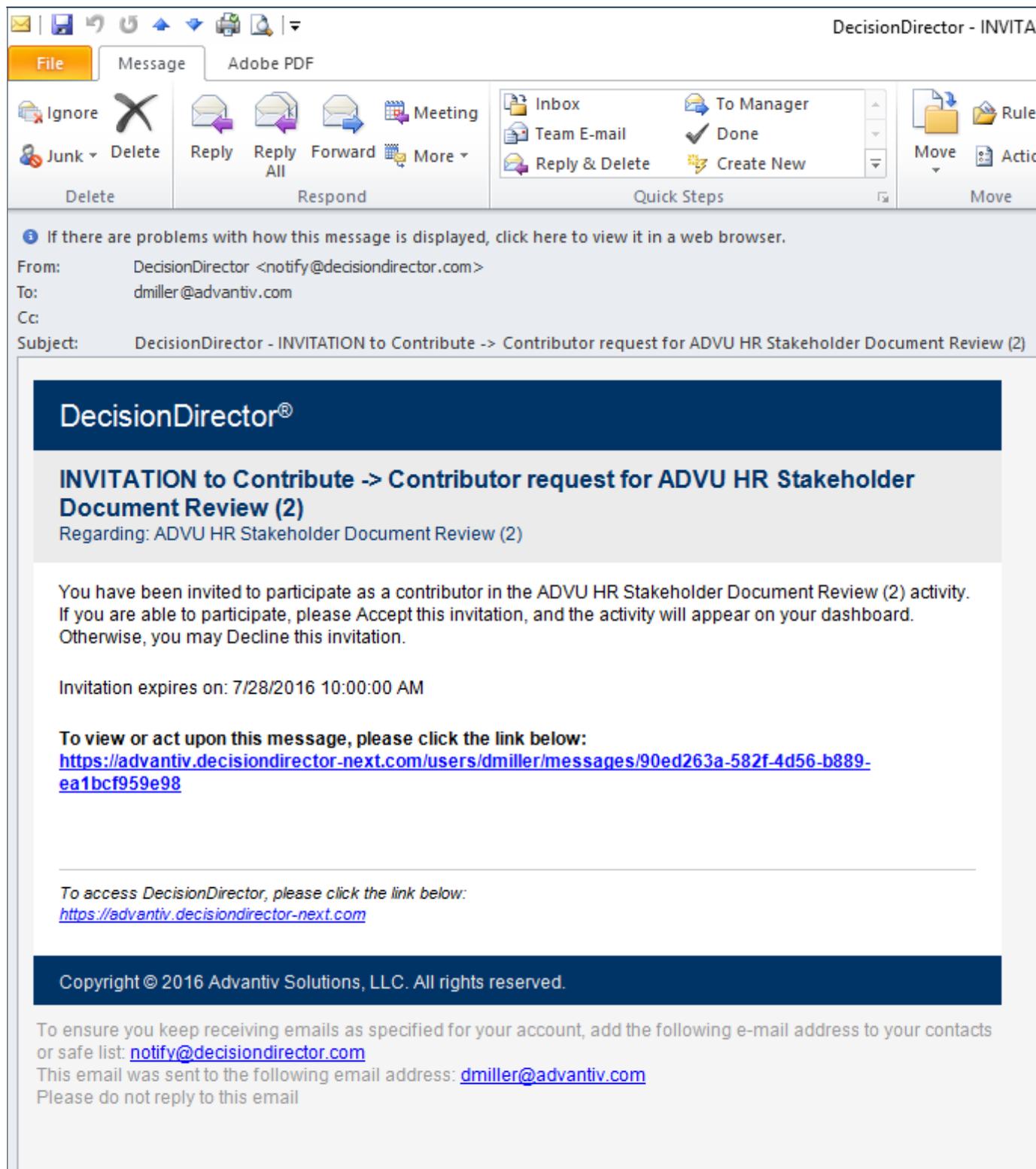


Creating an Account Via an Invitation

Last Modified on 08/02/2016 11:22 pm MST

If you have received an invitation from DecisionDirector, but have not yet created a DecisionDirector account, one will be created for you. All you need to do is provide some basic information, click "Submit", and DecisionDirector will walk you through the rest of the process.

Typical DecisionDirector Invitation Email



The screenshot shows an email client interface with a toolbar at the top containing icons for mail, file, and various actions. The email header shows the sender as DecisionDirector <notify@decisiondirector.com> and the recipient as dmiller@advantiv.com. The subject is "DecisionDirector - INVITATION to Contribute -> Contributor request for ADVU HR Stakeholder Document Review (2)".

DecisionDirector®

INVITATION to Contribute -> Contributor request for ADVU HR Stakeholder Document Review (2)
Regarding: ADVU HR Stakeholder Document Review (2)

You have been invited to participate as a contributor in the ADVU HR Stakeholder Document Review (2) activity. If you are able to participate, please Accept this invitation, and the activity will appear on your dashboard. Otherwise, you may Decline this invitation.

