



# 01

## Sign up and log in

Create the company account, log in, reset your password and choose the language.

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# Create your company account

**R1** Company admin    Login screen > Sign up

The first person from your company signs up. Everyone else is invited later from inside Assurance, so they never need this form.

- 1

**Open the Sign up tab**  
On the login screen, click Sign up.
- 2

**Choose the account type**  
Private if you work alone. Business if several people in the company will use Assurance.
- 3

**Fill in your details**  
Full name, address, ZIP and city. A profile photo is optional.
- 4

**Finish the form**  
Enter your industry, then scroll down to add email, phone and password and complete the sign-up.

**GOOD TO KNOW**

The person who signs up becomes R1, the company admin.

NEXT  
Log in with the email and password you just chose. →

Login

Sign up

Create company account

Account type

Private

Business

Fullname \*

Profile photo (optional)

Upload photo

PNG, JPEG, or WebP. Large photos are accepted.

Address \*

ZIP \*

City \*

Industry \*

Email address \*

# Log in

- All
- Every user
- Login screen

Use the same screen every day. Your role decides what you see after you log in.

- 1

Stay on the Login tab

It is selected when the screen opens.
- 2

Enter your email

The address you signed up or were invited with.
- 3

Enter your password

Click the eye icon to show what you typed.
- 4

Forgot it?

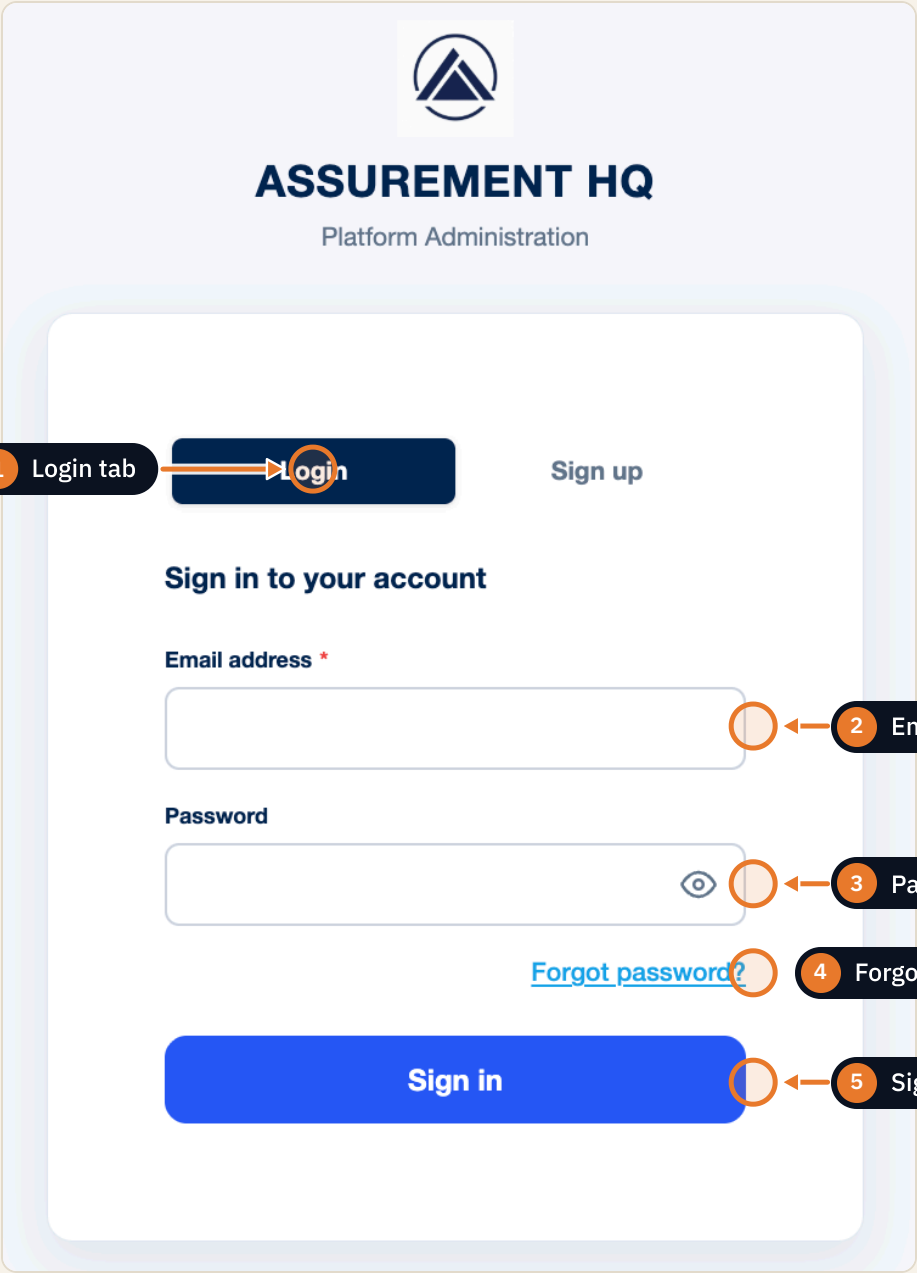
Click Forgot password? See page 13.
- 5

Click Sign in

You land on your dashboard.

