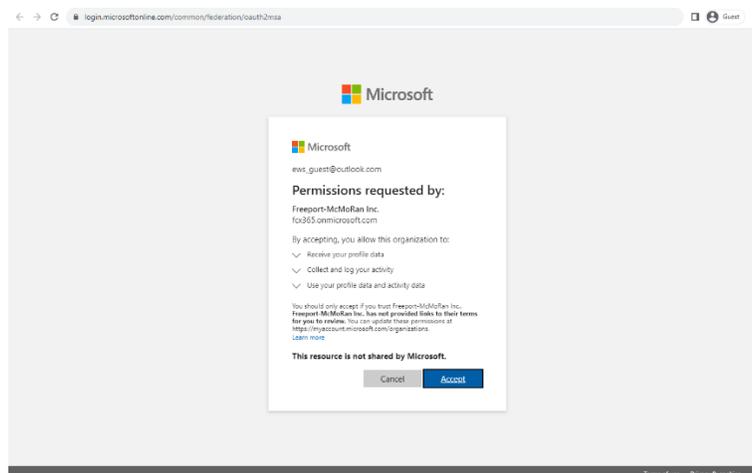
1. Invitation Email

- Upon receiving the invitation email, the user will click on the "Get Started" button. Ensure to open all links in guest mode.



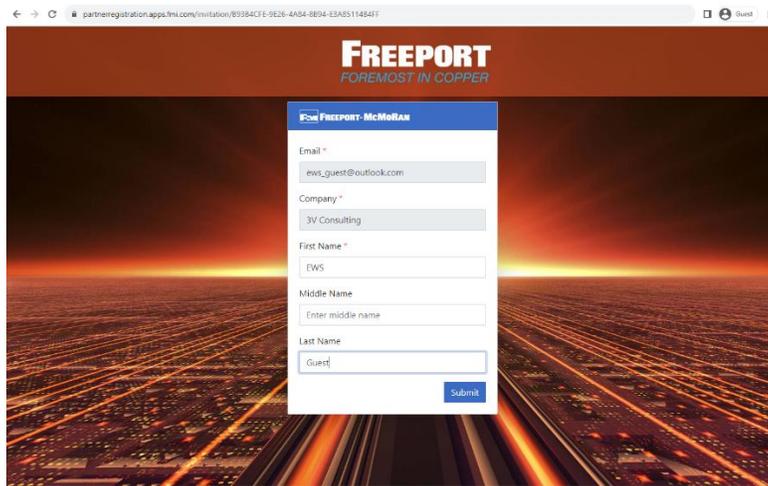
2. Consent and Registration

- Click "Accept" on the consents to proceed with the registration process.



3. Personal Information

- Fill in the required fields for the first name and last name. Click "Submit" and wait for the process to complete.



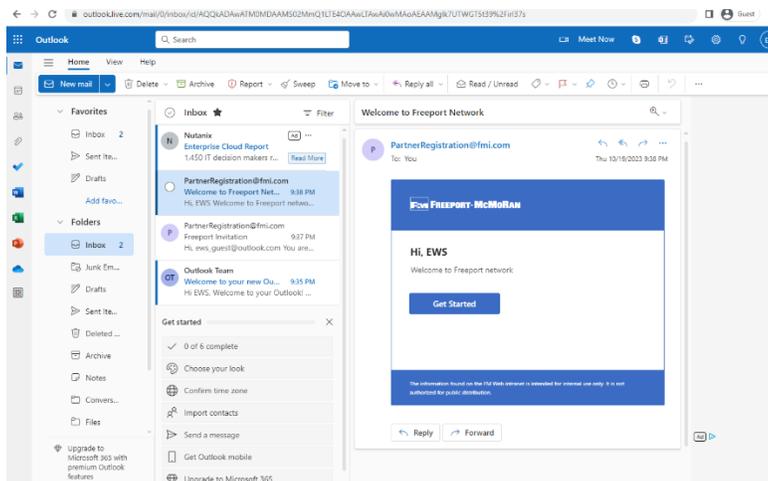
The screenshot shows a web browser window with the URL `partnerregistration.apps.fmi.com/invitation/83384CFE-9E26-4A84-8E84-E3A8511484FF`. The page features the **FREEMPORT** logo with the tagline **FOREMOST IN COPPER** at the top. Below the logo is a registration form titled **FMI FREEMPORT - McMillan**. The form contains the following fields:

- Email ***: `ews_guest@outlook.com`
- Company ***: `3V Consulting`
- First Name ***: `EWS`
- Middle Name**: `Enter middle name`
- Last Name**: `Guest`

A **Submit** button is located at the bottom right of the form. The background of the page is a cityscape at night with a bright light source on the horizon.