Invitation expires on: 7/28/2016 10:00:00 AM

To view or act upon this message, please click the link below:
<https://advantiv.decisiondirector-next.com/users/dmiller/messages/90ed263a-582f-4d56-b889-ea1bcf959e98>

To access DecisionDirector, please click the link below:
<https://advantiv.decisiondirector-next.com>

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To ensure you keep receiving emails as specified for your account, add the following e-mail address to your contacts or safe list: notify@decisiondirector.com
This email was sent to the following email address: dmiller@advantiv.com
Please do not reply to this email

DecisionDirector Account Completion Page

When you respond to an invitation, DecisionDirector first checks to see if an account exists with the email address associated with the invitation. If an account already exists, DecisionDirector will take you to where you can respond to the invitation.

If an account with that email address does not exist, DecisionDirector will take you to where you can create an account.

Important Note: If you received an invitation to an email address that you **do not** wish to use as your login to DecisionDirector, you should let the issuer know that you prefer to use a different email address. You can ignore the first invitation.

DECISION DIRECTOR [Login](#) [Learn More](#) [Support](#)

Complete Account - Step 1 of 2

Complete | [I already completed and verified account - Login](#) * = required input

Congratulations. You have been invited to take part in a project that involves DecisionDirector. The invitation was sent to you via the email address shown below. Since a DecisionDirector account with this email address has not yet been established, one has been partially created for you. To complete this process, please fill out and submit the form below.

Upon submission, you will be sent an email that will instruct you to verify your new account. You will have 30 days to complete the verification process outlined in the email or the account will automatically be deleted.

* Email:

* Password:

* Password Confirmation:

* First Name:

* Last Name:

* Profile Web Key:
e.g. msmith01 see Signup Tips to the right

Title:

* Security:

Already have an Account?
If you are already have an account, click the Login button below.

Signup Tips
Password – Please select a password that will be difficult for others to discover yet memorable to you. You will be prompted if your password does not meet our minimum requirements.
Profile Web Key – Enter a phrase that will serve as your personal web address in DecisionDirector. You can enter your name, such as "marysmith" or "msmith01", or some other short but unique phrase.

Signup Help
Signup help and other general info related to account creation.
[Learn More - Signup Help](#)

If you received an invitation from DecisionDirector and have not already created a DecisionDirector account, you will be guided through the process. Your login will be the email address to which the invitation was sent.

Helpful Hint: Check your spam folder if you were told to expect an invitation but have not yet received it.

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Verifying the Account Request

As a protective measure, DecisionDirector requires a separate verification step be completed before a new account is enabled.

DECISION DIRECTOR

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Login

Account?

Account?

to create. Collaborate with colleagues, partners, and team members to meet your project goals.

Learn More - Account Benefits

Logging In?

Did you verify your account? Once a DecisionDirector is created, it must be verified before it can be accessed. Look for an email from DecisionDirector with a subject line similar to "ACTION REQUIRED: Account Created and Awaiting Verification", and follow the instructions. If you did not see that email, please check your spam folder.

Account was created successfully. An email was sent to you with instructions on how to complete the Signup process by verifying your account. Your account will not be active until the verification process is completed. Accounts not verified within 30 days will be deleted.

OK

Did you verify your account? Once a DecisionDirector is created, it must be verified before it can be accessed. Look for an email from DecisionDirector with a subject line similar to "ACTION REQUIRED: Account Created and Awaiting Verification", and follow the instructions. If you did not see that email, please check your spam folder.

password? It happens. If you have 1) account information, and you have 2) verified your account, you can [reset your password](#).

If you need assistance, please contact our support team. If you have any questions, please contact our support team. If you have any questions, please contact our support team.

