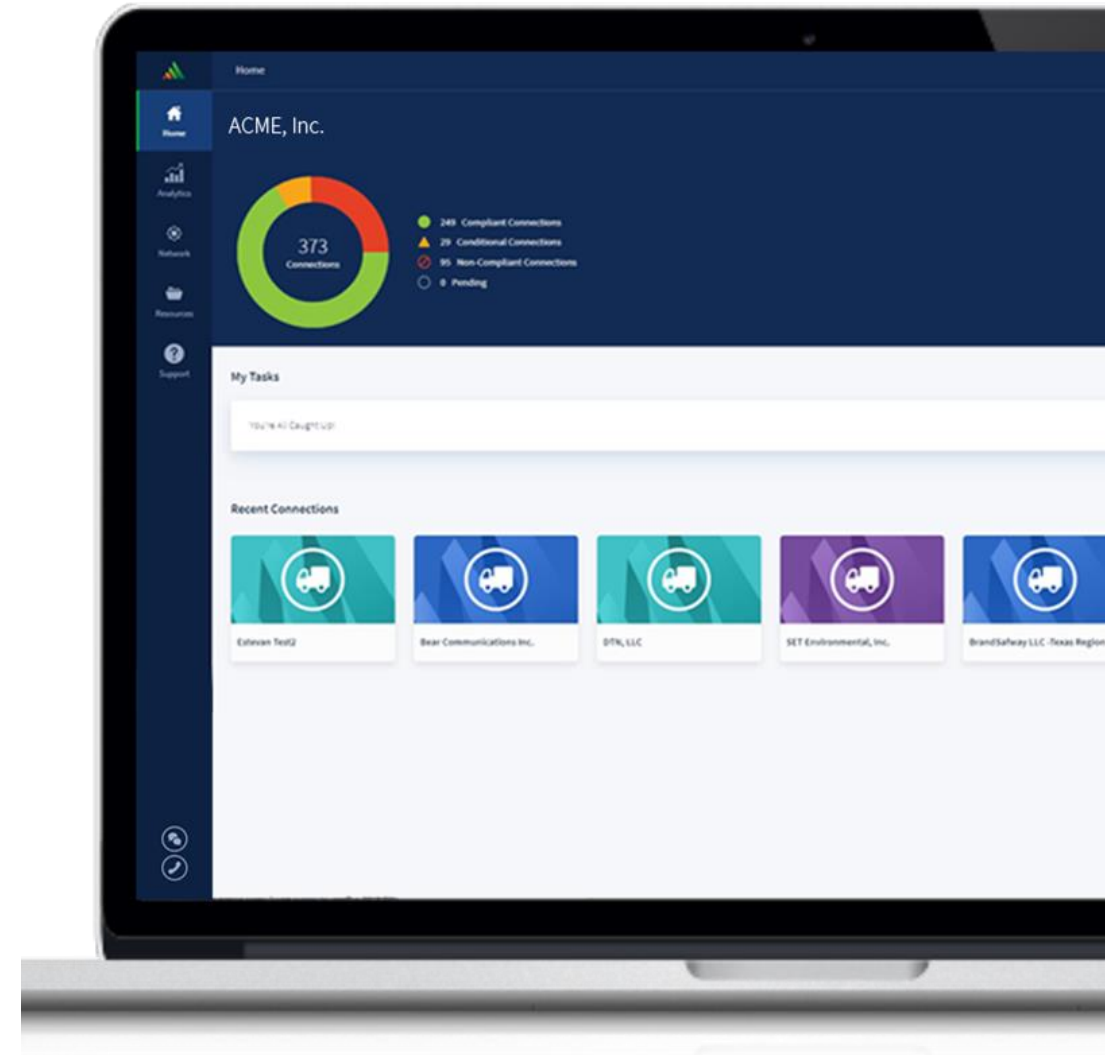


Details Required to Create an Avetta Account

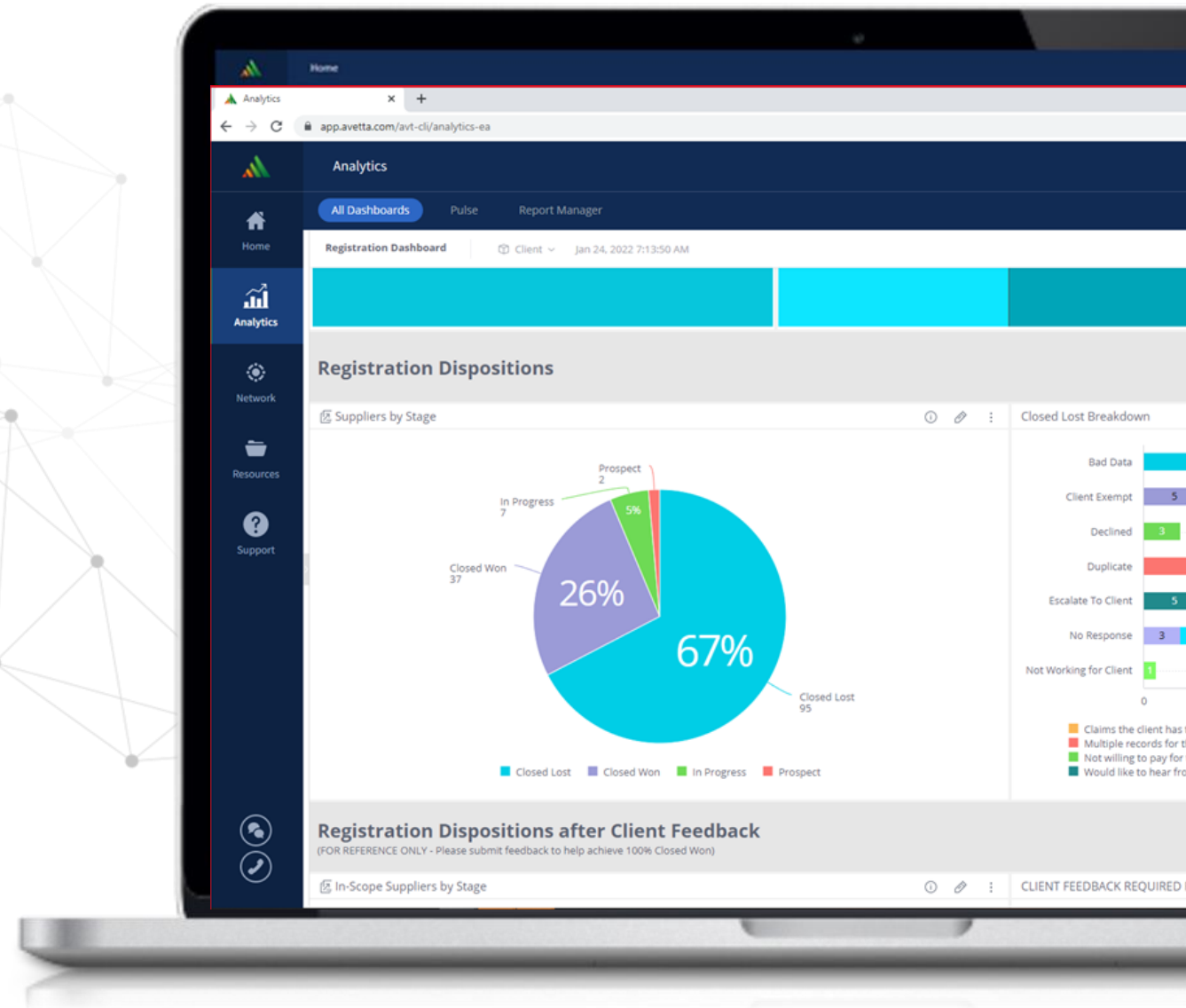
- **Basic Company Details** - Name, address, services performed, number of employees, Tax ID.
- **Contact Information** - Unique username & Password, email.
- **Name of Client (BECL)** - To connect your account on the Avetta platform (i.e. BECL – Potential Iraq or BECL Potential Overseas).
- **Payment Method**



