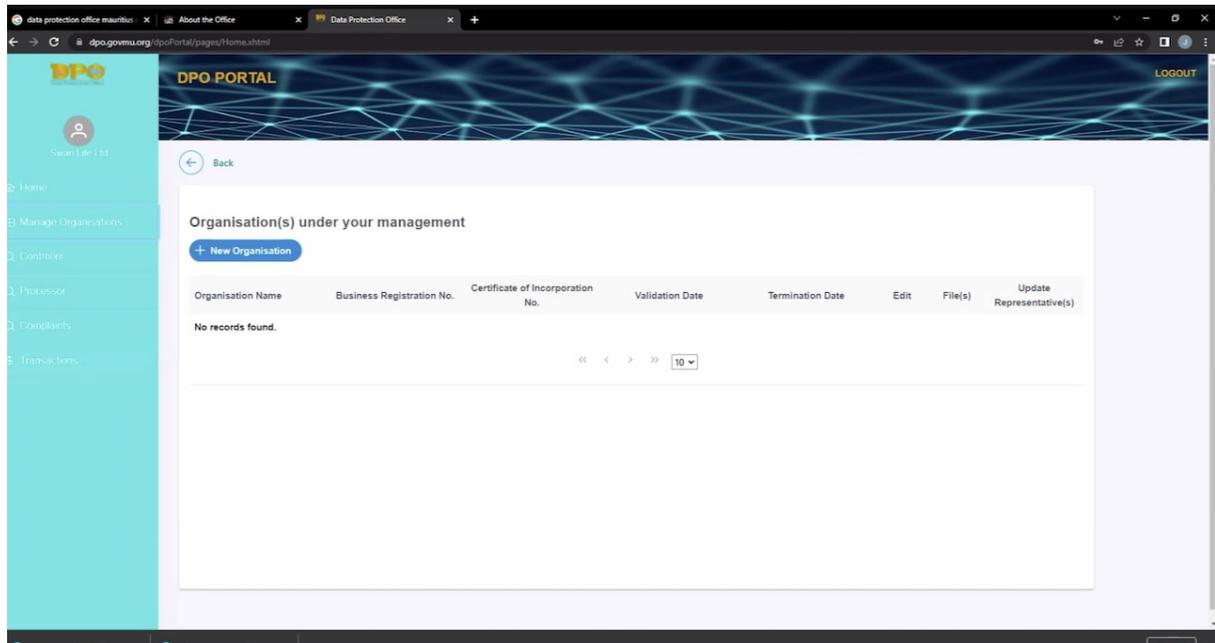
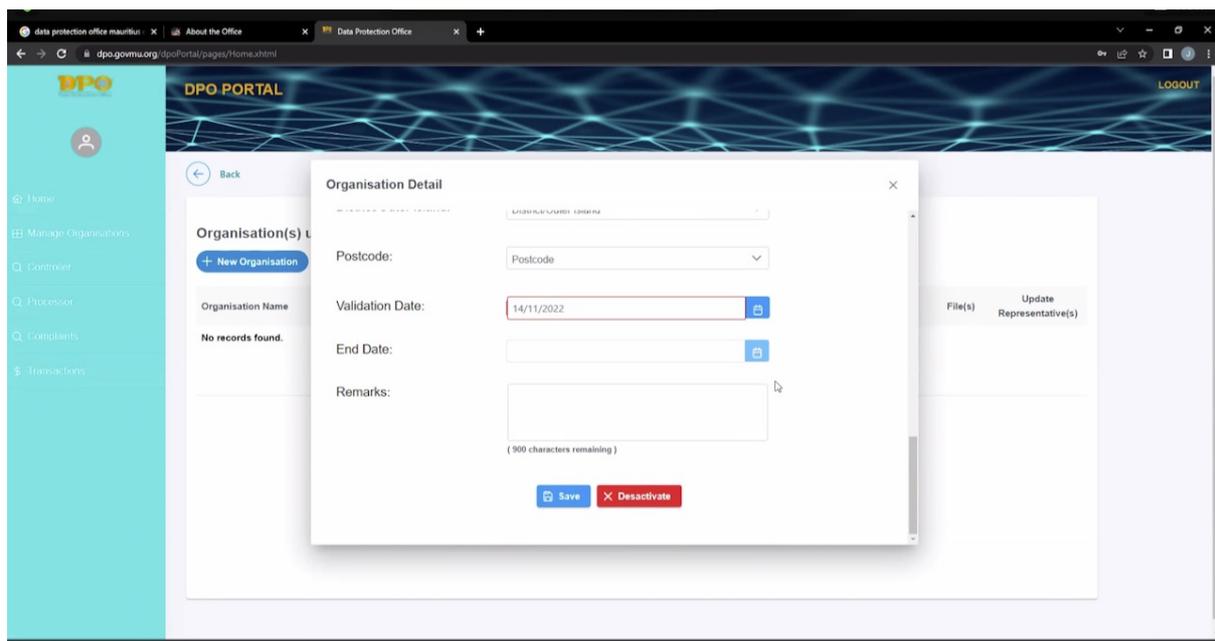


