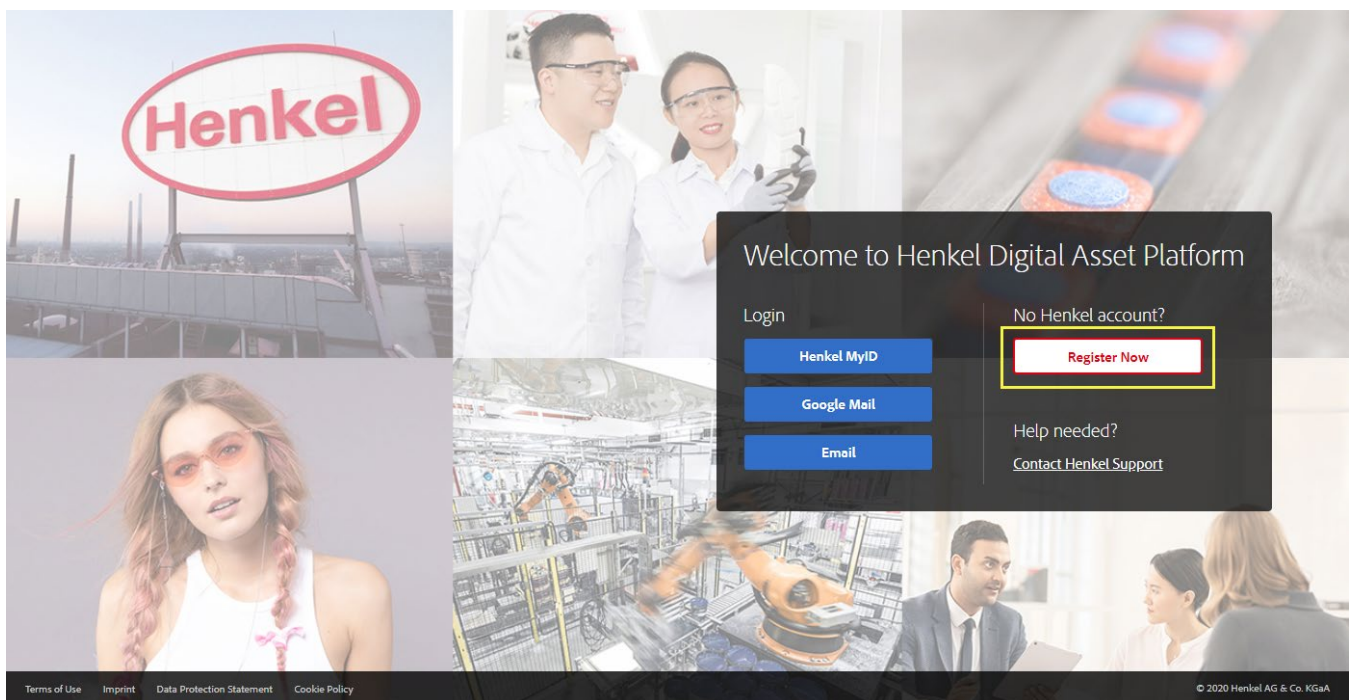


User Self-Registration & Access Request Process (External Users)

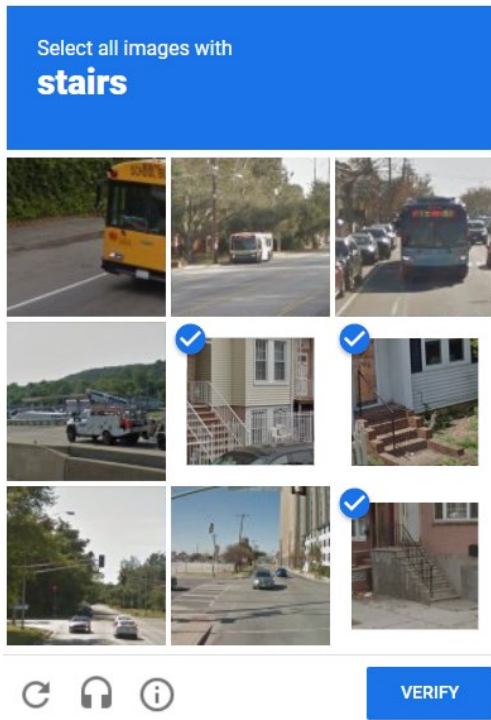
Henkel Corporate Communications | March 2022