REGISTRATION OVERVIEW

WAYS TO REGISTER WITH AVETTA :

1. Go to www.aveitta.com and begin the registration process on your own/ or click on the registration link in the email communication received from Avetta
2. Contact our Registration Specialists and they will walk you through the registration process over the phone and answer all your questions
 - Iraqi helpdesk number: +964 783 541 9667
 - International helpdesk number: +44 1628 450418
 - Email – emeasupport@aveitta.com



Let's Get Registered

- Already a Member? **Sign in**
- First time user? Click on “**Create an account**” to get started and begin registration

New to Avetta? **Create an account**

Welcome,
sign in to continue

[Forgot your username?](#) **Login**



STEP1: Contact Information

- **Select**
 - Language – Can select English or Arabic
- **Enter**
 - First & Last Name
 - Email Address
 - Phone Number

Choose your language preference

English

Contact Information

First Name

Enter first name

Last Name

Enter last name

Email

Enter a valid email address

Phone Number

Enter a phone number



STEP 2: Company Information & Login

- **Enter**
 - Company Name
 - Company Address
- **Create**
 - Unique Username & Password
- **Agree**
 - Check box accepting Terms and Conditions

Company Information

Company Name

Address

Use my current location

Account Information

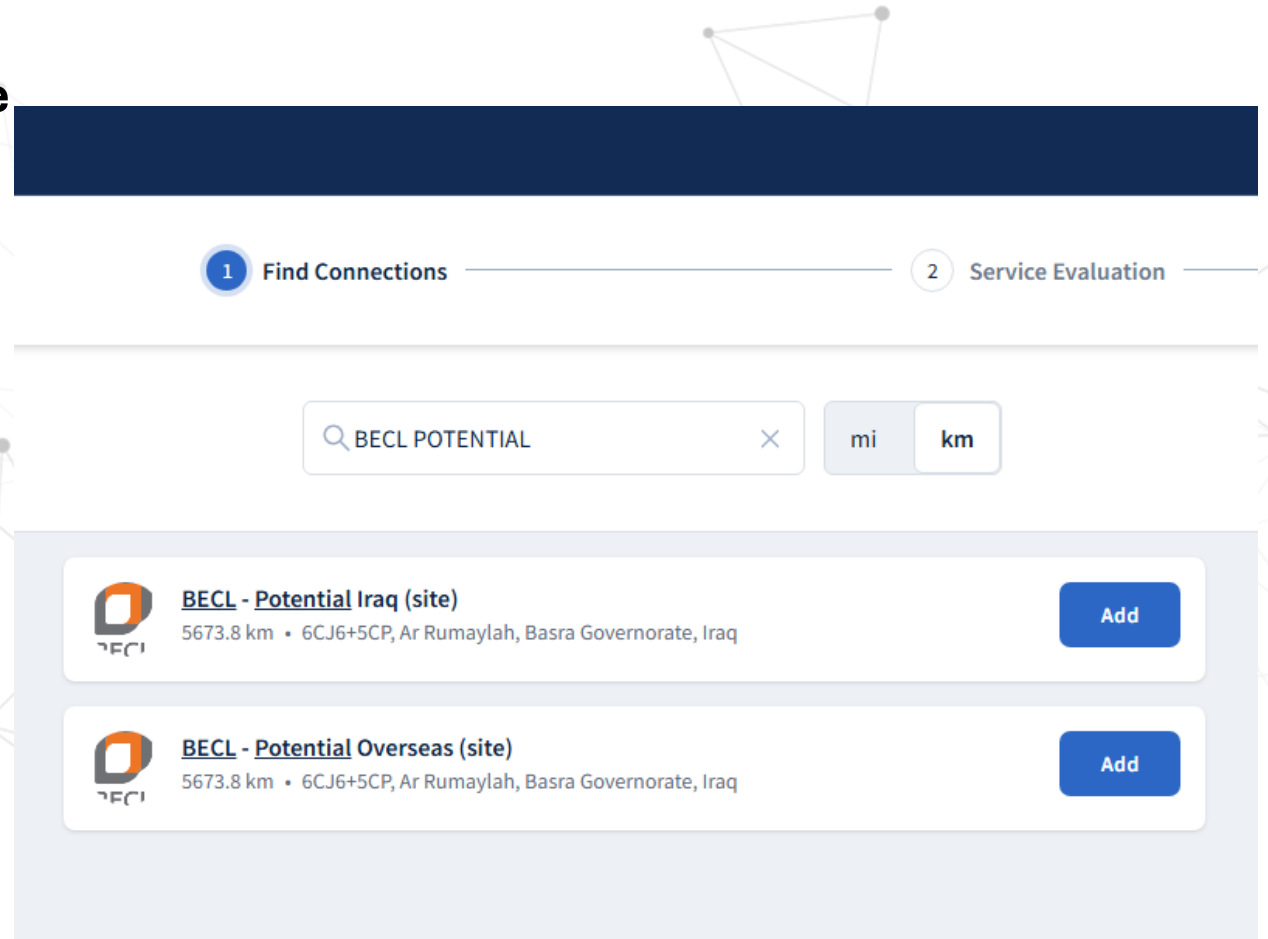
Username

Password



STEP 3: Link to Client Site

- Search for the required BECL site using the “search bar”
- Select “Add” next to (the BECL) site(s) you have been asked you to join
 - Please add only the required (BECL Potential) site based on company entity location.
 - Add **BECL-Potential Iraq (Site)** if your company is based in Iraq or **BECL-Potential Overseas (site)** if based outside of Iraq.
 - Click “**Next**” in top right corner of screen