Basic Steps to follow for using the eDPO system

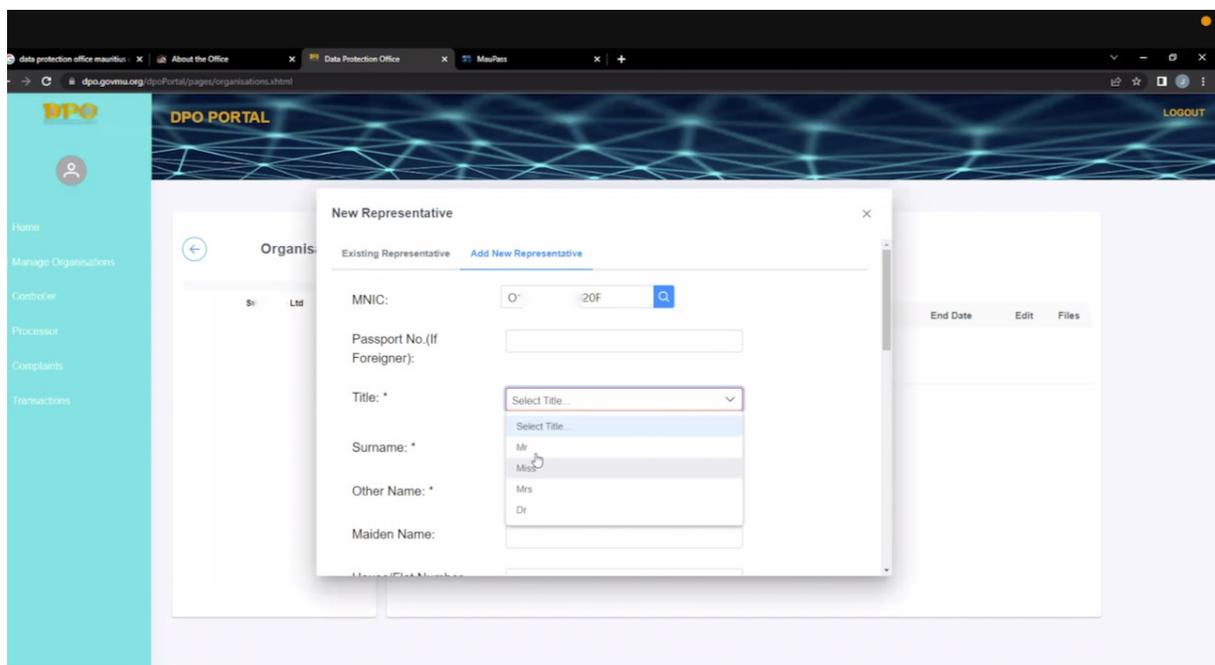
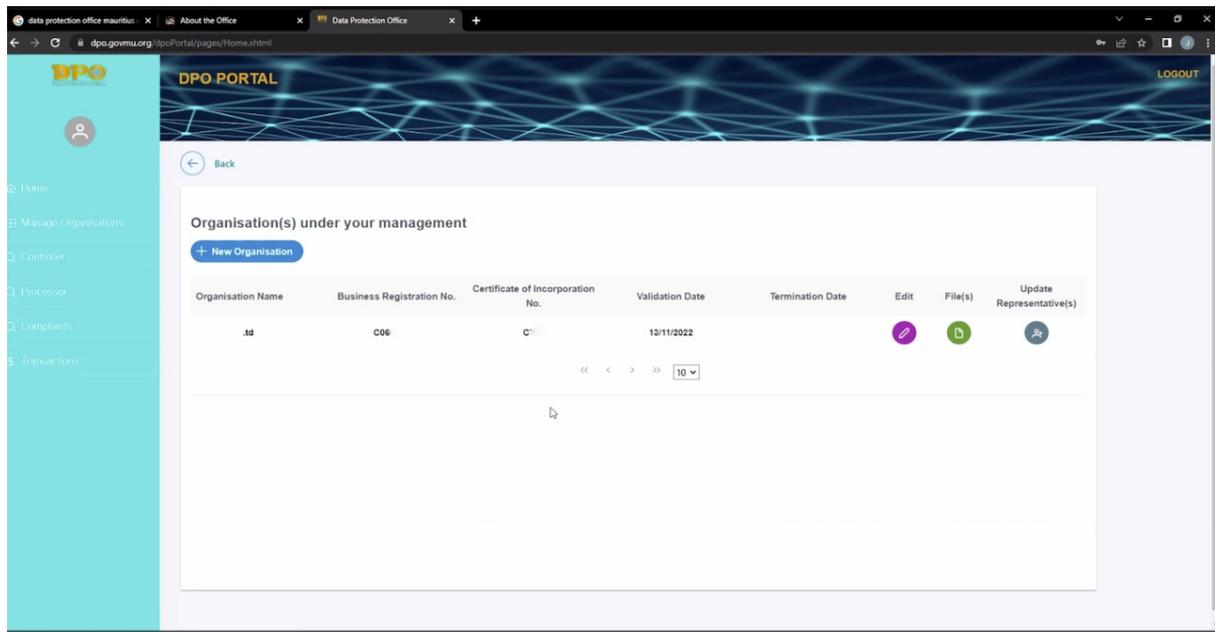
STEP 1. Register as Administrator and wait for approval from DPO and Log in as Administrator



