

**Hewlett Packard
Enterprise**

ENGAGE & GROW

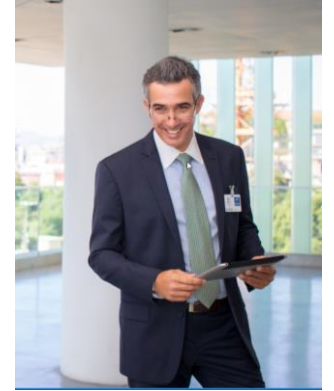
Invitation of new sales team members
Instruction

Version: January 2017



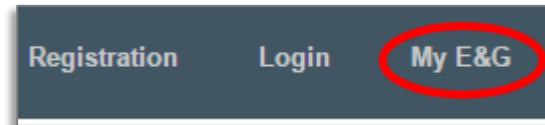
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Part 1 – Invitation of additional sales team members



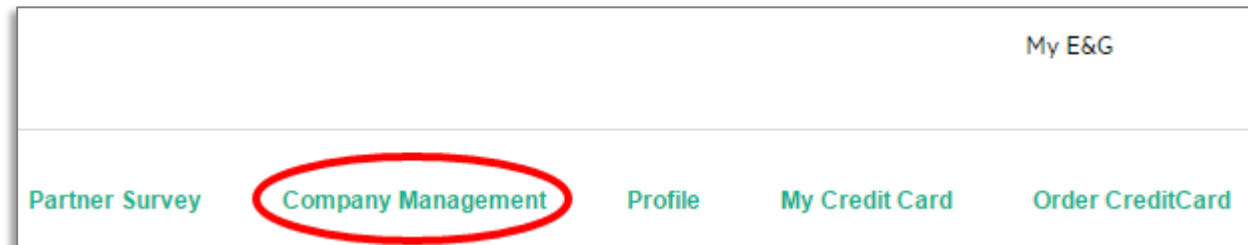
Step 1:

After login please click on the menu „MyE&G“



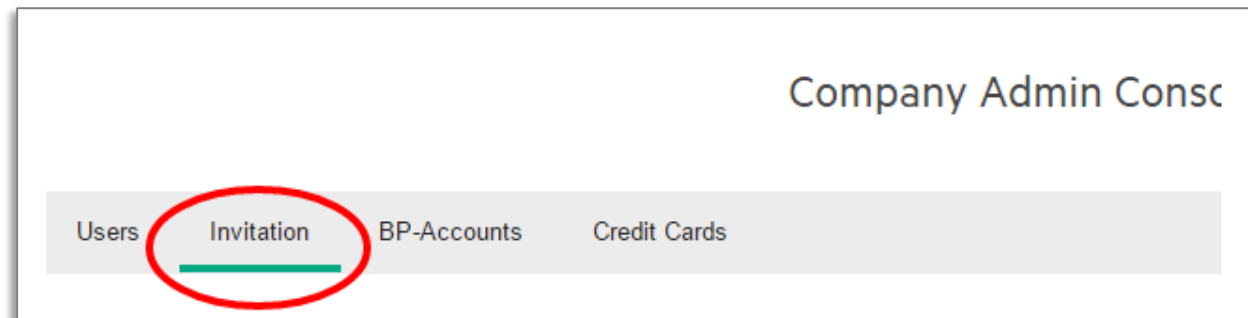
Step 2:

Select then the menu „Company Management“



Step 3:

In the „Company Administrator Console“ please chose now „Invitation“

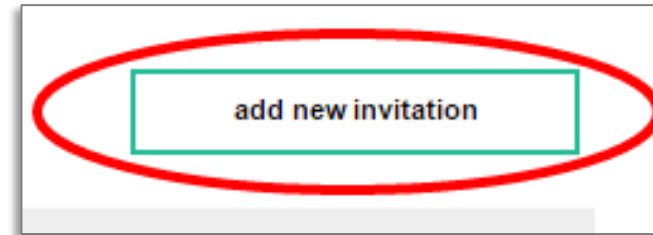


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Invitation of additional sales team members

Step 4:

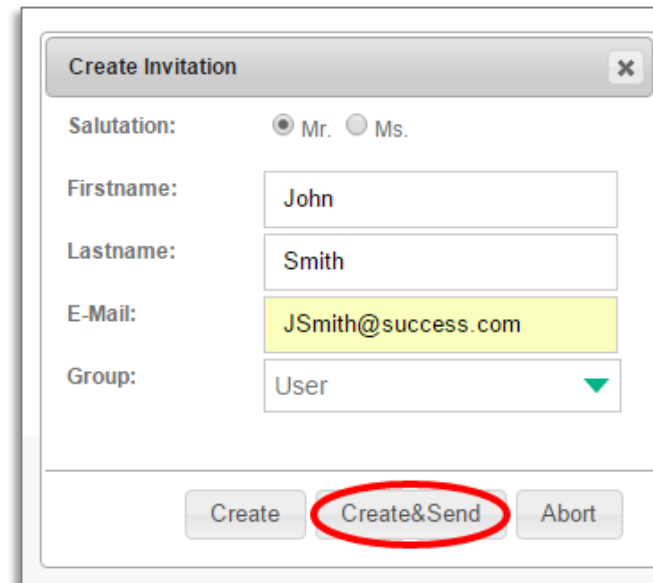
Select the relevant button „add new invitation“:



Step 5:

Enter the first and last name as well as the email address and select in the dropdown menu „User“.

The invited user will receive an invitation email with an invitation code

A screenshot of a "Create Invitation" dialog box. The dialog has a title bar with a close button (X). It contains several form fields: "Salutation:" with radio buttons for "Mr." (selected) and "Ms."; "Firstname:" with a text input field containing "John"; "Lastname:" with a text input field containing "Smith"; "E-Mail:" with a text input field containing "JSmith@success.com" (highlighted in yellow); and "Group:" with a dropdown menu showing "User". At the bottom, there are three buttons: "Create", "Create&Send" (circled in red), and "Abort".

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Part 2 – Registration of invited sales team members

Step 1:

Invited user will go to www.engageandgrow.eu, chose the menu „Registration“ and „Register with invitation“.

Step 2:

Enter all required information and accept the T&Cs

I accept the terms & conditions.

I accept the terms of use.

I accept the privacy conditions.

Company User Register

