Henkel Digital Asset Platform

User Self-Registration & Access Request Process (External Users)

Henkel Corporate Communications | March 2022

- Open your browser (recommended browsers: Google Chrome or Microsoft Edge)
- Visit this URL: <u>https://publisher.henkel-dam.com</u>
- Click on the white "**Register Now**" button (on the right side of the text layer)



- As an external user click on "Option 1" > "Google" (if you have a Google account) or go to section "Option 2" (in all other cases).
- Please fill out the **four mandatory fields** for "Option 2" (red frame in the screenshot below). These are:
 - First Name
 - Last Name
 - Company Name
 - Email Address

Please confirm that you argree that Henkel may handle your contact data, then put a checkmark in the reCaptcha checkbox and follow the instructions to proof that you are not a robot.



Then click on the **"Continue Registration**" button when you are finished.

	Register for Access	
Henkel	Option 1 - Register with existing account:	1 0 1 1
	Henkel MyID Google	
	Option 2 - Don't have a Henkel MyID or Google Account? Register with your email:	kel Digital Asset Platform
-	Kerstin	No Henkel account?
ACA .	Home Office email@adress.com	Register Now
0.0	I hereby agree that Henkel AG & Co. KGaA, Henkelstrasse 67, 40589 Düsseldorf, Germany, ("Henkel") may process my contact data for the purpose of providing access to the Henke Digital Asset Platform as stated in the <u>Data Protection Statement</u> , Henkel will store the d only as long as the consent is valid or as long as required in case of any statutory retention obligations.	et la
	* All fields are required.	
	V I'm not a robot	
SAL TY	Continue Registration	Laz Mun
Terms of Use Imprint Data Protection Statement Cookie Policy	•	© 2020 Henkel AG & Co. KGaA

• Google users who choose "Option 1" will get a **sign-in screen** to proceed their registration instead.

G Sign in with Google			
Sign			
to continue to her	nkel-dam.coi	m	
Email or phone			
Forgot email?			
To continue, Google will share y and profile picture with henkel-c		iil address,	
Create account	l	Next	
English (United States) 🔻	Help	Privacy	Term

• You will see a **green confirmation text layer** on the login page as soon as you are finished the first step in the registration process.



A red warning text layer will appear just in the case that your registration failed. The reason for this is most
probably that your email address is already registered in the system. You can reach out to the support team
to clarify the problem, if needed (support email address: <u>HenkelSDEnglish@unisys.com</u>)



 A few seconds after the green confirmation layer appeared you will be redirected to the "Acceptable Use Policy". You will need to click on the "Accept" button to continue.

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Main Acceptable Use Policy 1. Access to Henkel DAM (hereinafter referred to as: information asset) is provided for the use of authorized users only. If Henkel has not authorized you to access this service, you must logout immediately. Authorized users must read, agree with and accept all of the terms and conditions contained in this notice before using this service. 2. You agree that your activities within the information asset will not: a: introduce any viruses, Trojan horses, worms, time bombs, cancelbots, other computer programming routines that may damage, detrimentally interfere with, surreptitiously intercept or expropriate any system, data or personal information b: create any liability for us c: violate any law, statute, ordinance or regulation (including, but not limited to those, GDPR, governing export control, consumer protection, unfair competition and antidiscrimination)
Acceptable Use Policy 1. Access to Henkel DAM (hereinafter referred to as: information asset) is provided for the use of authorized users only. If Henkel has not authorized you to access this service, you must logout immediately. Authorized users must read, agree with and accept all of the terms and conditions contained in this notice before using this service. 2. You agree that your activities within the information asset will not: a: introduce any viruses, Trojan horses, worms, time bombs, cancelbots, other computer programming routines that may damage, detrimentally interfere with, surreptitiously intercept or expropriate any system, data or personal information b: create any liability for us c: violate any law, statute, ordinance or regulation (including, but not limited to those, GDPR, governing export control, consumer protection, unfair competition and antidiscrimination)
e : be obscene of contain child pornography e f: Infringe any third party's copyright, patent, trademark, trade secret or other proprietary rights, or g: Involve any attempt to access any data or system which you are not authorized to access all on order to maintain this information asset and its smooth operation and for the purpose of preventing misuse, Henkel routinely monitors and logs traffic and connection data. Henkel uses and stores the data only to the extent permitted or requested by GDPR. By accepting these terms and conditions of use, you explicitly agree to the data use and storage. These Terms of Use are governed by German Law. Should any of the above provisions be or become (partly) invalid, this shall not affect the validity of the remaining provisions. The invalid provision shall than be replaced by a valid provision that comes closest to the intention of the invalid provision. Please adhere to the following rules when using the Henkel Digital Asset Manager to upload and manage assets: Ensure compliance with intellectual proprietary law

