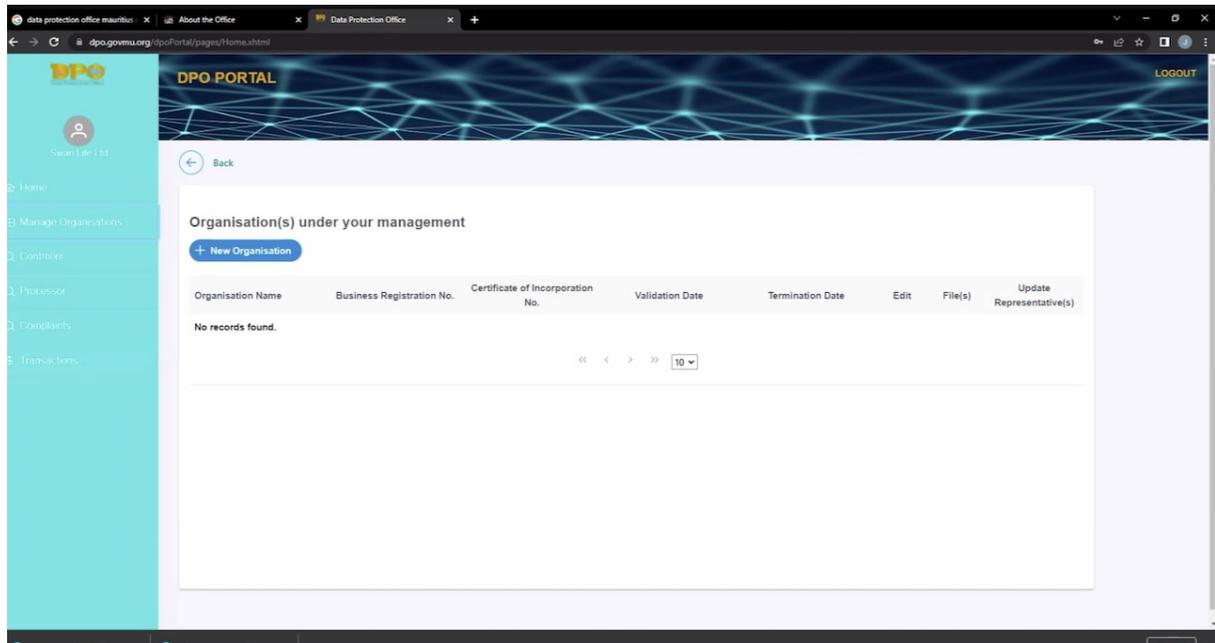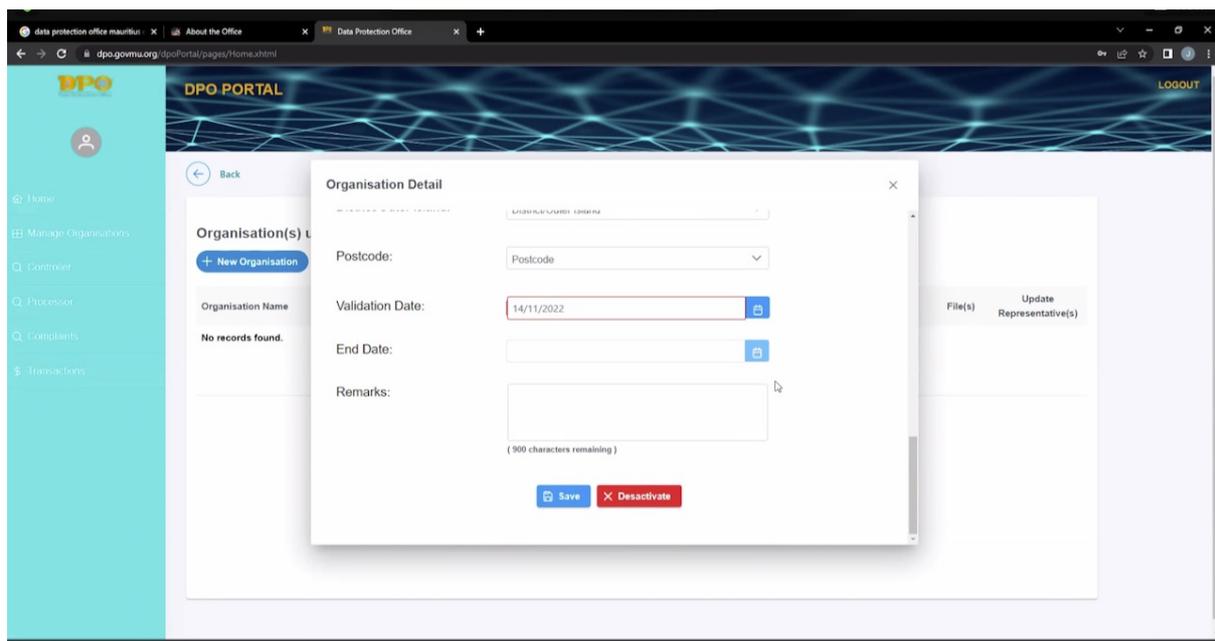# Basic Steps to follow for using the eDPO system
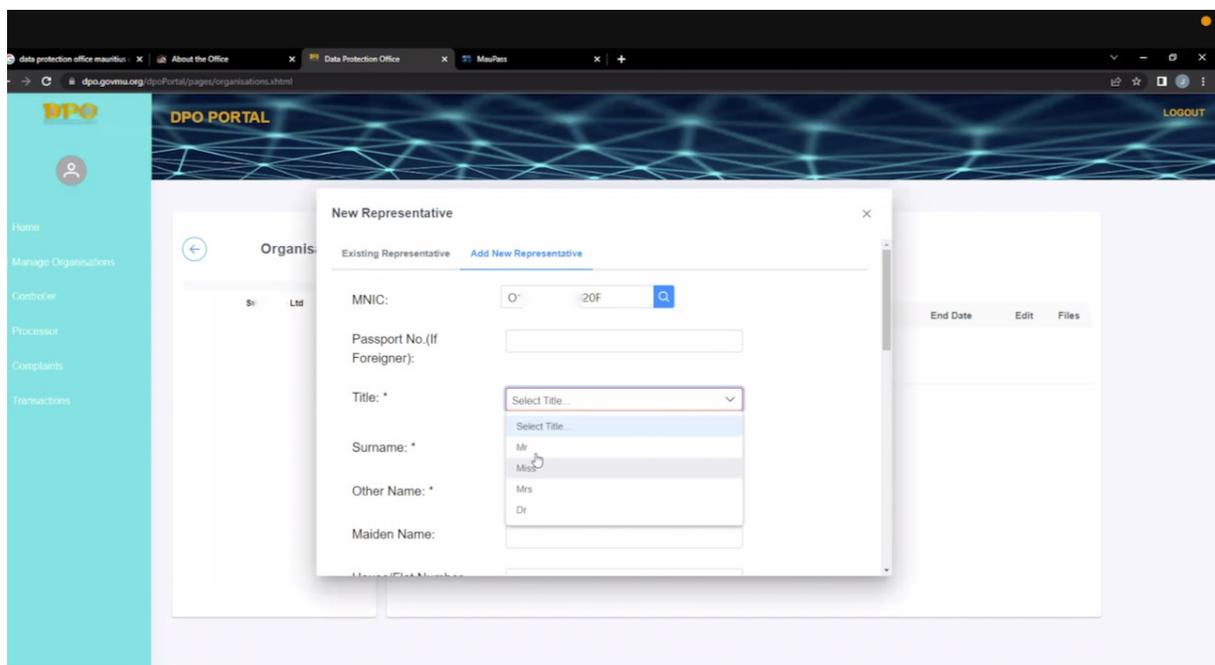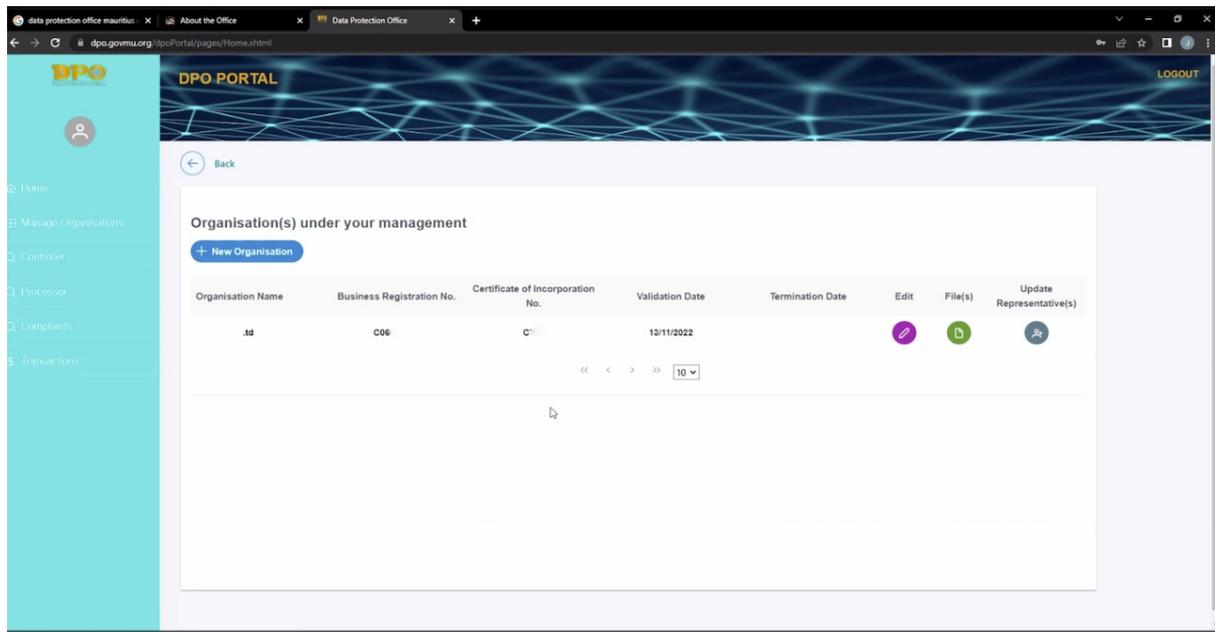
STEP 1. Register as Administrator and wait for approval from DPO and Log in as Administrator

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)

STEP 5 LINK certificate for existing controllers/processor if the certificate does not appear when the representative(with Maupass account) is logged in.