STEP 2. ADD organisation to manage



STEP 3. ADD new representative or click on update representative for the organisation



STEP 4. Representative has to log in with his Maupass Account (You need to have a Maupass account – username and password)

Username

Password

Login

[Create an account as DPO Administrator/User](#)

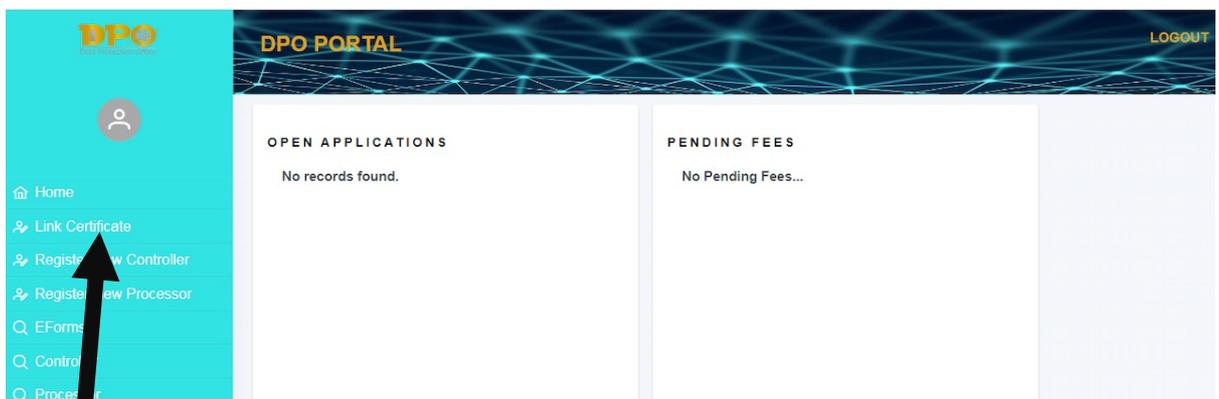
[Forgot Password?](#)

