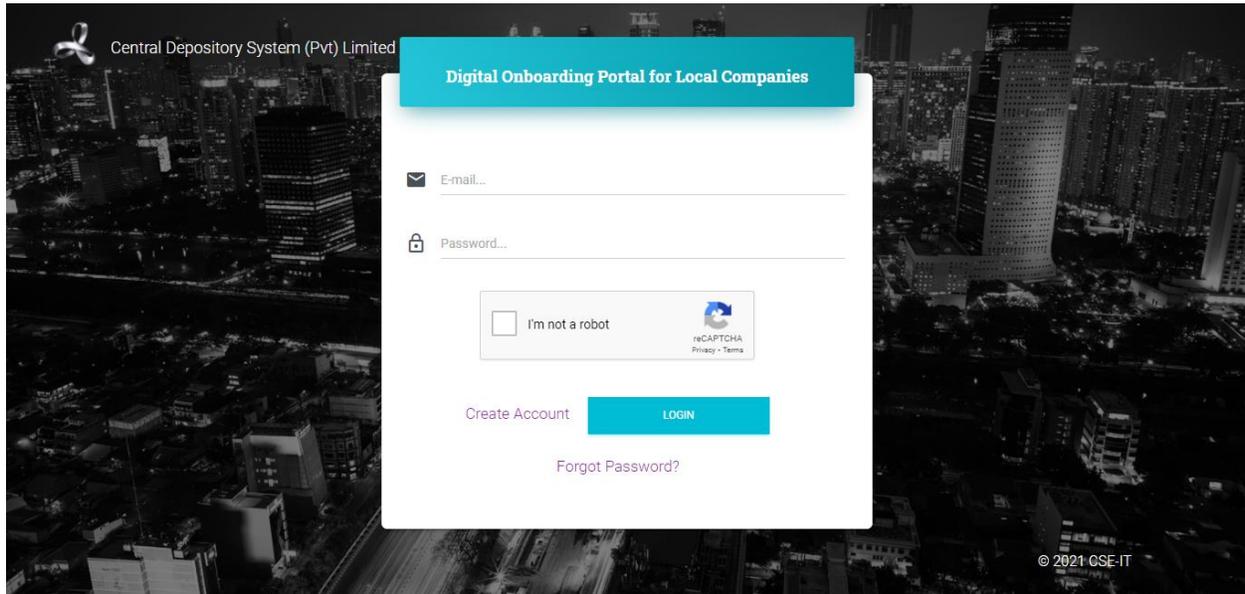


Self-Registration Guide for a New User/New Initiator

The Initiator will first have to register himself/herself, prior to starting the application process.

Step 01

For self-registration, please click on the “Apply Now” option. You will be directed to the following screen.