NEXT

Forgot your password? Next page. Otherwise → go to chapter 2.



# Reset your password

**A11** Every user[Login screen](#) > [Forgot password?](#)

Forgot your password? Ask for a reset link and choose a new one.

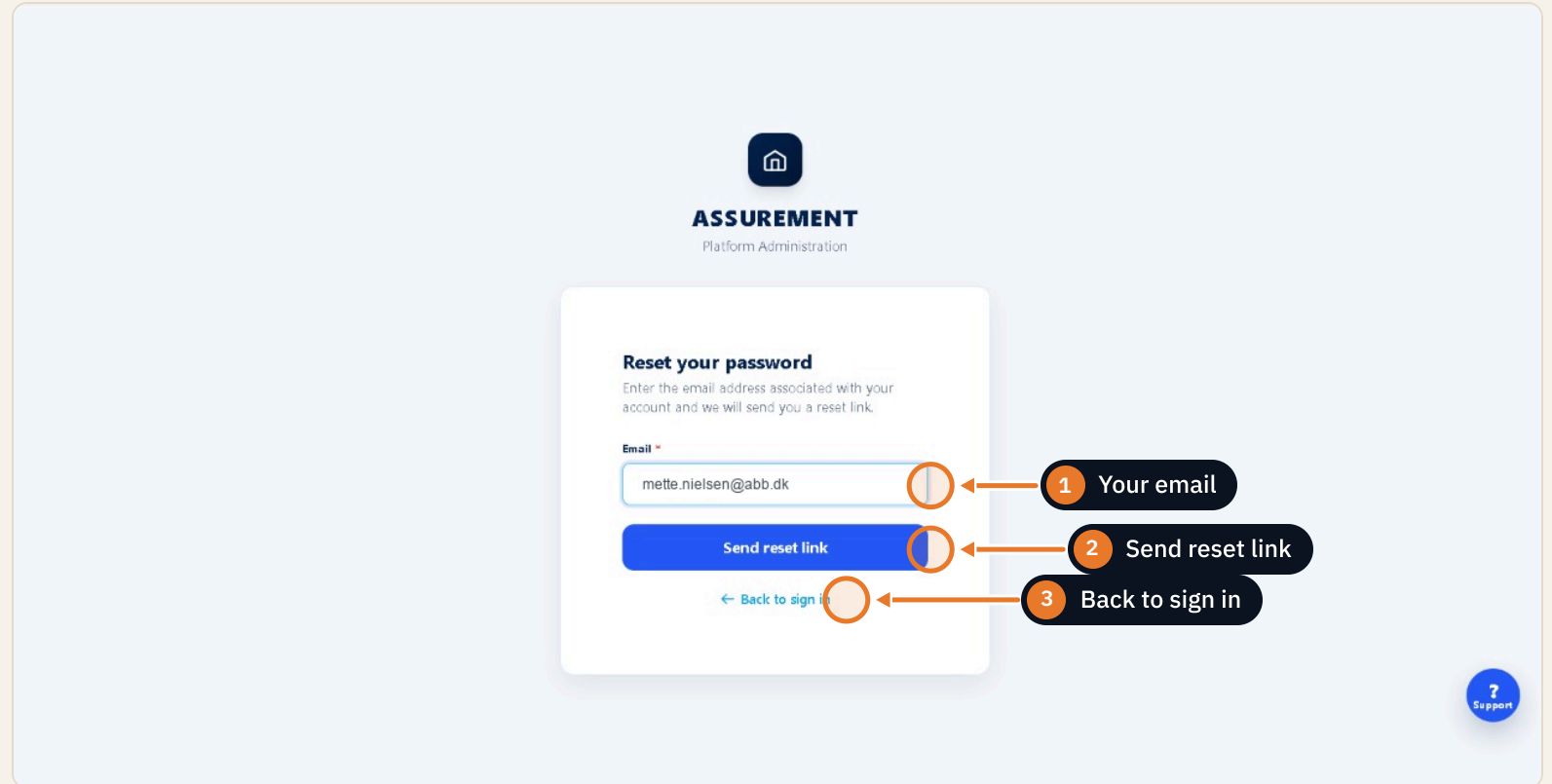
- 1 Enter your email**  
The address you log in with.
- 2 Click Send reset link**  
Open the email and follow the link to set a new password.
- 3 Back to sign in**  
Return to the login screen.

**GOOD TO KNOW**

This works the same for every user, R1, R2 and R5.

**NEXT**

Prefer Danish? Next page. Otherwise go to chapter 2.



## Switch to Danish

**All** Every user

Login screen &gt; Sprog / Language

Assurement works in English and Danish. Choose the language at the top of the login screen.

**1 Choose the language**

Sprog / Language: Dansk or English. The screens switch to the language you choose.

**2 Log ind**

The Login tab. Tilmeld is Sign up.

**3 Glemt adgangskode?**

Forgot password?, as on page 13.

**4 Log ind**

The Sign in button.

**GOOD TO KNOW**

The phone app has the same EN / DA switch on its home screen (page 50).

**NEXT**

Chapter 2: look up the professions and control plans in Master Data.