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

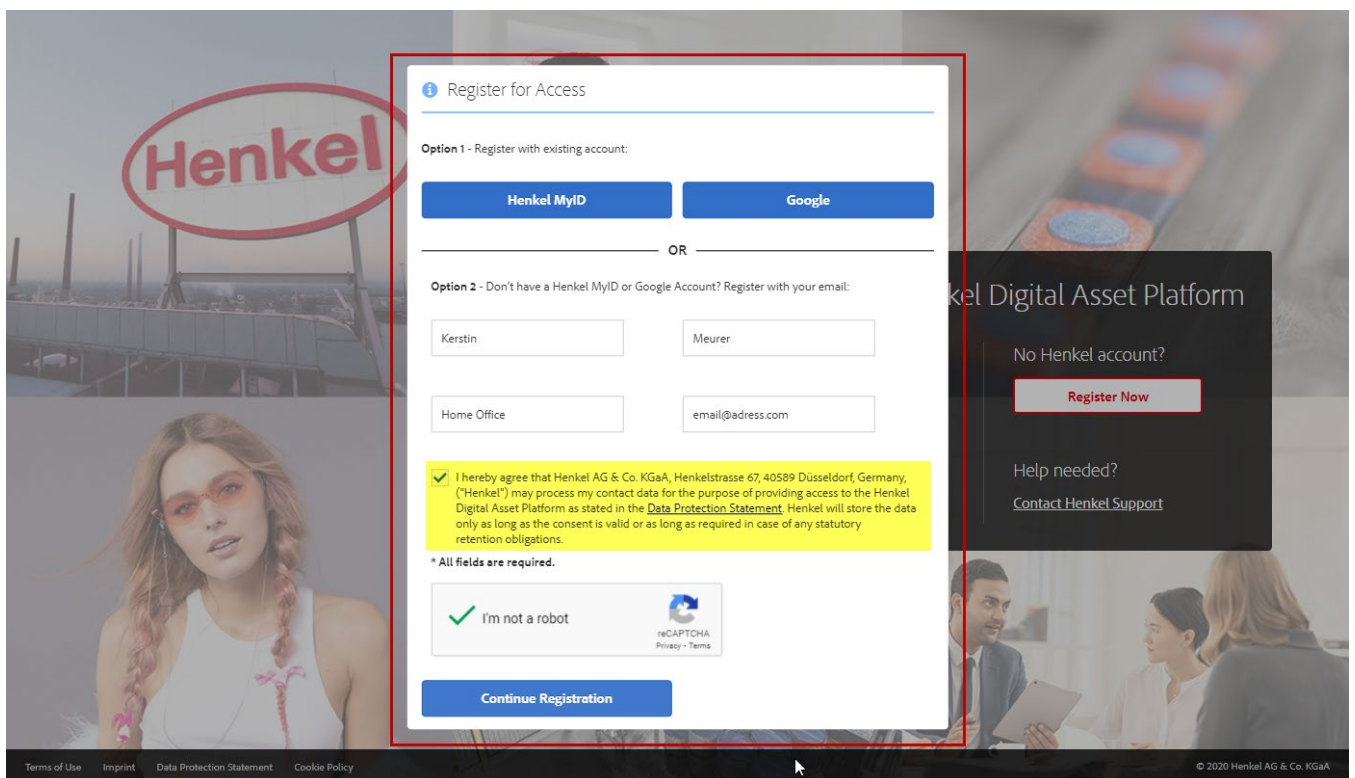


- As an external user click on „Option 1“ > „Google“ (if you have a Google account) or go to section „Option 2“ (in all other cases).
- Please fill out the **four mandatory fields** for „Option 2“ (red frame in the screenshot below). These are:
 - First Name
 - Last Name
 - Company Name
 - Email Address

