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

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STEP 2. ADD organisation to manage

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

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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.

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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)

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Now refer to the DPO Portal guide for further details.