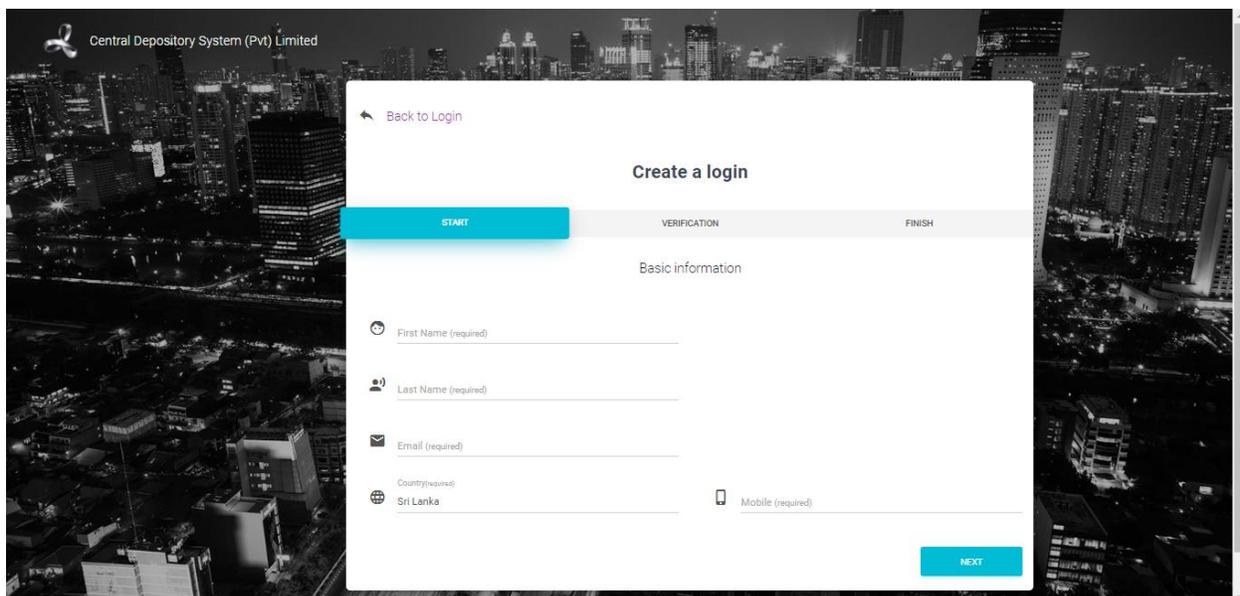


The screenshot shows the 'Digital Onboarding Portal for Local Companies' registration page. It features a teal header with the CDS S logo and the text 'Central Depository System (Pvt) Limited'. Below the header, there are input fields for 'E-mail...' and 'Password...'. A reCAPTCHA widget is present with the text 'I'm not a robot' and a checkbox. At the bottom, there are two buttons: 'Create Account' and 'LOGIN'. A link for 'Forgot Password?' is also visible. The background is a dark, high-angle view of a city at night.

Step 02

New Users have to click on the “Create Account” option, which will direct them to the following screen.

The screen has 3 tabs for you to complete. First tab of contain the Basic Information.



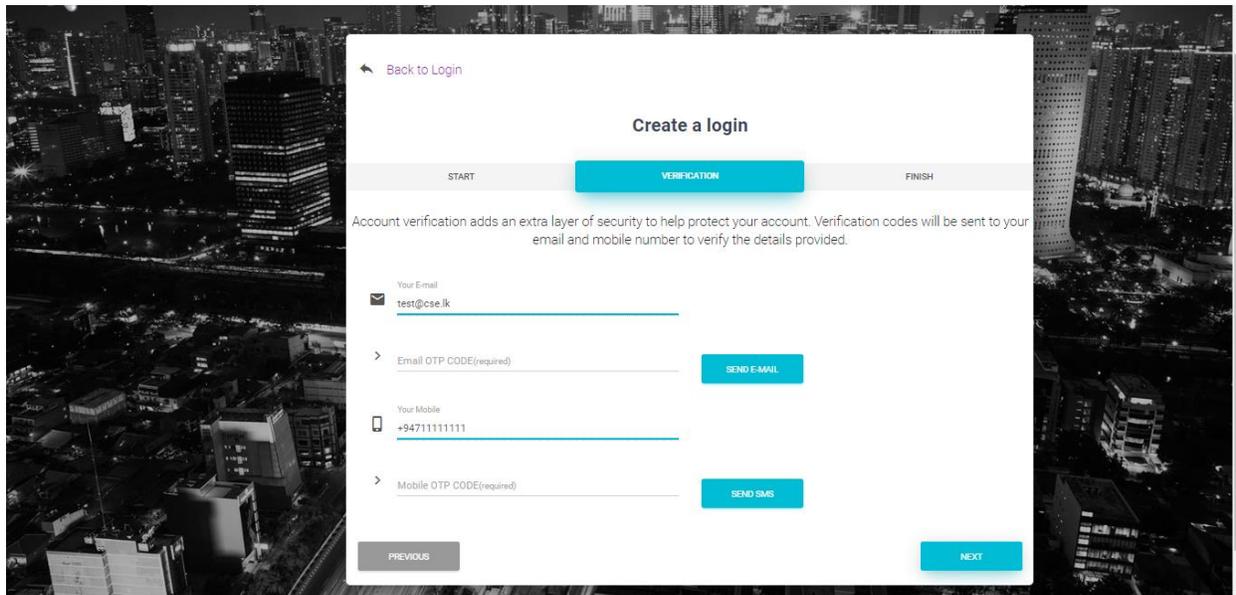
The screenshot shows the 'Create a login' screen. It has a teal header with the CDS S logo and the text 'Central Depository System (Pvt) Limited'. Below the header, there is a 'Back to Login' link. The main heading is 'Create a login'. There are three tabs: 'START', 'VERIFICATION', and 'FINISH'. The 'START' tab is active. Below the tabs, the section is titled 'Basic information'. There are five input fields: 'First Name (required)', 'Last Name (required)', 'Email (required)', 'Country (required)' (with 'Sri Lanka' selected), and 'Mobile (required)'. A 'NEXT' button is at the bottom right. The background is a dark, high-angle view of a city at night.