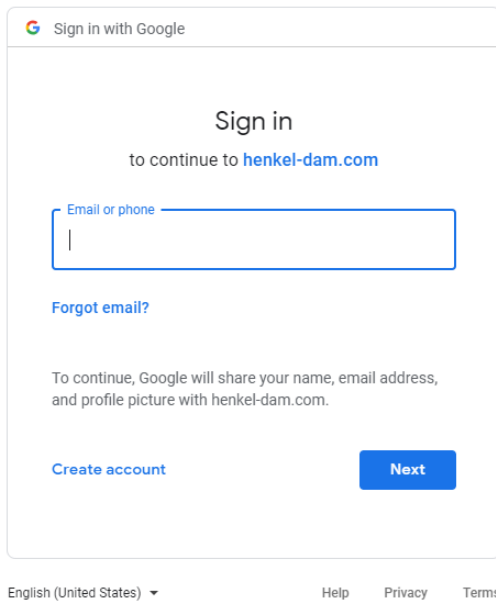
Please confirm that you agree that Henkel may handle your contact data, then put a checkmark in the reCaptcha checkbox and follow the instructions to proof that you are not a robot.



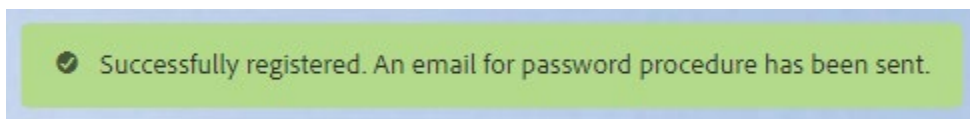
Then click on the „Continue Registration“ button when you are finished.



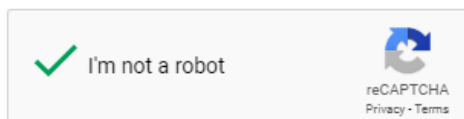
- Google users who choose „Option 1“ will get a **sign-in screen** to proceed their registration instead.



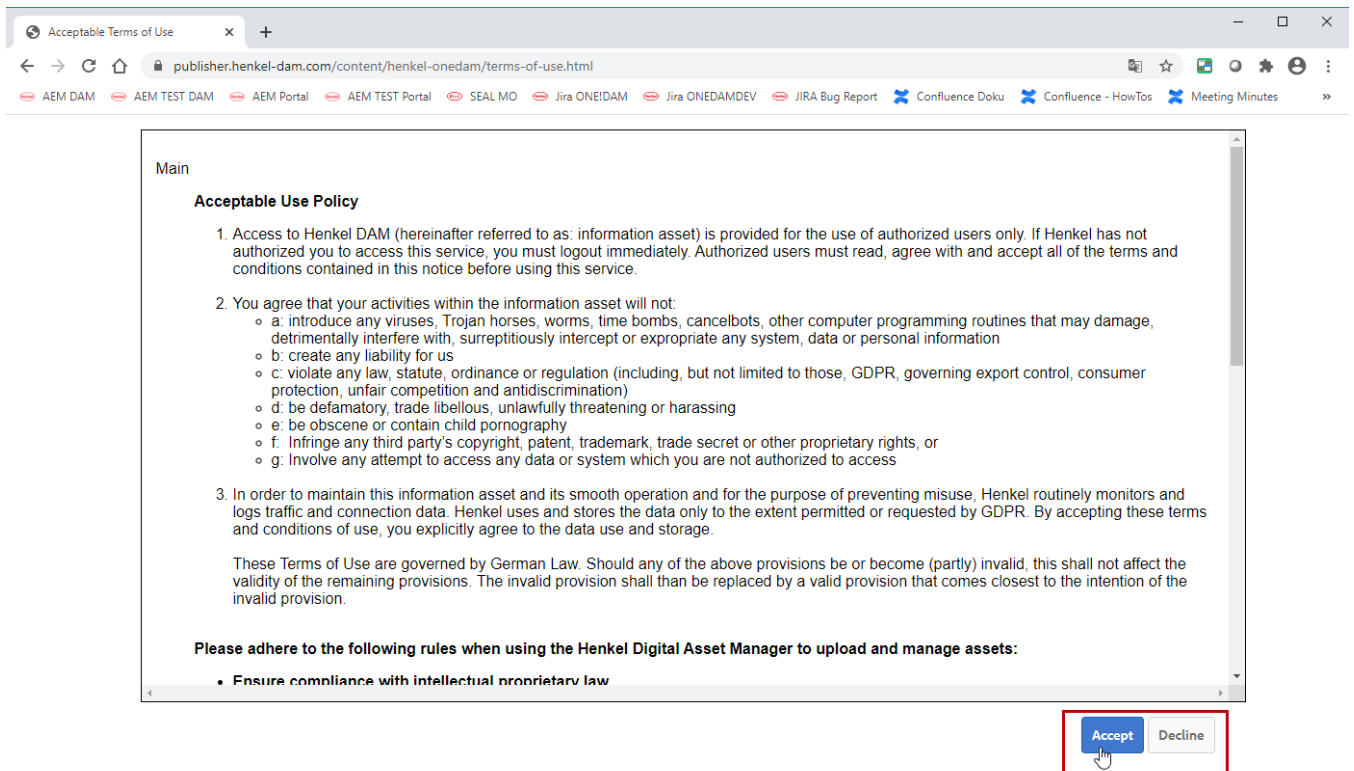
- You will see a **green confirmation text layer** on the login page as soon as you are finished the first step in the registration process.



