



Information classification: Internal

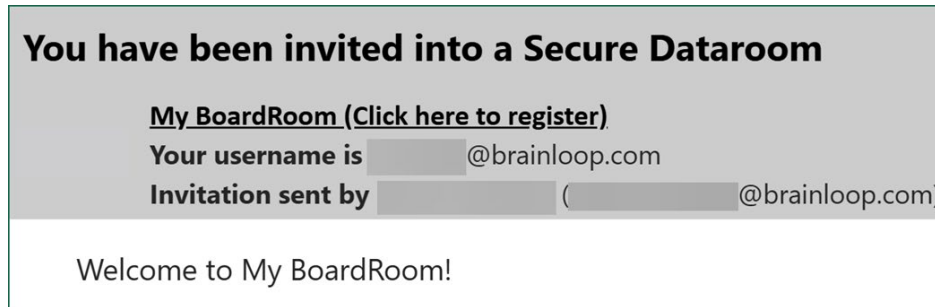
BRAINLOOP SECURE DATAROOM

Quick Guide – How to register

Before you can enter a Dataroom for the first time, you must be invited by a Dataroom member and then register with Brainloop Secure Dataroom. The invitation to your Dataroom is generally sent to you by email. The email includes a link to the registration page.

To register and log into your Dataroom:

1. Click on the link in the email or open the URL provided in a browser.



The registration page opens in the browser.

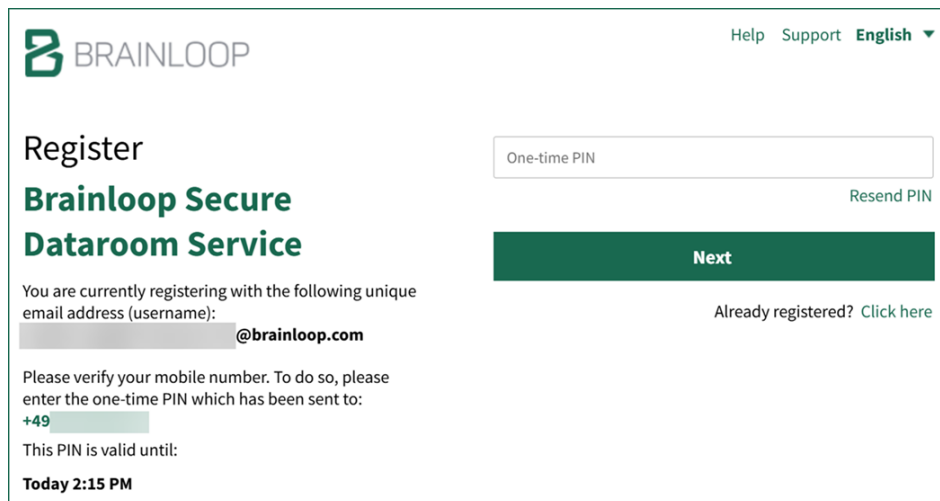
Tip: You can also open the login page of the Dataroom for the initial registration and start the process here by clicking the **Register now** link. In this case, you also have to provide your email address and select **Register** to authenticate yourself.

2. You are asked to enter a one-time PIN to verify your email address. You will receive this PIN by email. Enter the PIN and click **Next**.

A screenshot of the Brainloop Secure Dataroom registration page. The page has a green header with the Brainloop logo and navigation links for Help, Support, and English. The main heading is "Register Brainloop Secure Dataroom Service". Below this, there is a text box for "One-time PIN" and a "Resend PIN" link. A large green "Next" button is prominent. To the left of the button, there is a message: "Please verify your email address to proceed. This will be your username for logging into a Dataroom. To verify your email address you must enter a one-time PIN. This PIN has been sent to: [redacted]@brainloop.com. This PIN is valid until: Today 2:22 PM". At the bottom right, there is a link "Already registered? Click here".

Steps 3, 4, and 5 are dependent on the respective configuration. If not available, continue with step 6.

3. If the Dataroom Manager has already entered your mobile number, you will receive a PIN by SMS. Enter the PIN and click **Next** to verify your mobile number.



BRAINLOOP Help Support English ▼

Register

Brainloop Secure Dataroom Service

You are currently registering with the following unique email address (username):
 [redacted]@brainloop.com

Please verify your mobile number. To do so, please enter the one-time PIN which has been sent to:
 +49 [redacted]

This PIN is valid until:
Today 2:15 PM

One-time PIN

[Resend PIN](#)

