Basic Steps to follow for using the eDPO system

STEP 1. Register as Administrator and wait for approval from DPO and Log in as Administrator

STEP 2. ADD organisation
STEP 3. ADD new representative or click on update representative

STEP 4. Representative to log in with Maupass Account (You need to have a Maupass account)
STEP 5  LINK certificate for existing controllers/processor  if the certificate does not appear when the administrator/representative is logged in

This function is used to link existing Certificates to a specific registered controller/processor. If the certificate number of a controller/processor does not appear in the portal, choose the button Link Certificate on the left menu and input all relative details:

1. Certificate Number
2. Name Displayed on Certificate
3. Certificate start Date.

Note: If the certificate is already shown on the Dashboard under the ‘Registered Certificate’ section, user does not need to link certificate.

You should see your existing certificate in the administrator dashboard.
STEP 6. LOG IN AS REPRESENTATIVE to submit eform(s) or new registration of controllers/processor and their renewal(s)

Now refer to the DPO Portal guide for further details.