imMedia platform
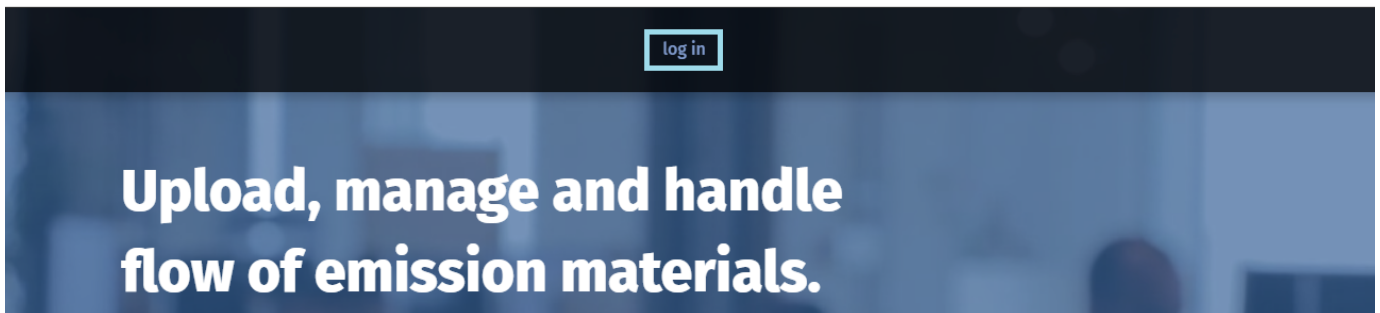
User's manual

1. Applying for registration – registering a user / company account

When you enter the website of the imMedia Platform, select "log in" in order to register.

and when you are moved to the login page – "Register me".

In the registration form, fill in the fields for data on:

- user,
- company,
- to the invoice.

It is necessary to complete the fields marked with an asterisk (*).

imMedia platform

Registration

User data

First name*

Last name*

Email address*

Phone number*

Password*

Confirm password*

Company Data

Full name*

REGON No.

Tax ID*

KRS No.

Address*

Zip code*   City*

Country*

Poland

Invoice Data

☐ Same as company data

Full name*

Tax ID*

Address*

Zip code*   City*

Country*

Poland

1.1. User data

Data in the "user data" fields refers to the Company Administrator, i.e. a person authorized to make declarations of will on behalf of the company. Enter your name and surname, email address, phone number and password.

1.2. Company data

Please provide company details: full company's name, REGON number, NIP number, address, postcode, city and country.

1.3. Invoice data

Please provide address details for the invoice: Address, postcode, city and country. If the address data of the invoice is the same as the address data, just tick the box "the same as the company's"

Invoice Data

☐ Same as company data

Full name*

Tax ID*

Address*

Zip code*   City*

Country*

Poland ▼

1.4. Statements and consents

Having completed the data fields, the user goes to the bottom of the screen, where there is a part containing statements and consents. Before accepting his/her choice (the ticks of the check boxes ☐), the user should read the mentioned documents.

☐ I agree to the processing of my personal data.

☐ I have read and accept the content of the Regulations.

☐ I want to receive the latest information and offers to my e-mail address.
I agree to the processing of my personal data by IFIRMA SA with its registered office in Wrocław at ul. Grabiszyńska 241 B 53-234 Wrocław, who is the owner of imMedia, for marketing purposes, by sending me commercial information to the e-mail address provided by me. I declare that I have been informed about my right to access my personal data, correct them and request removal, as well as the right to withdraw my consent at any time.

register

Help

After submitting the Registration Form, the user will receive: an email to the address provided on the service, the information and activation link for the new account. The user should click on the link or copy and paste it into the address field of a browser. The e-mail address provided on the service will be verified. The account of the user and company is still inactive – it is waiting for approval by the imMedia Administrator.

2. Approval of the Account by the imMedia Administrator

After verifying the email address, the imMedia Administrator verifies the data of the company to be registered, and the system sends information on the course of the verification to the provided e-mail address.

2.1. Positive verification

The user receives an e-mail stating that the company's data have been verified and the Platform is ready to be used.
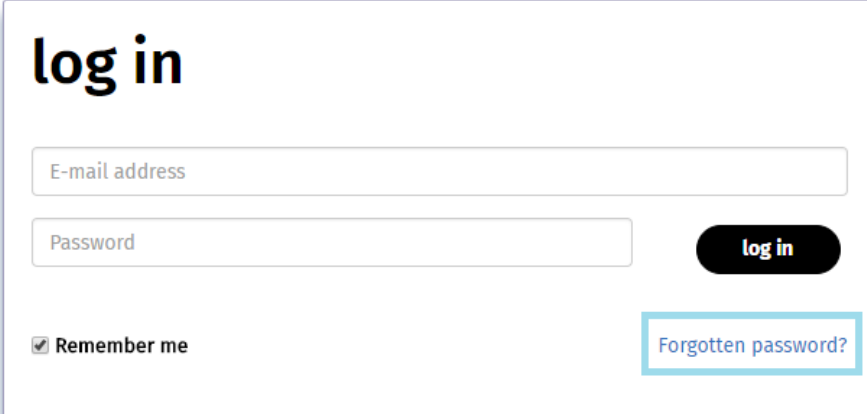
2.2. Rejection of the company

The user receives an email stating that the company's account has been rejected. The reason for the rejection and the link to the request modification are provided. The user should click on the link or copy and paste it into the address field of the browser. After adjusting the data, the user should select the "update data" command. The data will be reverified by the imMedia Administration.

3. Logging in to the system

In order to use the Platform the user who has a registered and approved account enters his or her e-mail address and password in the login window. By entering correct login data, the user will be redirected to the homepage of the platform and will be allowed to use the system

4. Password recovery

If the User does not remember his or her password to the account, the password recovery option can be used by means of the "Forgot your password?" feature.
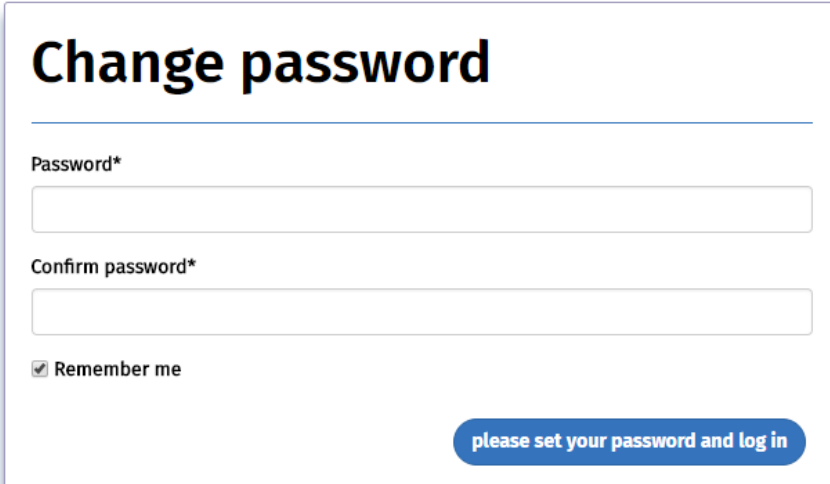
After clicking on the link "Forgot your password?" the user is redirected to the page where the e-mail address to which the message with password reset link should be provided.

Forgotten password?

Enter your e-mail address*

E-mail

send instruction

The email address under which the imMedia Platform account was established should be entered in the email field and the "Send me the instruction" button should be clicked. The user will receive an email with a link for changing the password.

Change password

Password*

Confirm password*

☑ Remember me

please set your password and log in