



## Activate and Access your Belbin Working Account

To keep your data secure the system will require you to reset your own 'Working Account **HOLDER** Password' (not the Account password we have already set).

Step 1: In the email from [Admin@Belbin.com](mailto:Admin@Belbin.com) CLICK the 'Check Progress' Link then Accept the Terms and Conditions.

Step 2: Hit the **RESET** button and an email will come to the Account Holder's address.



Step 3: Open that email, click the link, reset and confirm your new Account HOLDER password.



Step 4: Use the Account Holder's email address, and that new password to access the account.



The screenshot shows the BELBIN logo at the top. Below it is the heading "Belbin Overview Page". There are three action buttons: "Edit message to individuals", "Print-friendly version", and "Remind all individual observers". Below these is a URL: "Logging into: https://e-belbin.com/da/viewaccount.asp?fid=100&vid=KHBC22MVNV". A green checkmark icon is followed by the text "Thanks! Now please log in with your new password." Below this are two input fields: "E-mail address:" and "Password:". A "Submit" button is at the bottom. A link "Forgotten login details?" is also present. A large orange arrow points from the text on the right to the "E-mail address:" field.

Enter Account Holder email and new password

Once the participant email addresses are entered into the blank fields (ensure they are correct with no empty spaces) and you hit **SUBMIT**, invites and instructions to complete are sent to each address.

You can enter this page at any time to check progress, send reminders or print PDF of the profiles.

**CONTACT US AT ANY TIME FOR HELP:**

T – 1300 731 381

E – [Team@Belbin.com.au](mailto:Team@Belbin.com.au)

W – [www.Belbin.com.au](http://www.Belbin.com.au)