After completing the basic information section, the user must click on the “Next” option at the bottom. This would lead the user to the section tab.

Step 03

The second tab is named “Verification”

Email address and mobile number entered in the Basic Information section will be reflected here and validated using One-Time-Passwords (OTPs)



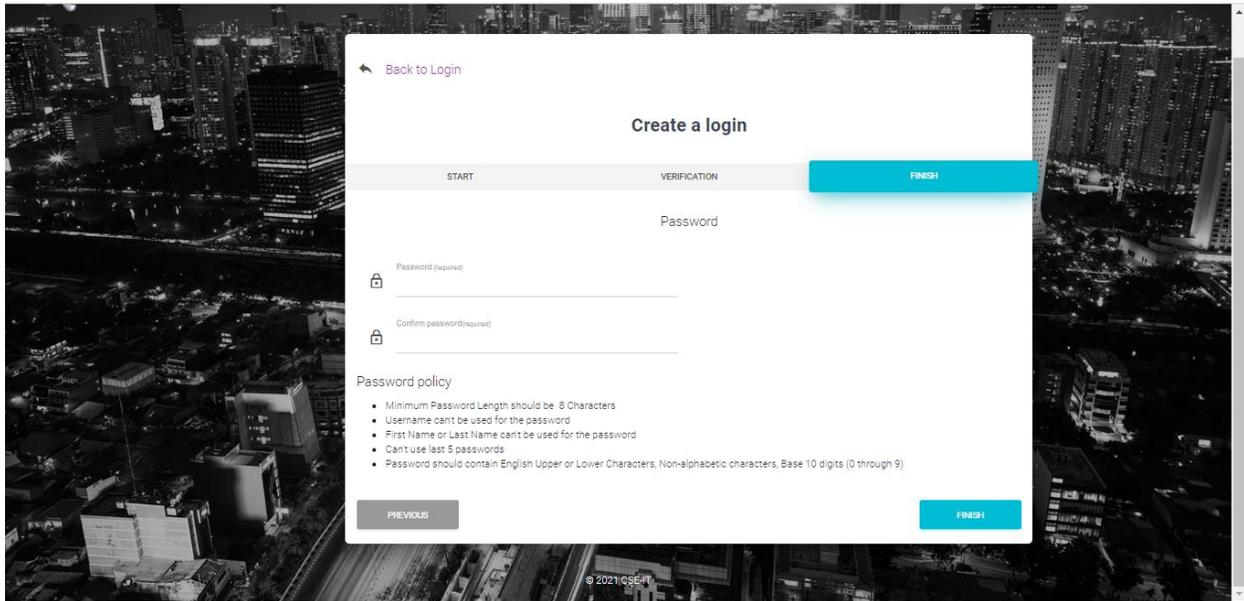
The user must first click on the “Send eMail” option and an OTP will be sent to the email address of the user. The OTP must be entered into the field written “Email OTP Code Required”. This must be done within 120 seconds, and if the OTP fails, the user may generate another OTP by clicking the “Send Email” Option.

Once the eMail is validated, user must click on the “Send SMS” option and an OTP will be sent to the mobile number of the user. The OTP must be entered into the field written “Mobile OTP Code Required”. This must be done within 120 seconds, and if the OTP fails, the user may generate another OTP by clicking the “Send SMS” Option.

After validating the email address & mobile number the user must click on the “Next” option at the bottom of the page. This would lead the user to the third tab.

Step 04

The third tab is named 'Password'



The screenshot shows a web interface for creating a login. At the top left, there is a link "Back to Login". The main heading is "Create a login". Below the heading, there are three tabs: "START", "VERIFICATION", and "FINISH". The "FINISH" tab is currently selected and highlighted in blue. The form contains two input fields: "Password (required)" and "Confirm password(required)", both with lock icons to the left. Below the input fields, there is a section titled "Password policy" with a bulleted list of requirements: "Minimum Password Length should be 8 Characters", "Username cant be used for the password", "First Name or Last Name cant be used for the password", "Cant use last 5 passwords", and "Password should contain English Upper or Lower Characters, Non-alphabetic characters, Base 10 digits (0 through 9)". At the bottom of the form, there are two buttons: "PREVIOUS" on the left and "FINISH" on the right. The background of the page is a dark, high-angle photograph of a city at night.

The user should create a password according to the password policy provided on the screen.

After creating a suitable password, the user must click on the "Finish" option on the bottom of the page.

Now the initiator has successfully self-registered.