 Because you are new to the system you have to choose your language preference in the next step. Click on "English" or "Deutsch" to continue.

	Select Your Language		
	EnglishDeutsch		
•	To start with the introduction tour, p	w-to demonstration to get familiar with the so lease accept the "Cookies and other technolo licy on the login page this layer might not app n:	ogies" layer first (if you
	interactions with our websites, products, and services	ologies to improve your experience and measure your . We also use them to provide you more relevant information in kay, click "Enable all." To limit sharing and view our vendors, click	Customize Enable all

You will see a green confirmation layer after a click on one of the buttons.

⊘ We've saved your settings Manage Cookie Settings | x

• You may continue to the welcome page at any time by using the "Continue" button at the top of the page. But it is recommended to visit the guided tour first. Click through it by using the red arrow:

Welcome to Henkel Digital A	unt Pathern	A 100.00100
An energy large even from the even of the		Text Research + Annual + Annual Research + Annua
Kennelium One and a second s	Welcome to Henkel Digital Asset Platform In just a few simple steps, we will introduce you to the system and explain the basic features and functionalities of the platform.	
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Name for the standard of the standard standard standard and the standard stand standard standard stan	9-11-74-18	

• After the last screen in the introduction tour, please continue with a click on the "Continue" button located at the top of the page. You will see the HDAP welcome page.



On the right side of the HDAP welcome page you will see a **list of all portals** you have already access to. In the case that you have registered just a minute ago you don't see any portal.



- To get access to the portal(s) you would like to work with you have to fill out the "Request Access" form.
 Click on the "Request Access" link at the top of the HDAP welcome page (see screenshot above).
- Please note: Requesting access to the Henkel Corporate Pictures Asset Portal includes the access to the Henkel Brand Hub as well – and vice versa. You don't need to request both portals.

• Your name, email and company should be already prefilled when the "Request Access" form opens. Please fill out the **mandatory fields.** These are:

Name:	< already prefilled with you name >
Email:	< already prefilled with your email address >
Company:	< already prefilled with your company>
Business Unit:	Corporate Communications
Asset Portal:	Henkel Corporate Pictures Asset Portal / Henkel Brand Hub
Countries:	Global
Purpose:	<short description="" text=""></short>
Henkel Contact Name:	< name of your Henkel contact partner >
Henkel Contact Email:	< email address of your Henkel contact partner >

Then click on the **"Submit**" button below the form fields.

Henkel	Welcome to Henkel D	igital Asset Platform	FAQS REQUEST ACCESS DE
Your I	nformation:	Your Request:	Your Henkel Contact Person:
Your na	ime:	Business unit you request access for:	Name of your contact person:
Kerstin	Meurer	Corporate Communications ~	Enter your text
Your e-	mail address:	Asset portal you request access for:	E-mail address of your contact person:
	_	Select an entry	Enter your text
Your co	mpany:	× Henkel Brand Hub	Comment for your contact person:
Henkel		× Henkel Corporate Pictures Asset Portal	Enter your text
		Other Asset portal: Enter your text Brand(s) you request access for: Enter your text Country(ies) you request access for: Enter your text Purpose for your access: Enter your text * please describe the reason why you need access and your tasks with regard to han- dling digital assets (add examples)	Subnit

If the email address of your Henkel contact person is not valid you will see a red pop-up message.