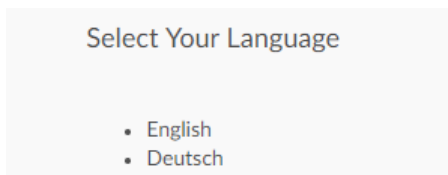
- A red warning text layer will appear just in the case that your registration failed. The reason for this is most probably that your email address is already registered in the system. You can reach out to the support team to clarify the problem, if needed (support email address: HenkelSDEnglish@unisys.com)



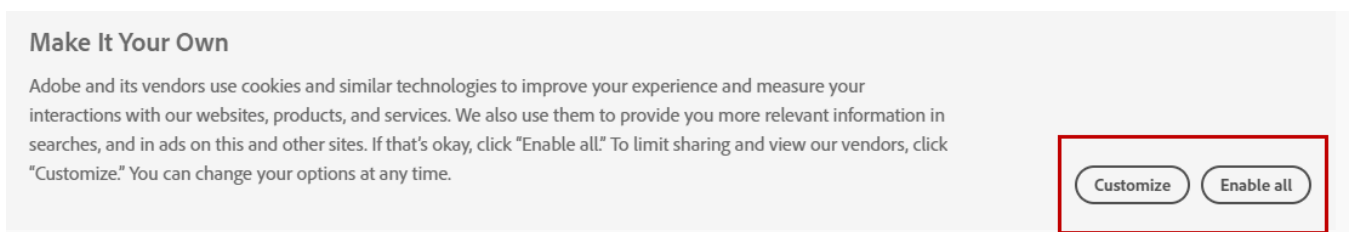
- A few seconds after the green confirmation layer appeared you will be redirected to the „**Acceptable Use Policy**“. You will need to click on the „Accept“ button to continue.



- 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.