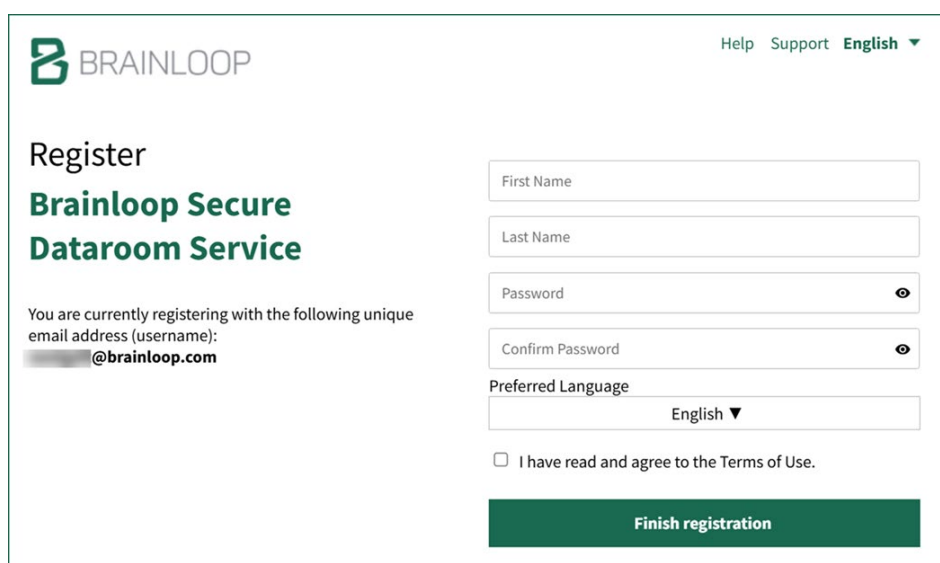
Next

Already registered? [Click here](#)

4. If a certificate has already been stored for you, it will be used for authentication.
5. If a SAML server is configured for the Dataroom Center, you can verify your SAML account (see [Register and Log in with SAML Authentication](#)). Otherwise, proceed with step 6.
6. Specify this information:
 - **First name and last name.**
 - Enter a **password** and repeat it. The password length and its strength depend on your Dataroom configuration settings.
 - Choose your preferred language.

Brainloop Secure Dataroom automatically detects and uses the date and time format from your browser settings. You can change the settings later in your profile (see [Change Regional Settings](#)).

7. Select the link **I have read and agree to the Terms of Use** to display the Terms of Use.
8. Read the Terms of Use and click **Accept** to return to the **Register** dialog.
9. Click **Finish registration**.



BRAINLOOP Help Support English ▼

Register

Brainloop Secure Dataroom Service

You are currently registering with the following unique email address (username):
 [redacted]@brainloop.com

First Name

Last Name

Password

Confirm Password

Preferred Language

☐ I have read and agree to the Terms of Use.

Finish registration

The registration process is finished.

10. The next step depends on the following:

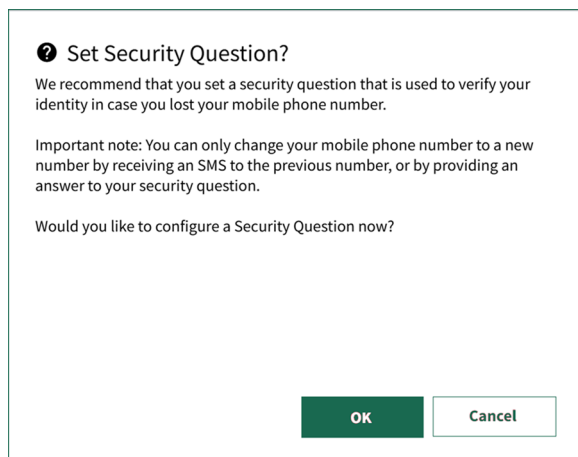
- If you have only been invited to join one Dataroom and this Dataroom does not require any further authentication, you will be taken directly into this Dataroom.
- If you have been invited to join several Datarooms, you will be taken to the Dataroom Selector, which lists all the Datarooms that you have been invited to join. Click a Dataroom to access it.

Tip: Save the Dataroom address in the Favorites or Bookmarks of your browser so that you can call it up quickly.

11. If any articles are enabled, these will be displayed to you first. The latest one is always displayed first. Please read the articles carefully. To read older articles, click **Next**. Click **Close** when you are done.

12. Specify this information:

- You also have to register a mobile phone number in your profile, if the Dataroom is protected with an SMS PIN authentication and your mobile number was not already entered by the Dataroom Manager.
- If desired, you may set a security question, which is used to verify your identity in case you lose your mobile phone.

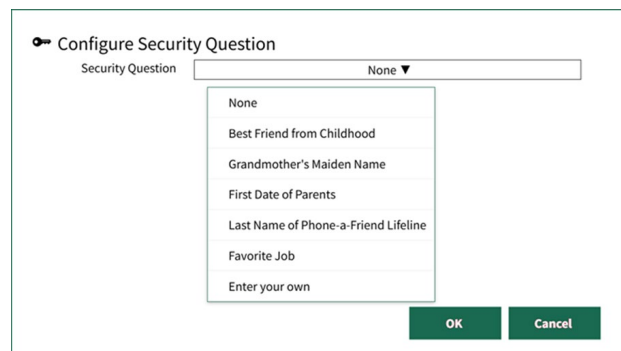


? Set Security Question?
We recommend that you set a security question that is used to verify your identity in case you lost your mobile phone number.

Important note: You can only change your mobile phone number to a new number by receiving an SMS to the previous number, or by providing an answer to your security question.

Would you like to configure a Security Question now?

OK **Cancel**



Configure Security Question

Security Question

- None
- Best Friend from Childhood
- Grandmother's Maiden Name
- First Date of Parents
- Last Name of Phone-a-Friend Lifeline
- Favorite Job
- Enter your own

OK **Cancel**

After you have registered, an SMS containing a PIN is sent to your mobile phone.

13. Enter the PIN to access the Dataroom.

14. If your Dataroom Manager has activated special terms of use for this Dataroom, read them carefully. If the conditions are in a linked document, click on the link to open the document and read it before you continue.

15. Finally, select the link **I have read and agree to the Terms of Use** and accept the Terms of Use.

16. Click **Next**.