Instructions for Registration and adding a User on the Yawal Customer Panel

A prerequisite for using an account on the Customer Panel is an established business relationship with Yawal.

To create an Account on the Customer Panel, follow the steps below:

Step 1: Account Registration Request

Go to the Customer Panel homepage at: https://customer.yawal.com.
Click on the **"Register"** option.

Step 2: Business Entity Registration

Read and accept the Terms and Conditions.

Enter your email address and set a password.

Once the registration is completed successfully, a confirmation message will be sent to your email address.

If you are a **Manufacturer**:

Fill out the Activation Statement, a template of which can be found in Appendix No. 1 to the Terms and Conditions available at. Regulations

The Activation Statement template will also be automatically sent to the email address provided during registration.

Then, send the manually signed Activation Statement (legible signature required) or a scanned version signed in accordance with your company's representation rules to: cpanel@yawal.com.

Step 3: Verification of the Business Entity

After submitting the Activation Statement, the business entity will undergo identity verification according to Yawal's internal procedure.

Step 4: Account Activation

After successful identity verification, the account will be activated.
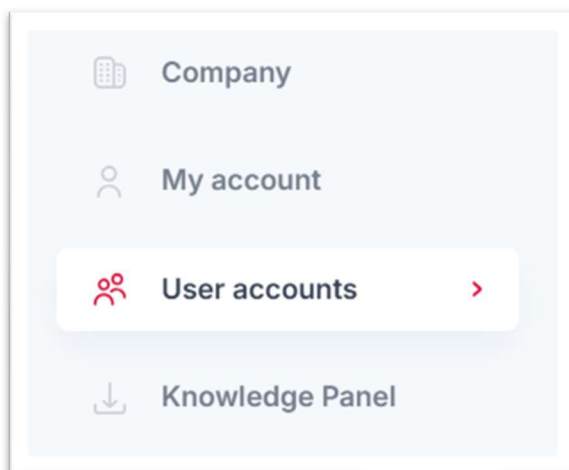
To Add a User to the Customer Panel, Follow These Steps:

Step 1: Login

Go to the Customer Panel homepage at: https://customer.yawal.com.
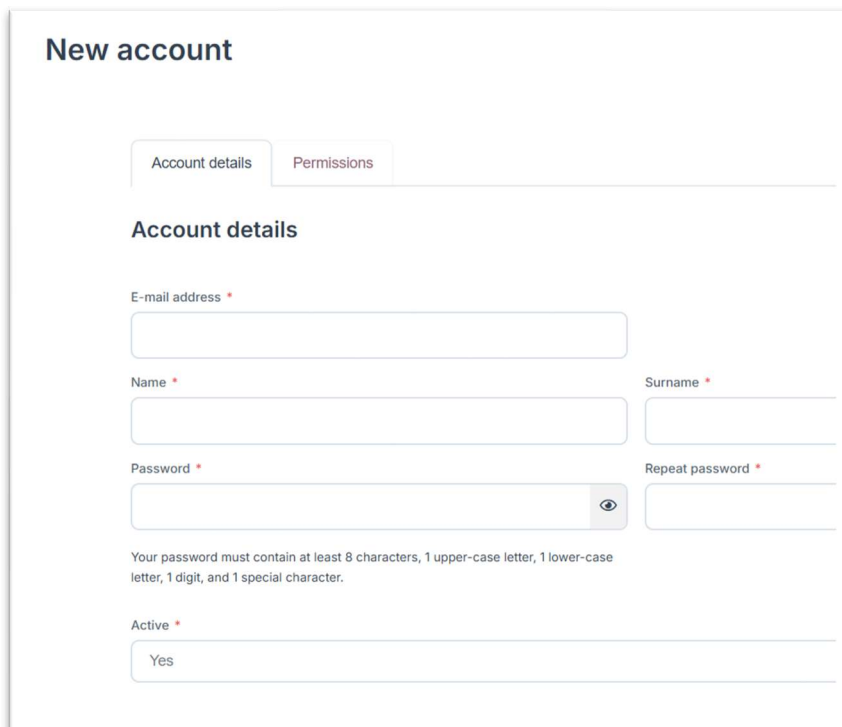Click on the **"Login"** option.

Step 2: Adding a User

    a.   After logging into the Customer Panel, click on the **"User Accounts"** tab, then press the **"Add"** button.

    b.   Fill in the fields with the employee's details

    c.   Once completed, click the **"Save"** button.
           Now you can enjoy your newly added user!

Completing the Required Documents

Make sure all required documents are correctly completed:
• One application and one Activation Statement for each account created in the Customer Panel,
• The Activation Statement must be signed in accordance with the business entity's representation rules.

Accounts for which the required documents are not submitted will be permanently deleted by the Administrator within 30 days from the date of registration.

Congratulations! Your Yawal Customer Panel account has been successfully created and you can now use the available features.

If you have any questions or need assistance, please contact our customer service department at: **bok@yawal.com** or call us at: **+48 123 456 789**.

Thank you for your trust, and we wish you a fruitful collaboration with Yawal!