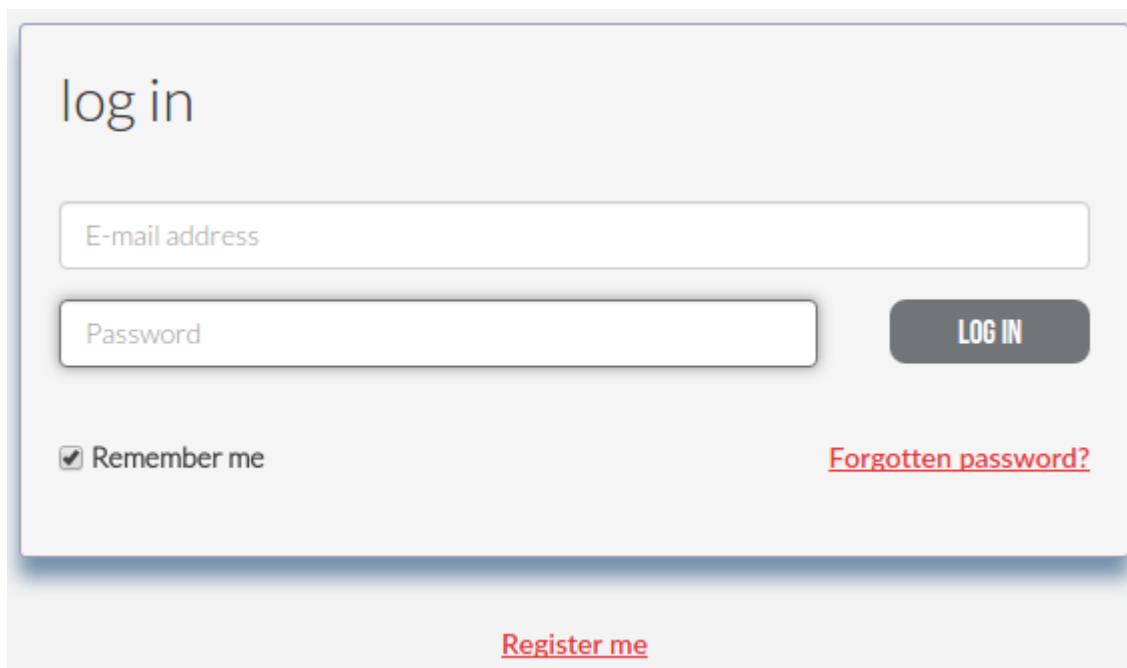


This document describes the process of setting an account on Polsat Media AdFlowPlatform.

## 1. User Registration

After entering platform site(<https://adflow.polsatmedia.pl/>) unlogged user is shown a logging screen, with links to password resetting and registration.

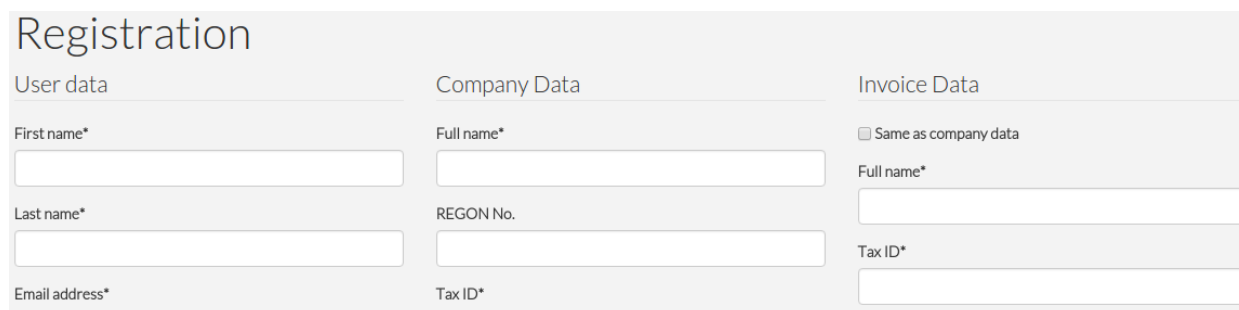


### 1.1. Registration Form

Click „Register me” link to proceed to registration form. After it is displayed, You need to fill the fields therein that are group into three columns,

- user data,
- company data,
- invoice data.

Fields marked with (\*) are obligatory.



#### 1.1.1. User data

User submits company owner data i.e.: first name, last name, e-mail address, phonenumber. User must create password.

### 1.1.2. Company data

User submits as follows: name of the company, Tax ID and company's contact details. Fields REGON No. and KRS No. can also be filled but are non-obligatory.

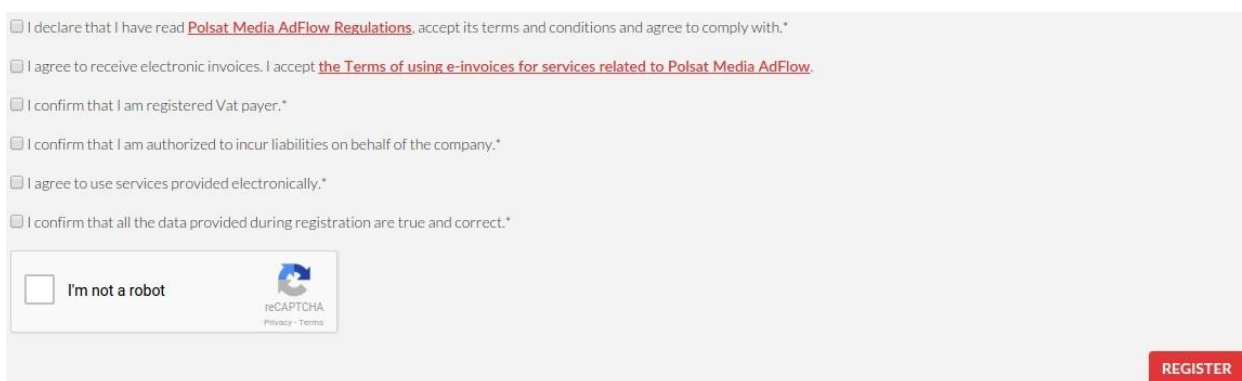
### 1.1.3. Invoice data (if different than company data)

User submits the company name, Tax ID and company address, invoices will be issued on, unless they are exactly the same as in the preceding column. If that is the case, "Same as company data" checkbox should be marked.

