

CDX – First Steps Guide

COMPANY REGISTRATION IN CDX

Every company or company location can only register once in the CDX system. Normally the registration happens through the company administrator. After successful registration he can create additional users or administrators

You can reach the **CDX registration** page via the CDX Login Button in the CDX Homepage

www.cdxsystem.com

Company Registration

Company Data

Please enter your company data in the following fields. Each field marked with a red asterisk is mandatory.

Company Name *

Street *

Zip or Postal Code *

City *

State / Province

Mailbox

DUNS Number

Country Germany *

Is your company a CM smelter

☐ Conflict Minerals (CM)

Company Administrator

Enter the Company Administrator's data here. This user is responsible for the administration of your company. He creates organizational units and administers your company's users. Make sure the Company Administrator's e-mail address is correct, because your company registration data will be sent to it. Since CDX is an international system, please also include the country dialing code in the phone number.

Last Name *

First Name *

Telephone no. *

Fax no.

E-Mail address *

Repeat e-mail address *

How did you find out about CDX?

Please let us know how you find out about CDX or who did tell you about our system.

How did you find out about CDX?

☒ Consulting / Training Partner
☐ Customer
☐ Internet
☐ Event
☐ Other

Select a consulting / training partner

Please select a consulting / training partner ... *

Name of the consulting / training partner

Next
 Cancel

After you have completed all fields on the registration page and clicked “Next”, a pop up window appears asking you if you really want to register this company with this company administrator in CDX. Once you confirm this message by clicking “Yes”, you get your CDX access data: company ID, company name. Please copy/note the CDX access data and store it at a safe place. This information will not be displayed again – so please pay attention to note it correctly.

Once you have confirmed that you have noted the access data, you will get an email sent to the mail address entered. This email contains, besides the company data entered at registration, a link to activate the online registration. You must activate your company in CDX . After activation you will get an email to setup your MFA and set your password.

Detailed instructions on how to register your company in CDX can be found in the CDX User Manual chapter “Company Registration”.