The screenshot displays the BECL system interface. At the top, there is a dark blue header bar. Below it, a progress bar shows two steps: '1 Find Connections' (active) and '2 Service Evaluation'. A search bar contains the text 'BECL POTENTIAL' with a magnifying glass icon on the left and a close 'X' icon on the right. To the right of the search bar are two buttons labeled 'mi' and 'km'. Below the search bar, there are two search results, each with a BECL logo, a title, a distance, a location code, and a location name, followed by an 'Add' button.

BECL Logo	Site Name	Distance	Location Code	Location Name	Action
	BECL - Potential Iraq (site)	5673.8 km	6CJ6+5CP	Ar Rumaylah, Basra Governorate, Iraq	Add
	BECL - Potential Overseas (site)	5673.8 km	6CJ6+5CP	Ar Rumaylah, Basra Governorate, Iraq	Add

***Please note - You should add ONLY ONE of the two sites above as adding more than one site may impact your ability to provide the appropriate documentation required to achieve compliance on the system.**



STEP 4: Services Performed & Safety Evaluation

- **Select the Services your company performs**
- **Sole Owner?**
- **Number of Employees?**
- **Answer Safety Evaluation**
- **Click “Next” in top right corner**

Services Performed

Please select all services that your company performs. It is common to select more than one. *

☐

Onsite Industrial or Construction Services

Services or operations performed at a client/operator site relating to the construction, demolition, maintenance or repair of equipment, buildings, or properties. Examples may include:

- Construction
- Installation
- Maintenance
- Electrical Work
- Infrastructure
- Equipment/Plant Operation
- Demolition
- Explosives
- Operating/Maintaining Machinery
- HVAC Repair/Installation
- Working at Heights
- Tower Climbing/Construction/Maintenance
- Tree Trimming

☐

Onsite Support Services

Activities performed at a client/operator site relating to facilities or property maintenance. Examples may include:

- Exterminating & Pest Control
- Locksmith
- Janitorial
- Landscaping/Lawn Care
- Snow Removal
- Emergency Services
- Security
- Food Services
- Vending Machines
- Non-Hazardous Waste Collection (i.e. Garbage Collection)



STEP 5: Click Next & Submit Payment

- Pricing is determined by the level of membership required based on the types of services you provide
- Choose Payment Option

Secure Checkout 

Add Payment Method

☒ Credit Card/Debit Card Preferred    

☐ PayPal 

☐ Wire Transfer 

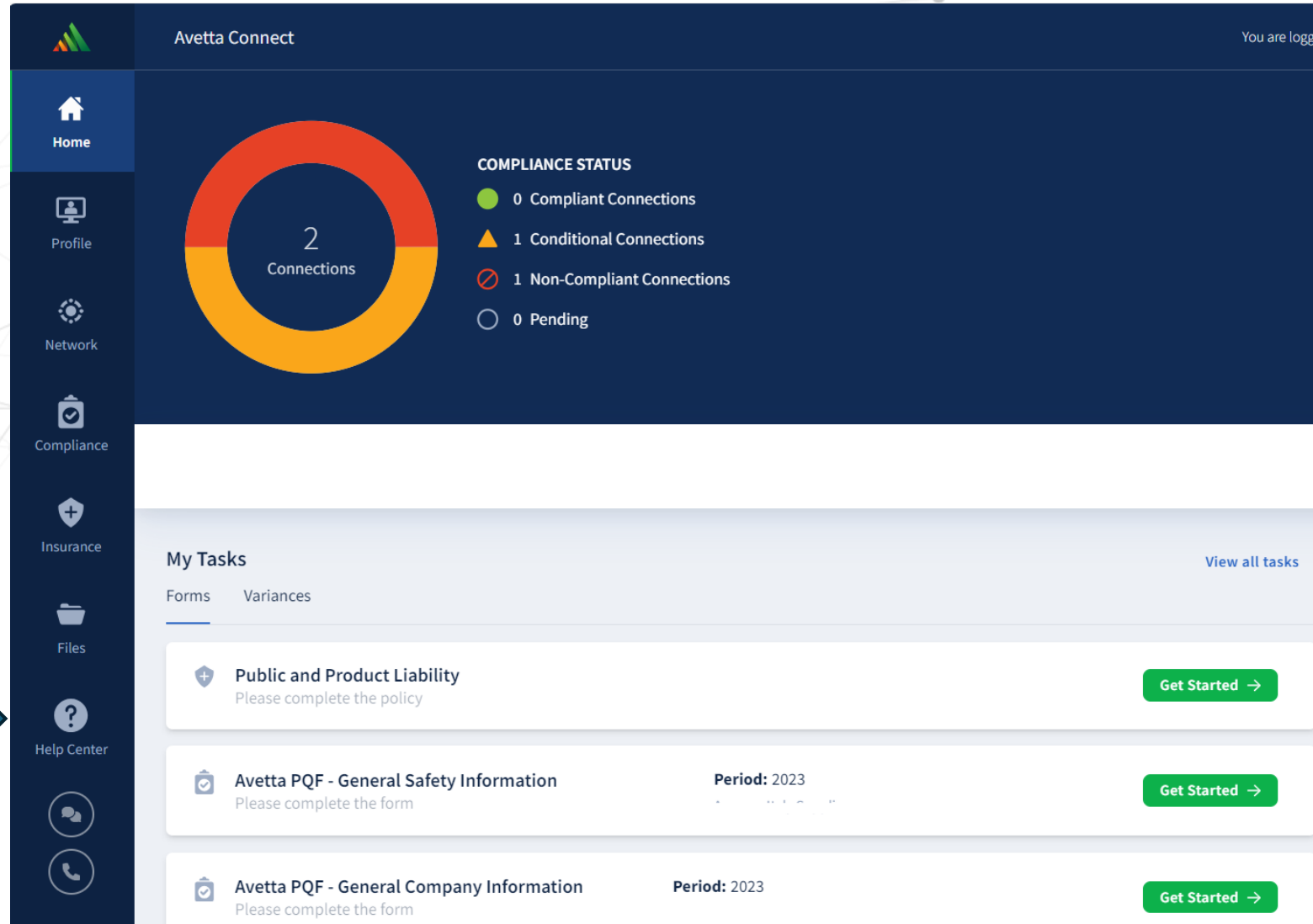
REGISTRATION COMPLETE

- **Avetta will notify (Your Company)**
- **Avetta will send your payment confirmation and login credentials to you via email**
