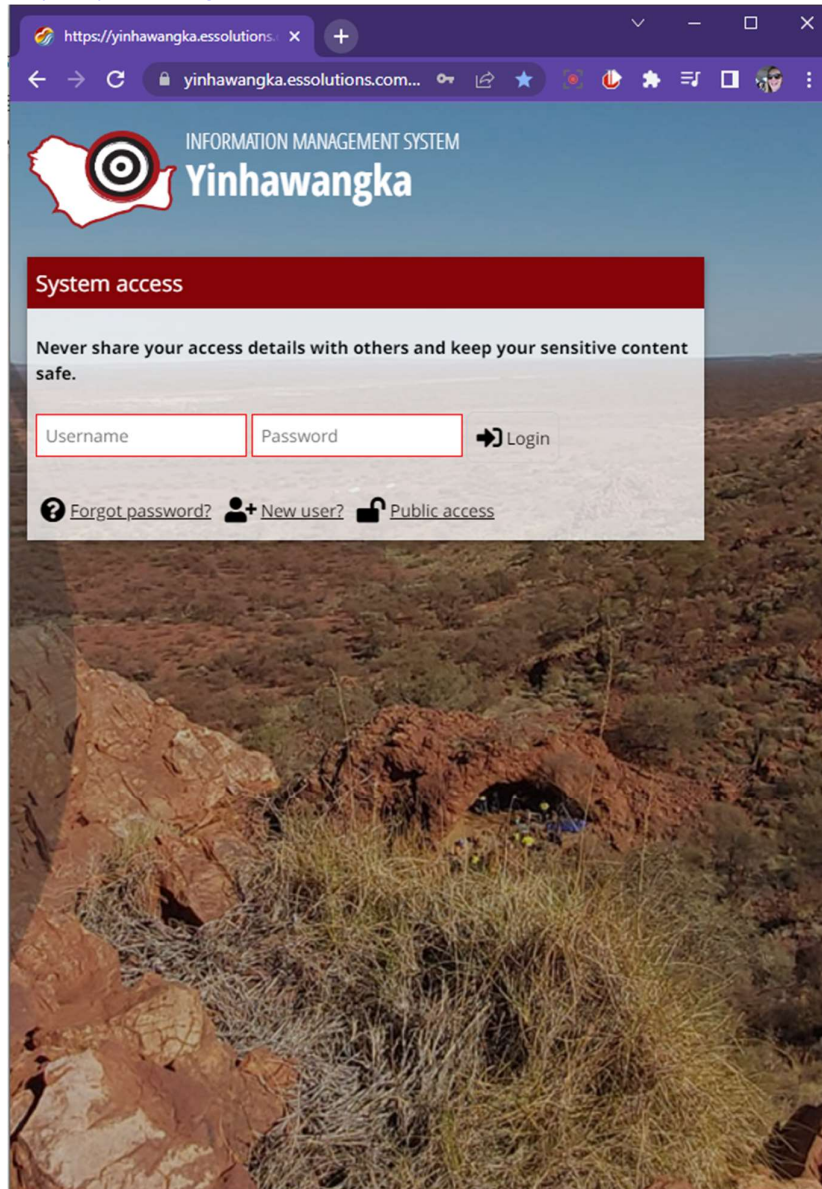


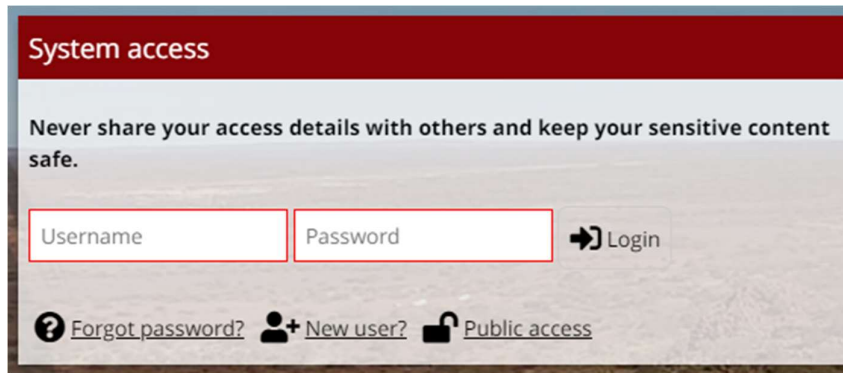
YIMS – How to guides

How to upload register a new account

1. Open the webpage, in your preferred web browser:
<https://yinhawangka.essolutions.com.au/>



2. Select "new user"



System access

Never share your access details with others and keep your sensitive content safe.

[? Forgot password?](#) [+ New user?](#) [Public access](#)

The image shows a login interface with a dark red header containing the text "System access". Below the header is a light grey box with the warning "Never share your access details with others and keep your sensitive content safe." Underneath this is a login form with two input fields: "Username" and "Password", followed by a "Login" button with a right-pointing arrow icon. At the bottom of the form are three links: "? Forgot password?", "+ New user?", and "Public access".

3. Fill out your details accordingly:

New user registration

Account details

Specify your preferred username ?

Specify a secure password ?

Enter your email (e.g. name@domain.org) ?

User profile

First name; Last name

Preferred name ?

Organisation

Contact details (e.g. phone/mobile) ?

Additional comments/details ?

I'm not a robot

reCAPTCHA
Privacy - Terms

4. Scroll down and hit this button

A screenshot of a web browser showing a 'New user registration' form. The browser's address bar shows the URL 'yinhawangka.essolutions.com...'. The form has a dark blue header with the title 'New user registration' and a 'Tools' menu. The form fields include: 'Specify a secure password', 'Enter your email (e.g. name@domain.org)', a 'User profile' section with 'First name; Last name' (two input boxes), 'Preferred name', 'Organisation', and 'Contact details (e.g. phone/mobile)'. There is also a large text area for 'Additional comments/details'. At the bottom, there is a reCAPTCHA 'I'm not a robot' checkbox and a reCAPTCHA logo. A green circle highlights the user registration button icon from the previous image, and a green arrow points to it from the left.

5. An email notification is sent to Renee Manser for approval – this is to assign users to an appropriate user group
6. You'll be notified by email when your account has been approved (usually 5-10mins during business hours)
7. If you require additional assistance, please email renee.manser@yinhawangka.com.au or call Renee on 0499 030 240
Renee is happy to run through teams meetings with screen sharing etc to help you get comfortable with the system. In person demo's are also possible, with GM approval.