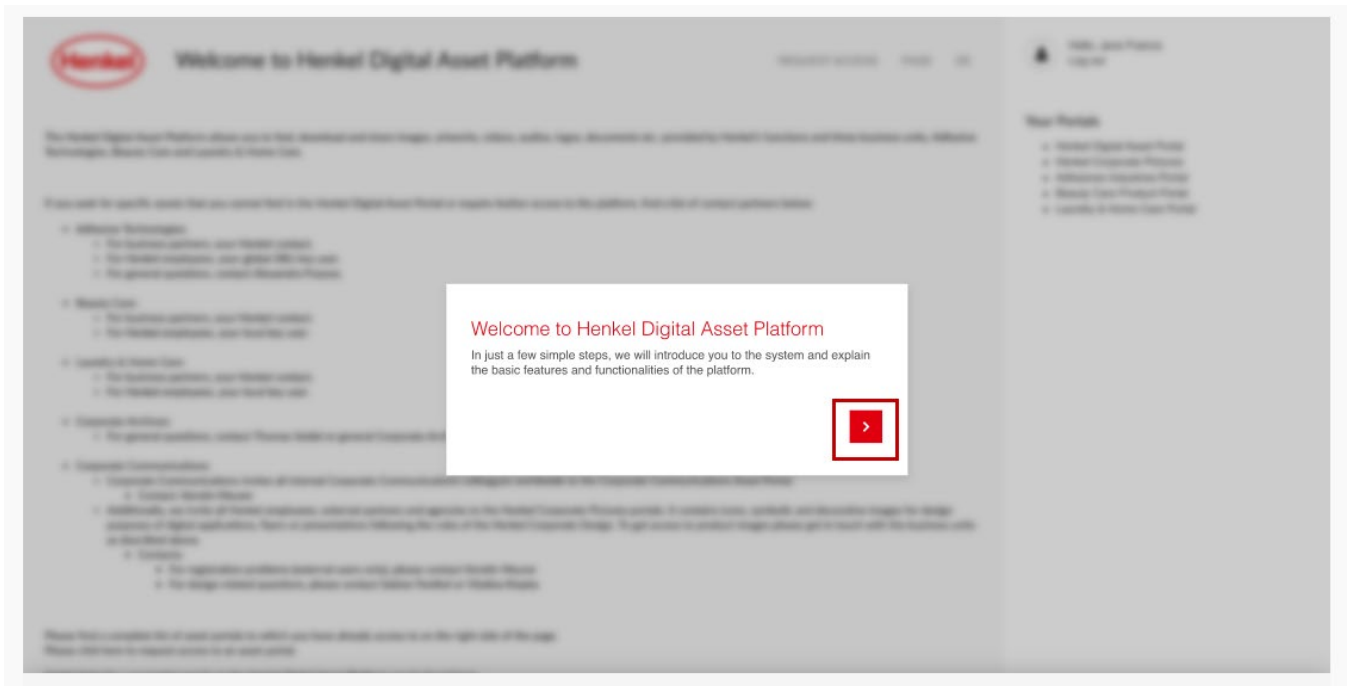
- Before continuing, please use the how-to demonstration to get familiar with the system. To start with the introduction tour, please accept the “Cookies and other technologies” layer first (if you have already accepted the cookie policy on the login page this layer might not appear). The layer is displayed at the bottom of the screen:



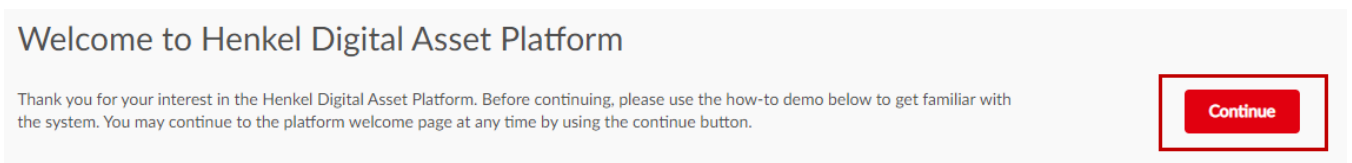
You will see a green confirmation layer after a click on one of the buttons.



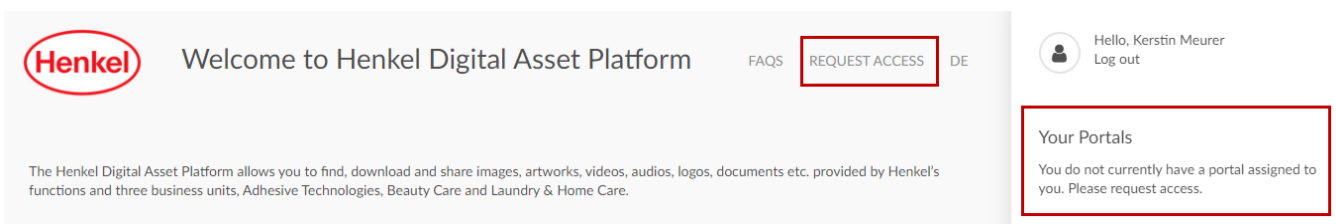
- You may continue to the welcome page at any time by using the “Continue” button at the top of the page. But it is recommended to visit the guided tour first. Click through it by using the red arrow:



- 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>**

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 Digital Asset Platform FAQS REQUEST ACCESS DE

Your Information:

Your name: Kerstin Meurer

Your e-mail address: [Redacted]

Your company: Henkel

Your Request:

Business unit you request access for: Corporate Communications

Asset portal you request access for: Select an entry

- Henkel Brand Hub
- Henkel Corporate Pictures Asset Portal

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 handling digital assets (add examples)

Your Henkel Contact Person:

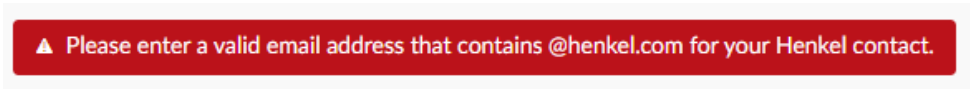
Name of your contact person: Enter your text

