



## This is how to access your Company Presentation on the LUMITOS portals

If you click on the activation link you just received by e-mail, you will be directed this page. Here you can log in to the LUMITOS Customer Center.

If you do not yet have an account for the LUMITOS Customer Center, you can register free of charge by clicking “here” at the bottom.

A screenshot of the LUMITOS login page. The title is "Login". Below it is a dark grey input field with the label "Username: \*" and the placeholder text "Your email address". To the right of the input field is an orange "login" button. At the bottom of the form, there is a link: "Are you new to the LUMITOS Customer Center? If so, you can register > here."

## Login

1

Fill your e-mail address into the field, then click “login”.

A screenshot of the LUMITOS login page, identical to the one above but with the email address "max.mustermann@musterfirma.de" entered into the "Username: \*" field. A grey arrow points to the orange "login" button. The link at the bottom remains: "Are you new to the LUMITOS Customer Center? If so, you can register > here."

### Contact:

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T: +49 30 2045680  
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# Customer Center – Login and Registration



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2

Enter your password and click “login” once more.

A screenshot of the LUMITOS login page. The page has a white background with a dark grey login form. The form contains two input fields: 'Username:' and 'Password: \*'. Below the password field is a checkbox labeled 'Keep me signed in'. To the right of the form is an orange 'login' button. A dark grey arrow points to the 'login' button from the right side of the page.

3

You are now in the LUMITOS Customer Center.

To make changes to your Company Presentation, click on “edit”.

A screenshot of the LUMITOS Customer Center dashboard. At the top left is the LUMITOS logo. At the top right is a 'Logout' button. Below the logo is a 'Welcome, Eva Pach,' message followed by a list of actions: 'Manage your bookings', 'Edit and activate your advertisements', 'Buy more advertisements', 'Extend advertisements that are still running or already expired', and 'Invite participants to a user group in order to edit your advertisements cooperatively'. To the right is a 'My personal profile' section with a 'Change' button. Below these are three main sections: 'Company Presentations' (4 open bookings, 2 Ads incomplete, 2 Einträge sind frei gegeben, 1 Ad online), 'Job offers' (10 open bookings, 1 Ad incomplete), and 'User Groups' (10 co-editors). Each section has an orange 'edit &gt;' button. A dark grey arrow points to the 'edit &gt;' button in the 'Company Presentations' section.

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You will then be taken to this page.  
Click the pencil icon.

**Your company presentations at a glance**

The following overview shows you a summary of your activities in the company presentation section. The table shows you which open bookings we have for which no company presentation have been placed. Using the button "Create Company Presentation" you can go directly to the data input. Here you can also view your company presentation which are currently active and those which have already expired on the LUMITOS portals, and as appropriate process these or buy new job ads.

| Date of Purchase: | Type of Product:                                 | # Purchased: | # Available: |
|-------------------|--|--------------|--------------|
| 10-Sep-2013       | Company presentation on the Life Science Channel | 1            | 1            |

[Create Company Presentation >](#)

[Buy Further Company Presentation >](#)

**1 Company presentations**  
matching the following criteria

Lab Channel  [Remove filters](#)

Lab Channel Berlin, Germany

5

Here you can edit any of the contents of your Company Presentation by clicking on the respective pencil icon.

When you are finished with editing, click "Activate" to make your changes visible online.

**Your company presentation at a glance**

**Attention:** Your Company presentation contains changes that are not yet online. Please click on "Activate" to update your presentation on our portals.

The following overview summarises all the information for your company presentation. Here you can enter all the details for your company presentation step by step and work on them at any time. As soon as you have entered at least the compulsory details for your company presentation you can activate this at any time using the "Activate" button.

Areas that are shown in light grey are not available for your type of company presentation. You can read the type of ad you currently have booked at the beginning of the overview.

**Your presentation type:** Premium (Lab Channel) 970 EUR / Year Status: OFF

offline last update 31-Aug-2017 [Change invoice address](#)

Entry 26% complete

|                             |  |               |                       |                        |
|-----------------------------|--|---------------|-----------------------|------------------------|
| Details of company          |  | data complete | Certifications        |                        |
| Upload company logo         |  | data complete | Trade-fair appearance | 1 Trade fairs assigned |
| Image picture               |  |               | Affiliations          |                        |
| Company video               |  |               | Brand names           |                        |
| Company portrait & keywords |  |               | Company portrait      |                        |
| Company portrait            |  | data complete | Company portrait      |                        |
| Company portrait            |  | data complete | Company portrait      |                        |

The editing of the keywords for your company is done for you by the LUMITOS team.