- **Avetta Representative will give you a welcome call within 24 hrs**
- **Next Steps**
 - Login using your credentials
 - Work on open tasks set by (BECL)
 - Reach out to Avetta with any questions

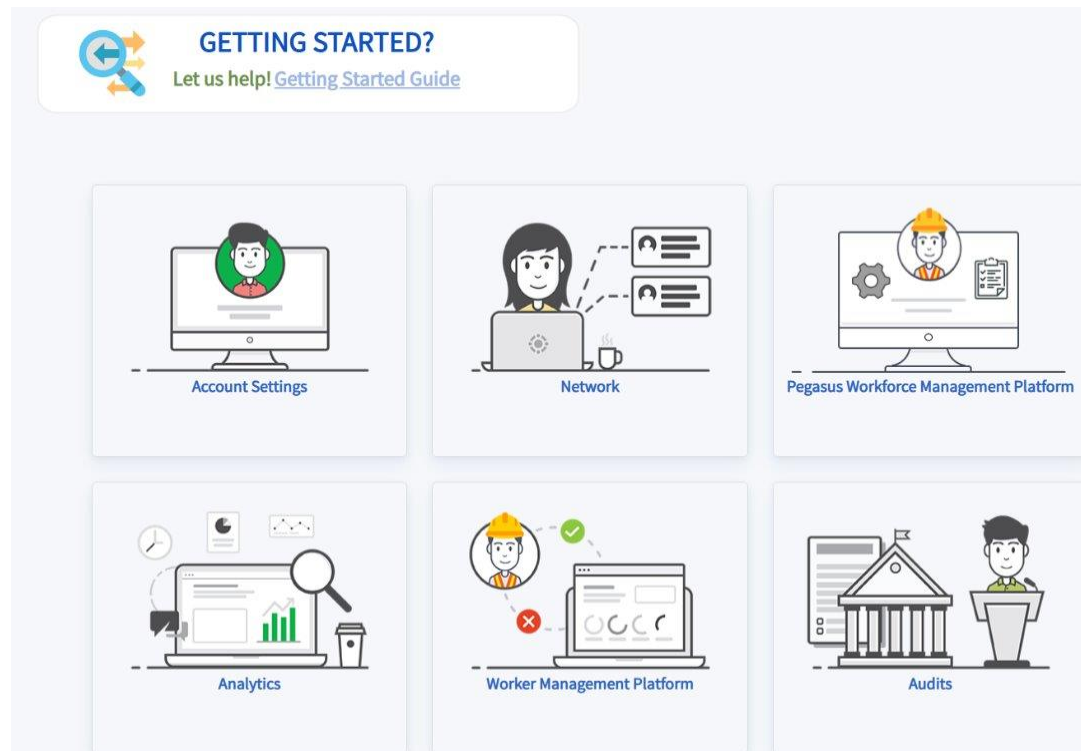


System Overview – Landing Page

- Supplier Resource guides are available”
- Suppliers will have access to Avetta “**Help Center**” to access resources and how- to’s on product features and navigation.



TRAINING & SUPPORT



- **Avetta Help Center**
- **Go to: <http://help.avetta.com> and click, “ Getting Started”**
- **Whether you are a new or existing Supplier, Avetta has you covered**
- Mini Videos
- Quick Start Guides
- Virtual Training Classes