

The Customer – How to Get Started

Which actions can be carried out by which user?

Actions	Master Disclosure Manager	Disclosure Manager	Verifier
Create a Disclosure Manager	✓	✗	✗
Create a Verifier	✓	✓	✗
Create an Applicant	✓	✓	✓
View the Outcome of the Check & Associated Letters	✓	✓	✗
Export Information	✓	✓	✗

Accessing OnlineDisclosures

For the first time

Once you have received an activation email you will be able to create a password unique to you, to do this follow these steps:

1. Open the activation email
2. Click the activation link within the email
3. Create and confirm a secure password

You will be taken straight into the Online Disclosures site.

Signing In

Once you have created a password, to access OnlineDisclosures in the future, you simply sign in:

1. Enter the Org Pin
2. Enter the email address the activation email was sent to
3. Enter the password you created
4. Click Sign In