[Preview](#) [Activate](#)

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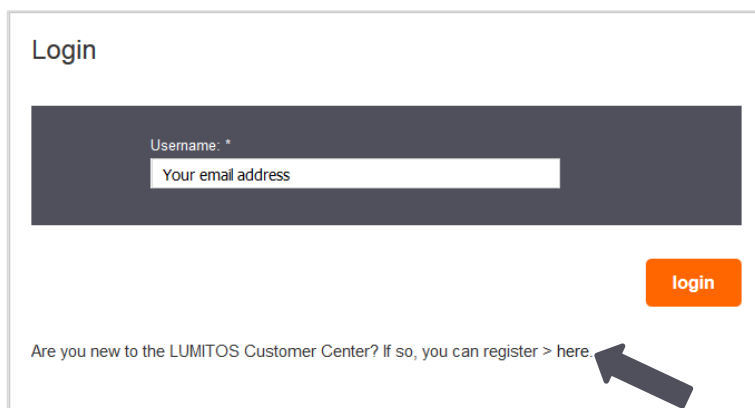


## Registration

1

If you do not already have an account for the LUMITOS Customer Center, you can register here free of charge.

First, click on "here" at the bottom.

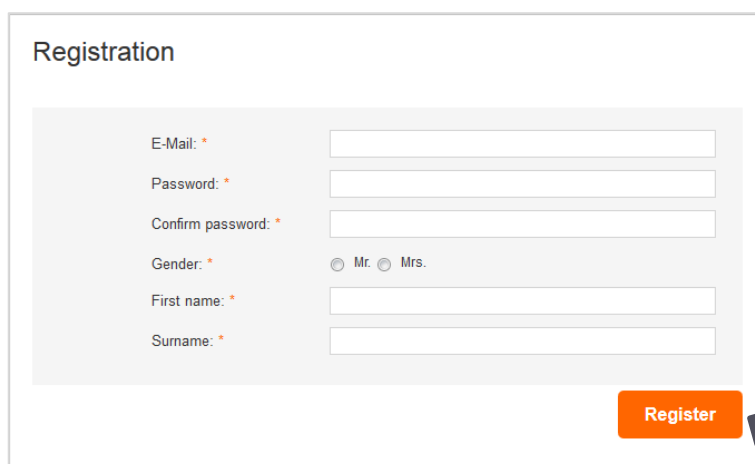


The screenshot shows the 'Login' page. At the top, the word 'Login' is displayed. Below it is a dark grey rectangular area containing a 'Username: \*' label and a text input field with the placeholder text 'Your email address'. To the right of this area is an orange 'login' button. At the bottom of the page, there is a link that says 'Are you new to the LUMITOS Customer Center? If so, you can register > here.' with a dark grey arrow pointing to the right.

2

Enter the required data into the online form and click "Register".

You can choose any password.



The screenshot shows the 'Registration' page. At the top, the word 'Registration' is displayed. Below it is a light grey rectangular area containing several form fields: 'E-Mail: \*', 'Password: \*', 'Confirm password: \*', 'Gender: \*' (with radio buttons for 'Mr.' and 'Mrs.'), 'First name: \*', and 'Surname: \*'. Each field has a corresponding text input box. To the right of this area is an orange 'Register' button. At the bottom right of the page, there is a dark grey arrow pointing to the right.

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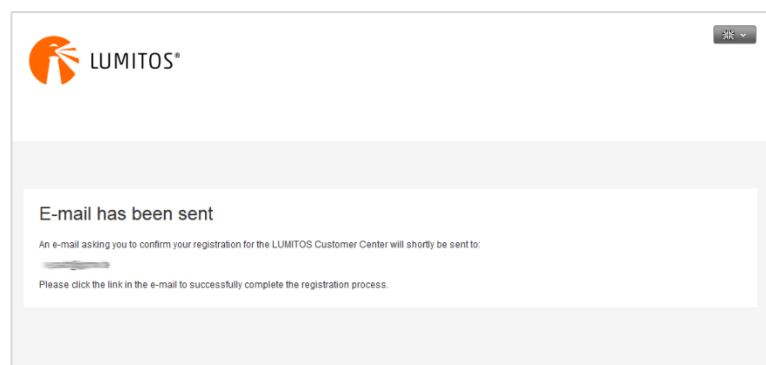
# Customer Center – Login and Registration



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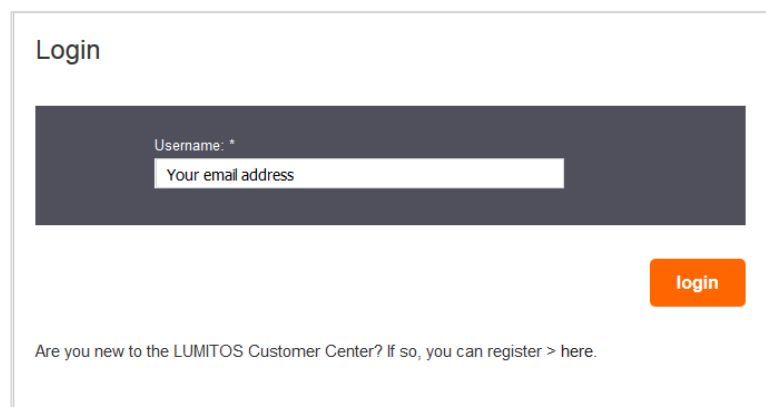
You will then receive a confirmation e-mail containing a confirmation link.



4

Clicking this link will take you back to the login page. There you can log in using your e-mail address and chosen password as described in section "Login".

Your registration is now complete.



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