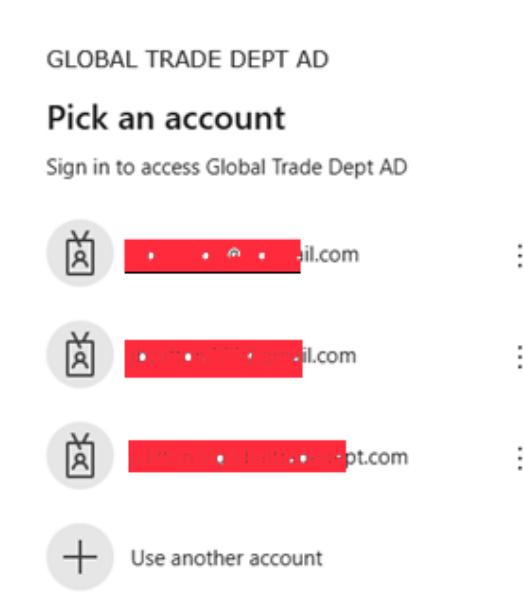# How to Register with the GTD Platform

The Global Trade Department regulation platform manages sensitive information, and we have to take security seriously right from the sign in process.
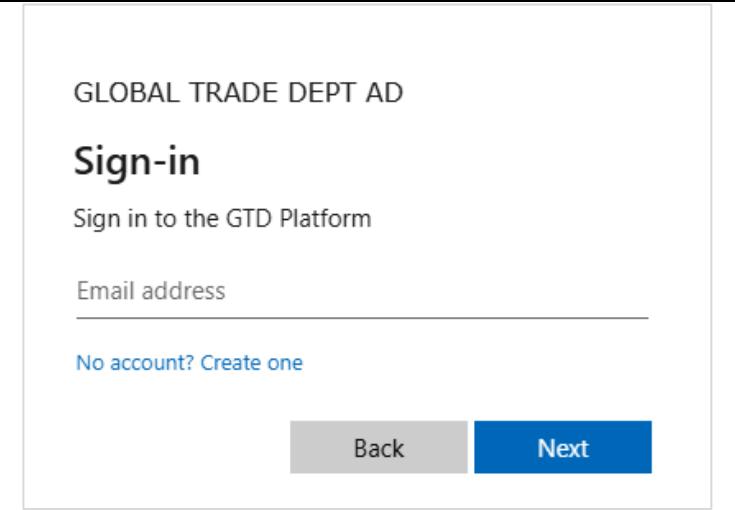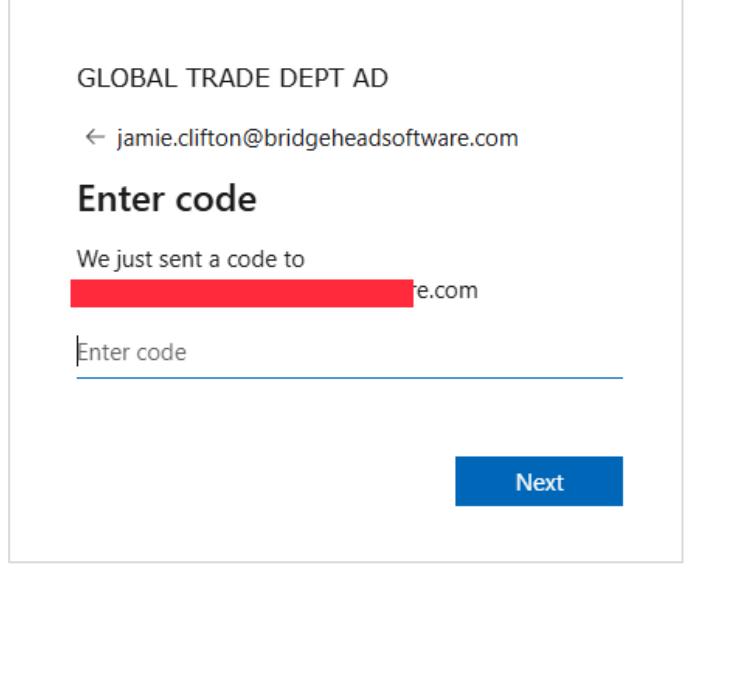
You will need to register with a company email address (not Outlook, gmail etc) to allow to ensure the domain name for your email matches the domain name of the company you represent.

If you used Gmail for example, you could be representing Google!

Step One: Go to HTTPS://Platform. GlobalTradeDept.Com

Go to https://Platform.GlobalTradeDept.com and select 'sign in' on the top right-hand corner	
Make sure you select the register tab on the right-hand side, then select Logon to Global Trade Dept.	
If you are presented with the 'pick an account' dialog, then select 'use another account' at the bottom. (Some users may see this if the identity provider thinks you have visited this site before. Other users may not see it.)	

Step 2: Create a new account

You should now arrive at the standard 'sign-in' dialog. Because you are creating a new account, click the blue link 'No account? Create one'. REMEMBER: Certain 'free' email addresses cannot be used. Please use an email address associated with your company domain.	GLOBAL TRADE DEPT AD Sign-in Sign in to the GTD Platform Email address No account? Create one Back Next
You will not get an email to the address you have entered. It will come from **Global Trade Dept AD (via Microsoft)** It will come from the address above. Check you junk email and 'focus' views. Note you cannot reply to this email. Copy the code from the email and paste it into the 'Enter Code' screen.	GLOBAL TRADE DEPT AD ← jamie.clifton@bridgeheadsoftware.com Enter code We just sent a code to e.com Enter code Next

You will now be asked for a password and verify the password, and your display name.	GLOBAL TRADE DEPT AD **Add details** We just need a little more information to set up your account. Password Re-enter password Display Name Cancel Next
You will now be at the profile screen where you can enter your user details	Please provide your contact details. **Your information** First Name * Last Name * E-mail Business Phone Provide a telephone number Update
In the background we will be setting up a company record (associated with your email domain) and once you have logged on to the site, you will be asked to add more details about your company in order to helps us with our job, managing regulations.	