[Maupass Forgot Password?](#)

[Maupass Registration?](#)

[Register Anonymous Complaint](#)

STEP 5 LINK certificate for existing controllers/processor if the certificate does not appear when the representative(with Maupass account) 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:

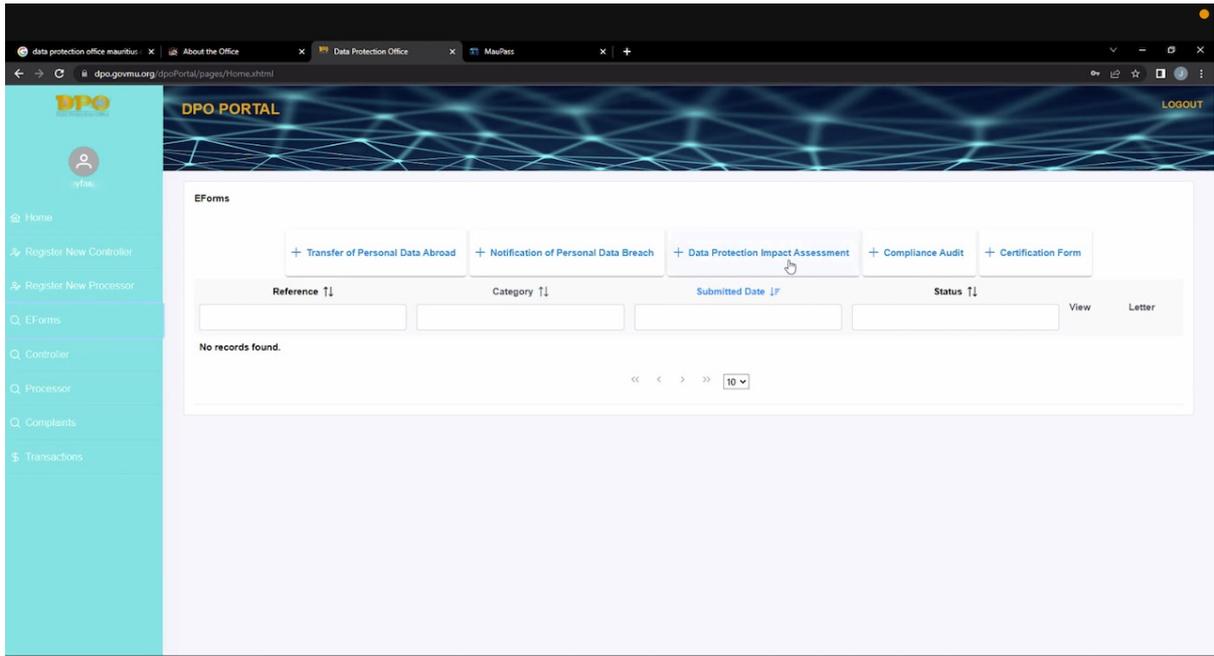
1. Certificate Number
2. Name Displayed on Certificate
3. Certificate start Date.

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

The screenshot shows a modal window titled "Link Certificate" with a close button (X) in the top right corner. Below the title is a dropdown menu for "Organisation" with a blurred selection. A red asterisk and the text "*Typed in Certificate Details." are positioned above the input fields. There are three input fields: "Certificate No.:", "Name on Certificate:", and "Certificate Start Date:". At the bottom center is a yellow button with a checkmark icon and the text "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.