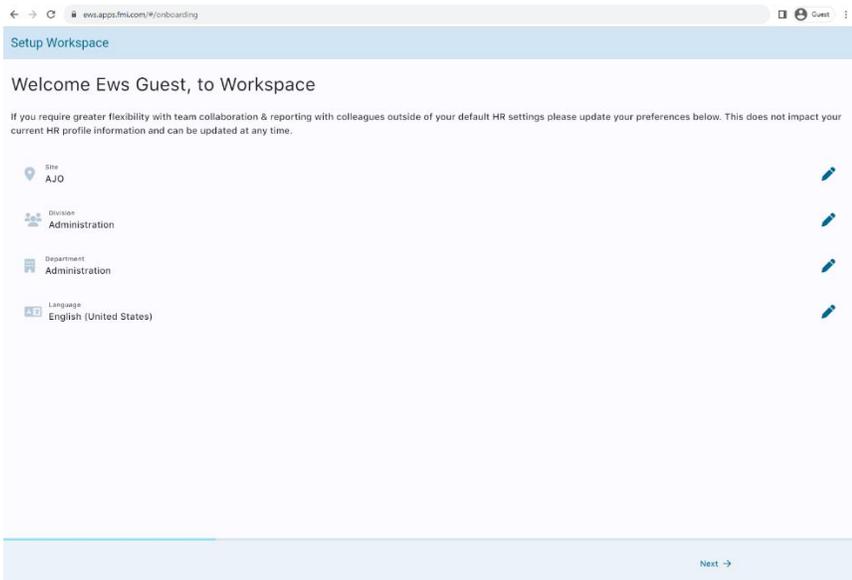
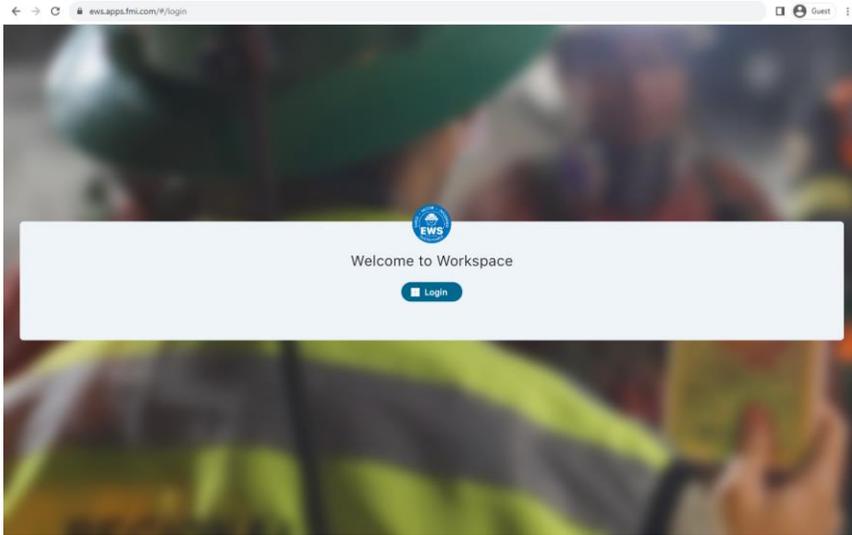
4. Welcome Email

- The user will be redirected to the EWS and will receive a welcome email.



5. Initial Login and Setup

- Upon the first login, the user will need to set preferences and work through the Setup Wizard.



Setup Workspace

Notifications

Please confirm your notification preferences below.

Type	Push	Email
Adverse	<input type="checkbox"/>	<input type="checkbox"/>
Non Adverse	<input type="checkbox"/>	<input type="checkbox"/>
Task Assigned	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Task Completed	<input type="checkbox"/>	<input type="checkbox"/>

Setup Workspace

Teams are used to collaborate on work items or re-delegate to a colleague or employee. They are great supervision tools as well as an aid for peer to peer communication.

Administration Team
Team Lead:

WF WS  PB PC KD KD KB KT FB DA BU BM

[+ Add team](#)

6. EWS Homepage

- After completing the setup, the user will be redirected to the EWS homepage.