## 1.1. Registration

After filling the form correctly, accept consents and declarations that are required by marking checkboxes  .

Additionally, user may agree to receive invoices in an electronic format. Click "Register me" button afterwards.



I declare that I have read [Polsat Media AdFlow Regulations](#), accept its terms and conditions and agree to comply with.\*


I agree to receive electronic invoices. I accept [the Terms of using e-invoices for services related to Polsat Media AdFlow](#).

I confirm that I am registered Vat payer.\*

I confirm that I am authorized to incur liabilities on behalf of the company.\*

I agree to use services provided electronically.\*

I confirm that all the data provided during registration are true and correct.\*

I'm not a robot  reCAPTCHA  
Privacy - Terms

**REGISTER**

## 2. Mail account confirmation – e-mail address verification

Registration requires activating the account via email. System sends to given e-mail address a notification to confirm registration by clicking received activation link.

The account will be activate once a user clicks the received link. In user's browser a service page with confirming message „Account has been confirmed by email” will be displayed afterwards.

After successful e-mail address verification, user's and company's account is inactive until accepted by system operator.

## 3. System operator accepts the account

The operator verifies the data of the company being registered. System sends the information on the process of verification to the given e-mail address.

In case of active „deferred verification”, user will be given possibility to use the service before it is accepted by the system operator.

### 3.1. Deferred verification

User receives email informing that the system is accessible, but his company data will be verified by the system operator soon.

### 3.2. Positive verification

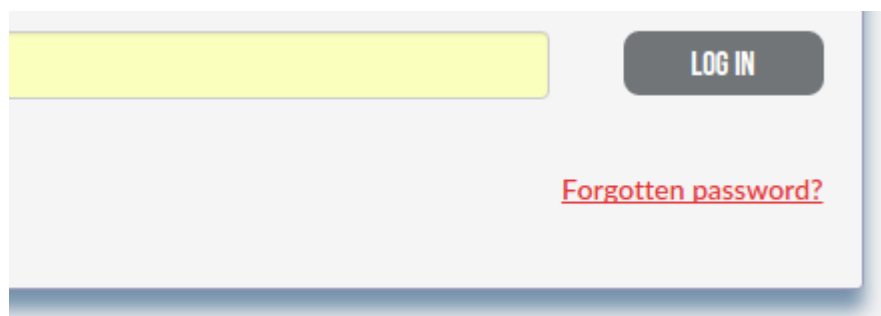
User receives an e-mail informing, that his company data have been verified and he may use the platform freely.

### 3.3. Company rejection

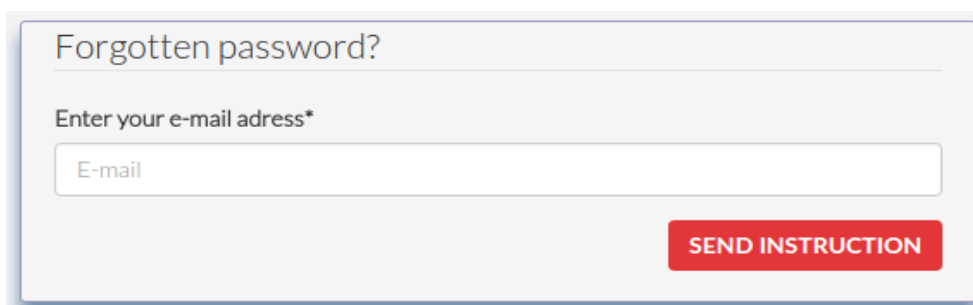
User receives an e-mail informing, that his company data have been rejected and he will not be able to use the platform.

## 4. Logging on to the system

When a user does not remember his account password, he may use the resetting password functionality by clicking the „Forgotten password?” link.



After clicking the „Forgotten password?” link, the user is redirected to the web page where he enters an email address where he wants to receive the password resetting link to.

A screenshot of a web form titled 'Forgotten password?'. Below the title is a text input field with the placeholder text 'E-mail'. Above the input field is the label 'Enter your e-mail adress\*'. At the bottom right of the form is a red button with the text 'SEND INSTRUCTION' in white capital letters.

The „E-mail” field must be filled with an e-mail address that belongs to the set up Polsat Media AdFlow platform account. The „Send instruction” button must be clicked.

After receipt of the email with instruction, user may follow to the page under the link placed in the message, set a new password and log on to the system.

### Change password

Password\*

Confirm password\*

Remember me

**PLEASE SET YOUR PASSWORD AND LOG IN**

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**IMPORTANT:** After successful registration and positive data verification by the system operator, the user registering company's account will be entitled to creation of subaccounts for his employees and cooperatives. (module available 01/01/2017)

In case of further questions please email to: [reklama@polsatmedia.pl](mailto:reklama@polsatmedia.pl). Actual contact data can be found on the platform homepage.