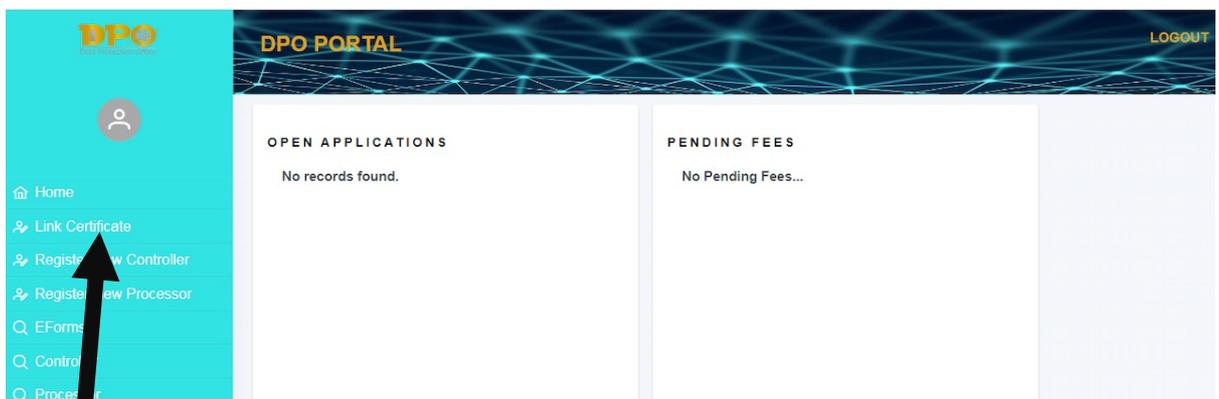
This function is used to link existing Certificates to a specific registered controller/processor. If the certificate number of a controller/processor does not

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.

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)
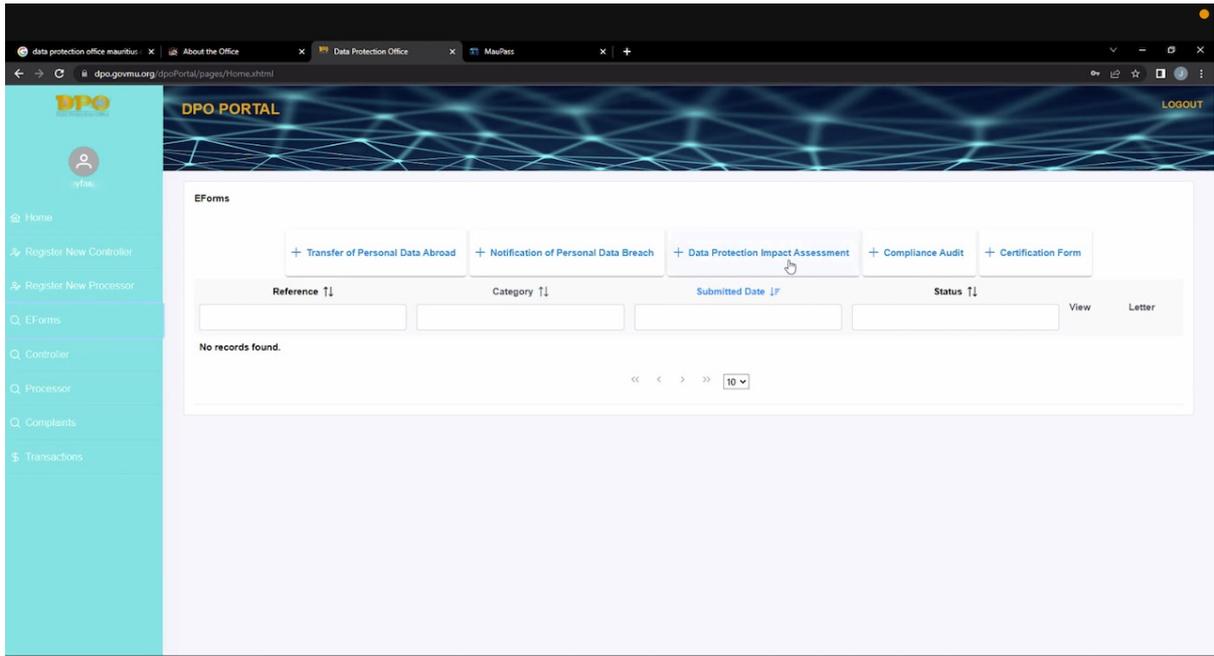
Now refer to the DPO Portal guide for further details.