A Please enter a valid email address that contains @henkel.com for your Henkel contact.

 A green confirmation text will appear on the page as soon as the form has been sent. You can either click on the left button to jump to the HDAP welcome page or on the right button if you want to send another request access form for another asset portal.

Henkel	Welcome to Henkel Digital Asset Platform	FAQS	REQUEST ACCESS	DE
	 Your request has been successfully sent to the contact person noted in the form. If you have any questions, please email your contact person directly. 	Ý		
	Welcome page New request			

Please check your email inbox.

You should have received **two emails** from the Henkel Digital Asset Platform after you completed all steps before. The email sender name is "DAM" which stands for Digital Asset Management.

DAM-no-reply@henkel.com	Access Requested for Henkel Digital Asset Portals	14:28 Uhr	21,99 KB
DAM-no-reply@henkel.com	Please complete your registration Henkel Digi	13:55 Uhr	19,69 KB

"Please complete your registration" email:

Your initial password, which has been generated automatically by the system together with your user account, has to be changed first. Please click on the link provided in the email to **change your password**.

Please complete your registration Henkel Digital Asset Platform Son: DAM €	Vollansicht
Henkel	
Dear Kerstin, Thank you for registering for access for Henkel Digital Asset Platform. Please set your password using the following link.	
https://publisher.henkel-dam.com/etc/onedam-tools/change-password_ request.html?ky=eyJhbGciOiJIUz1NilsinR5cCl6lkpXVCJ9.eyJleHAiOjE1NTcyMjg0ODIsImlhdCl6MTU1NzlyNzg4MiwidXNicklkljoiZHJhZ29u H_2JLUpD6blw5km5l	X2ZseUBnbXguZGUiLCJob3N0ljoicHVibGlza
After setting your password, you may login to the system with your email. If you have not completed your request for access, please c	ontinue to do so using the following form:

https://publisher.henkel-dam.com/content/henkel-onedam/request-access.html

- Please note the following password constrains:
 - minimum 12 characters
 - at least one number
 - at least one lower case letter
 - at least one upper case letter
 - at least one special character (@ # % * [] { } > < ?)

Please confirm your password change with a click on the "Submit" button.

Set Password	
New Password	Enter new password
Confirm Password	Re-enter your password
	Submit

• You will see an on-screen confirmation that your password has been changed successfully.

• Password was successfully changed. You will be redirected immediately.		
Set Password		
New Password		
•		
Confirm Password		
	Submlin	
	Subiliti	

The password change was the last step to complete your registration.

Up from now you can login to the system by clicking on either the *"Login with Google"* or the *"Login with Email"* button (depending on your registration choice).

Please note: Your email address is your username!

Welcome to Her	nkel Digital Asset Platform
Login	No Henkel account?
Henkel MyiD	Register Now
Google Mail	
	Help needed?
Email	Contact Henkel Support

"Access Request" email:

By clicking on the "Submit" button below the "Request Access" form your Henkel contact person was informed about your request. A confirmation email was sent to your own email account as well.

♀ Antworten ♀ Allen antworten ♀ Weiterleiten ♀ Chat

DAM • Sam Sample Access Requested for Henkel Digital Asset Portals



Dear Sam Sample,

You have submitted a request to access Henkel Digital Asset Portal. Please follow up with your Henkel contact if you have not received access within one week.

Your Information

Name: Sam Sample Email: <u>sam.sample@henkel.com</u> Company: Henkel Asset Portal: Corporate Communications Reason for Request: Collaboration

Henkel Contact Information

Name: Kerstin Meurer Email: <u>kerstin.meurer@henkel.com</u> Business Unit: Corporate Communications Comment:

If you did not request access, please ignore this message.

- Your Henkel contact person will have to agree that you should have access as requested.
 He needs to forward his email to the business unit administrator who will assign the requested portal to your user account. This process is not automated and might take some days.
- You should receive another email within the next days as soon as your request has been finished.
- Please get in touch with you Henkel contact person if you don't receive the last email after one week!