E-mail address of your contact person: Enter your text

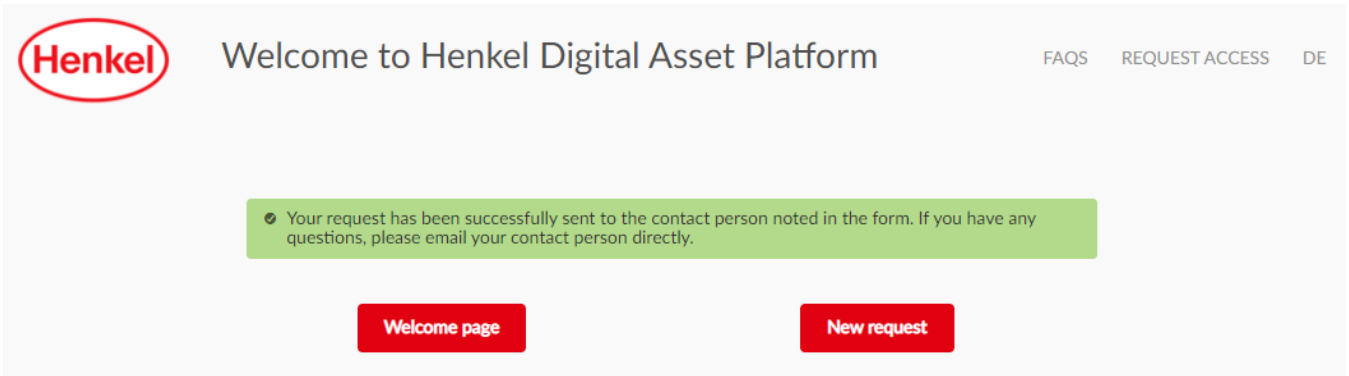
Comment for your contact person: Enter your text

Submit

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



- 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.



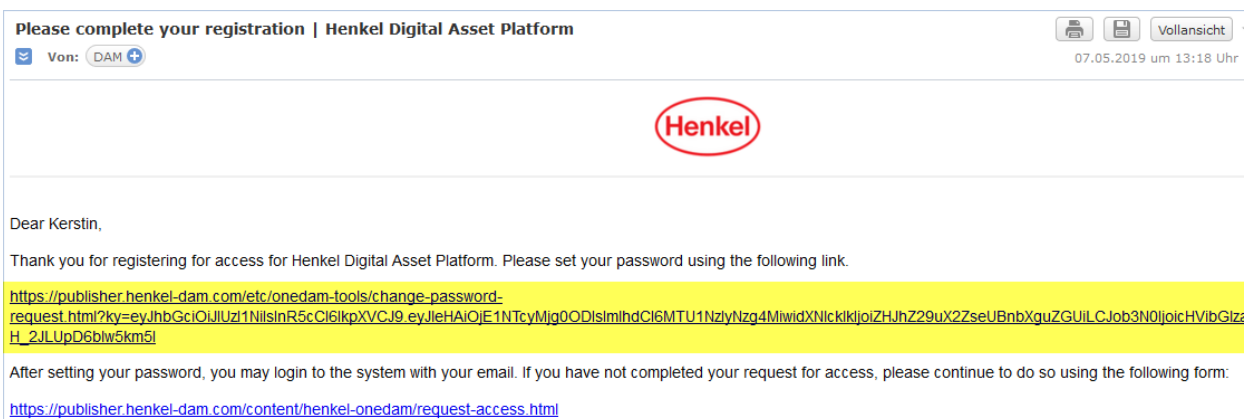
- Please check your email inbox.

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.

