MANUAL CLIENT INFORMATION SYSTEM (CIS)

Dear client,
CIS works the same in IE 7.0, I.E.6.0, Mozilla Firefox, Apple Safari, Opera and Google Chrome. These are the most popular and widely used browsers.

H1 Creating an account.
To create an account follow the following steps:

1. Go to the following address on the internet:  

   Or use the link in the right top corner of the main screen of the control union webpage: http://www.controlunion.com/

   The login screen of the Client information system appears

2. Select the option **New user**
   The following screen appears

   ![Client information system login screen]

3. Enter the details requested;
   **Relation ID:**

   Must be the same as allotted by Control Union Certifications, please note that this is not the same as your CU project number. Your relation number
is mentioned on the confirmation of registration which is send to you, when you entered into an agreement with control union certifications. If you do not have this letter anymore, please ask your certifier for a copy, or you can request this number directly from your certifier.

**Email ID:**

Valid and as registered with Control Union Certification (if unknown please contact your CUC office), this Email ID, has to be typed, and cannot be copied and pasted into this box.

**Username:**

Enter a unique user name

**Password:**

Enter a “strong” password. This password is not registered in any list accessible for any employee of CUC. It is only known to the applicant. In case you lose your password, contact your CUC office.

And select the **Save** button.

4. A notification is send to CUC for approval of the account.

5. Request will be assessed by CUC.

6. An authorised person can honour the request by approving it or refuse the request by disapproving it. (If disapproved the client will receive an email notification about the disapproval including the reason).

7. After approval of the requested account the licensee receives an email alert (only the email address registered with CUC (main relation email)).
Dear CIS Test company,
Thank you for registering with CIS!!

You are two steps away from logging in and getting access to all your project information.

To activate your account, please click here: http://cogent.controlunion.com/cusi_development/ClientPortal_CI/index.php/login/activate

Once you activate your account, you will be able to login with registered login information.

Thank you!
Control Union Certification
This is an automated response, please do not reply.

8. The licensee can activate the account by clicking the link in the email:
To activate your account, please click here: http://cogent.controlunion.com/cusi_development/ClientPortal_CI/index.php/login/activate

9. After activating the account the client can log in through the login screen see step 1

Go to the following address on the internet: http://cogent.controlunion.com/cusi/ClientPortal_CI/index.php/login

Or use the link in the right top corner of the main screen of the control union webpage: http://www.controlunion.com/

The login screen of the Client information system appears