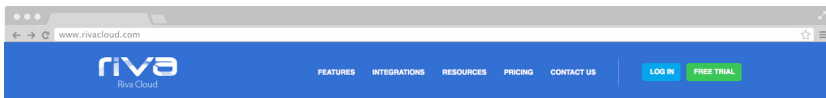
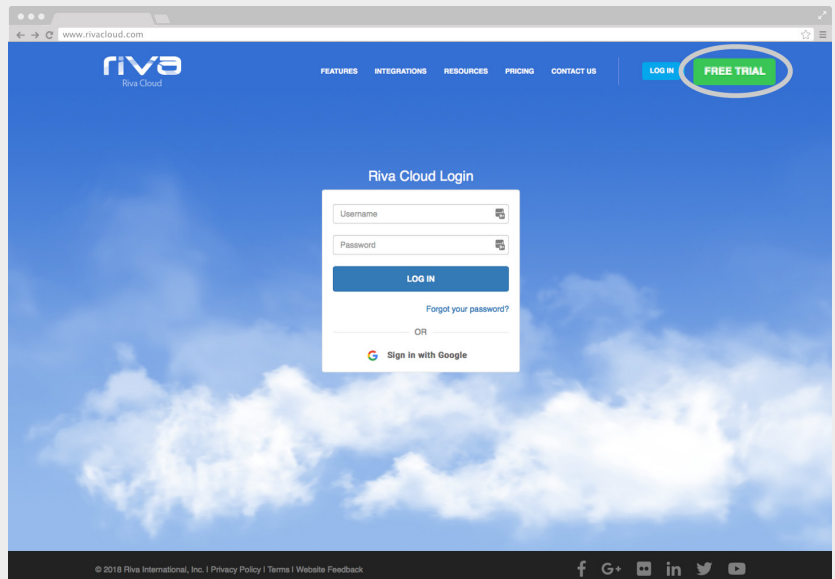


HOW TO PREPARE RIVA FOR SALES-I SET-UP

This guide will show you how to prepare a Riva account so that it's ready for the sales-i team to complete the set up.

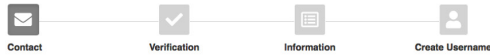
01 Go to www.rivacloud.com and click on the green **FREE TRIAL** button in the top right corner.



Register for a free 15-day trial

Prefer to register with your Google Account instead? [Continue with Google](#)

Follow the steps below to register for a free 15-day trial of Riva Cloud:



First name
Joe

Last name
Bloggs

Email Address
jbloggs@mycompany.com

This email address will be used to receive password resets, release updates, and maintenance updates. Your contact information is protected. It is used solely for the purpose of ensuring you have an exceptional Riva Cloud experience. Please review our [Privacy Policy](#).

I'm not a robot

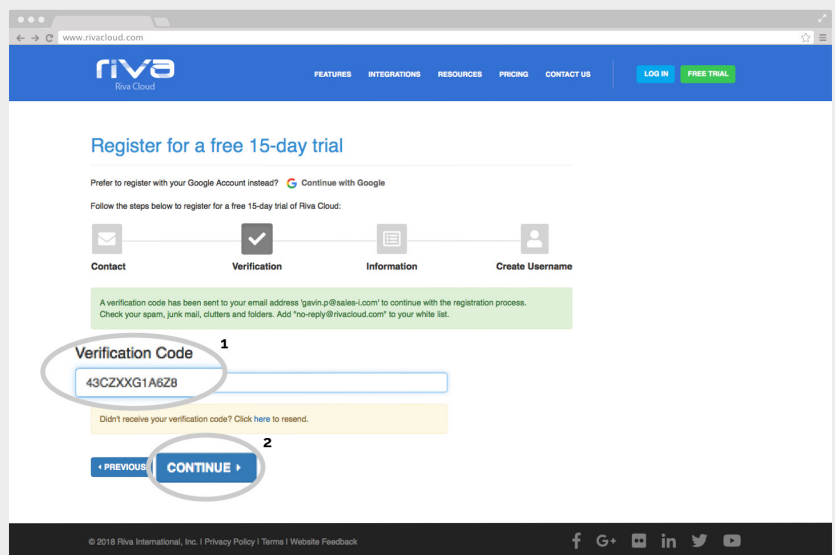
CONTINUE

02 Fill-in the **First name** and **Last name** fields, along with your **Email Address**.

Agree that you're **not a robot** and click the blue **CONTINUE** button.