<input type="checkbox"/>	• DAM-no-reply@henkel.com	Access Requested for Henkel Digital Asset Portals	14:28 Uhr	21,99 KB
<input type="checkbox"/>	• DAM-no-reply@henkel.com	Please complete your registration Henkel Digi...	13:55 Uhr	19,69 KB

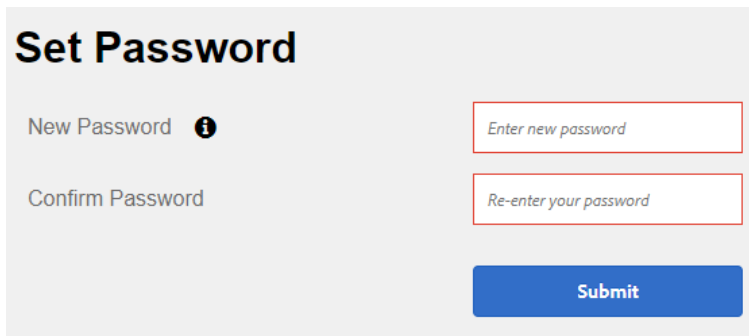
- „Please complete your registration“ email:

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**.



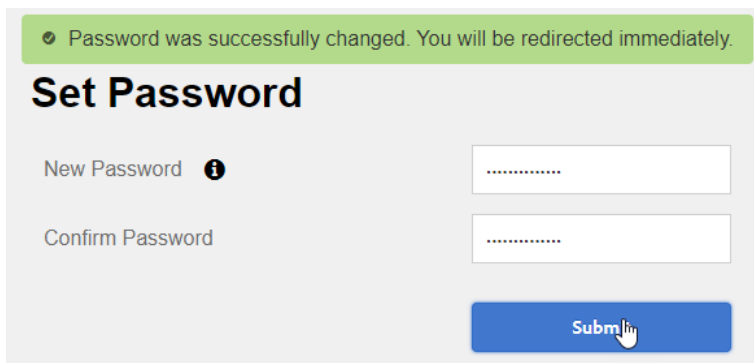
- Please note the following **password constrains**:
 - minimum 12 characters
 - at least one number
 - at least one lower case letter
 - at least one upper case letter
 - at least one special character (@ # % * - [] { } > < ?)

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



The screenshot shows a form titled "Set Password". It has two input fields: "New Password" with a red border and a placeholder "Enter new password", and "Confirm Password" with a red border and a placeholder "Re-enter your password". Below the fields is a blue "Submit" button.

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

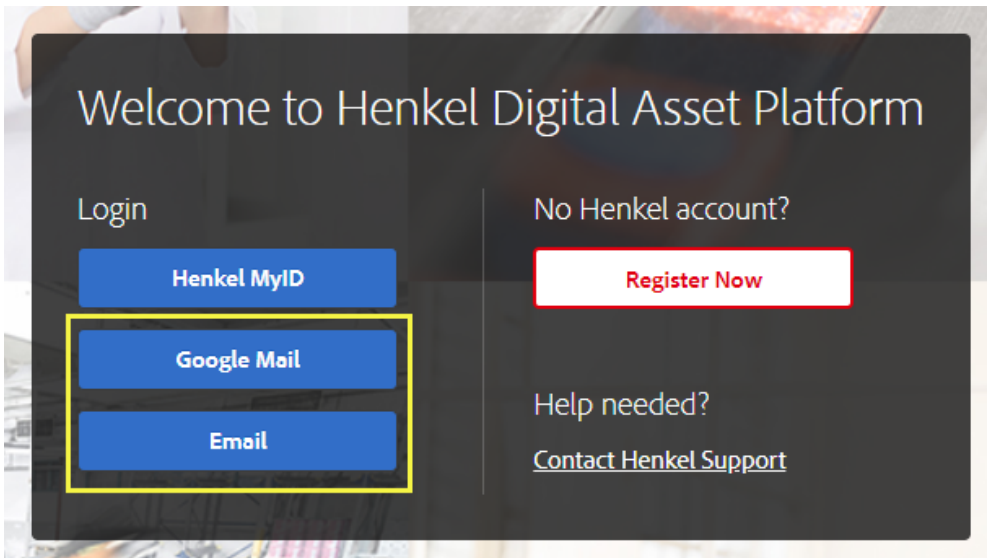


The screenshot shows the same "Set Password" form, but with a green success message at the top: "Password was successfully changed. You will be redirected immediately." The input fields now contain dots, indicating they are masked. A mouse cursor is hovering over the blue "Submit" button.

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!



▪ „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: sam.sample@henkel.com

Company: Henkel

Asset Portal: Corporate Communications

Reason for Request: Collaboration

Henkel Contact Information

Name: Kerstin Meurer

Email: kerstin.meurer@henkel.com

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!