03 You'll now receive an email with a verification code from Riva, please copy it from your email, paste it into the **Verification Code** field and click the blue **CONTINUE** button.

If you don't receive an email within a minute please check your junk/spam filter settings. Without a verification code, you cannot complete the setup.



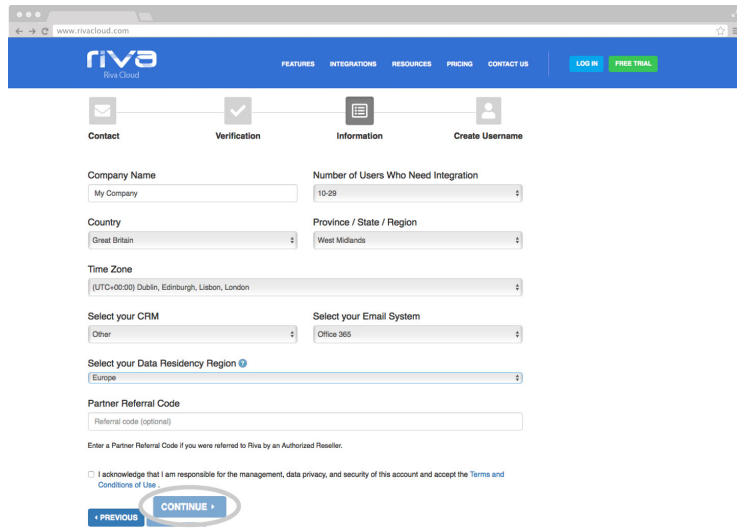
04 Fill in your company details in the required fields.

In the CRM section please select *Other*.

In the email system please select your email host:
Office 365/Exchange/Gmail.

Select your Data Residency Region: European customers, select *Europe*, US customers, select *US*.

Check the tick box to acknowledge that you are responsible for the management, data privacy and security of this account and accept the terms and conditions and click the blue **CONTINUE** button.



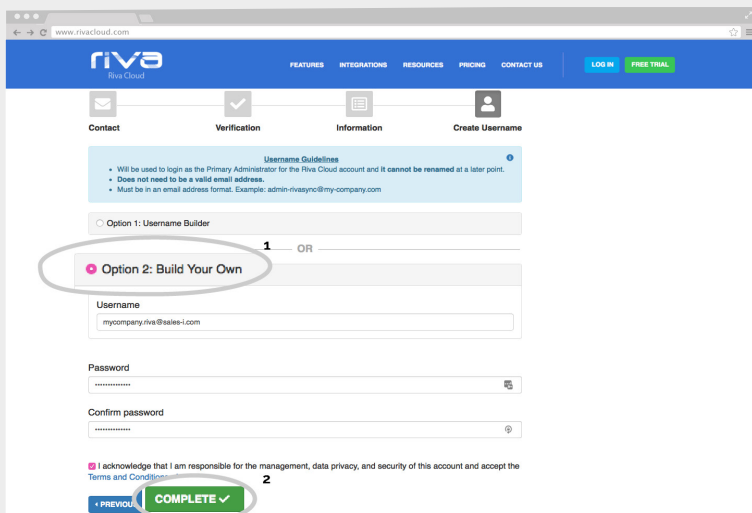
05 You now need to create your username.

Select Option **2. Build Your Own**.

Please Note: The format of the username has to follow the guidelines of companyname.
riva@sales-i.com

e.g if your company is called Acme Hammer Inc the username should be acmehammer.
riva@sales-i.com

Create and confirm your Secure **Password**, tick the **Terms and Conditions** box and then click the green **COMPLETE** button.



06 Read the terms and conditions and click the blue **Accept** button in the bottom right hand corner.



07 The account registration has been completed.

You now need to email the username to support@sales-i.com and telephone sales-i support separately to arrange exchanging the password.

You can contact sales-i support by calling:
UK: 0345 508 7355
USA: 1-847-868-8175.

Please Note: We do not recommend sharing passwords via email.