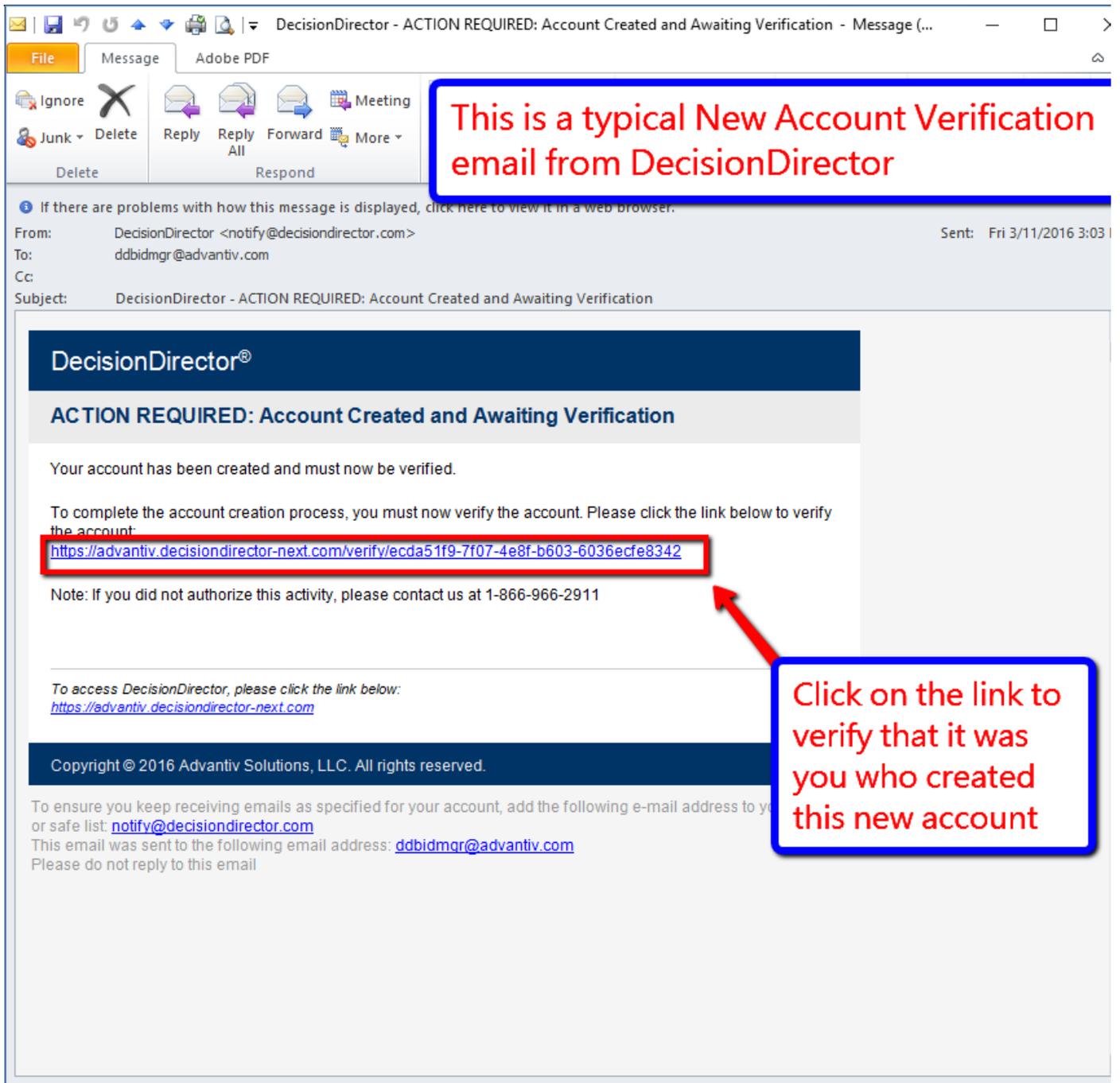
Learn More - Login and Account Help

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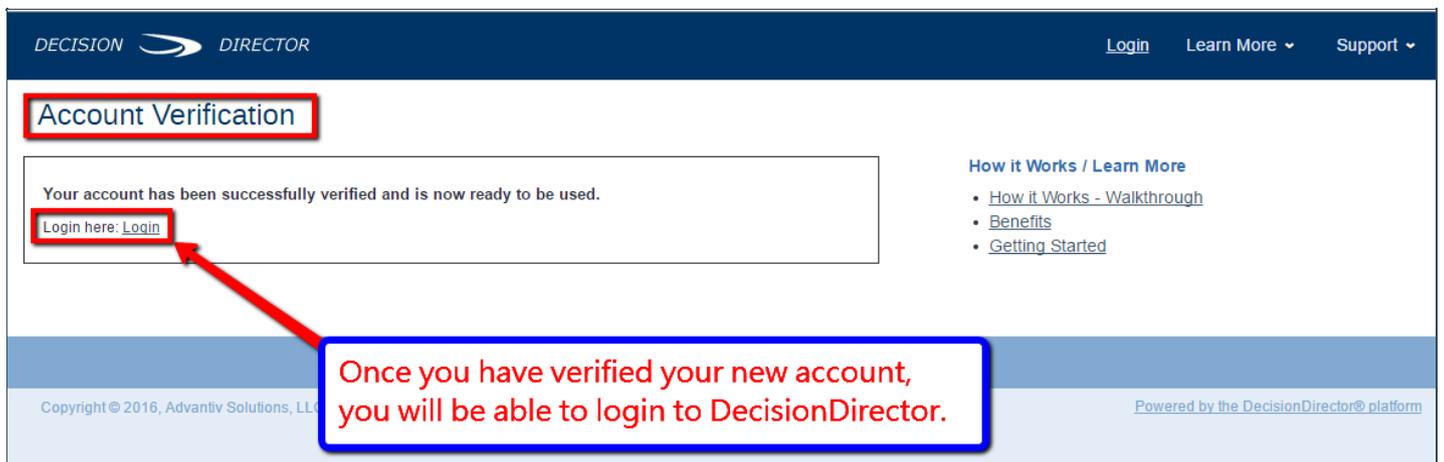
Account Verification Email

Account verification starts with an email that is sent to the email address associated with the new account. This verification email will come from an account named "notify@decisiondirector.com" and will include a subject line that begins with "ACTION REQUIRED: Account Created and Awaiting Verification".

Important Note: Please be sure that your email system will accept messages from notify@decisiondirector.com, and that they don't get blocked or sent to your spam folder. If you do not receive the verification email, please check your spam or junk folder or contact your mail administrator for assistance.



Click on the link provided in the account verification email, and you will be taken to a DecisionDirector page that will confirm that your account is verified and is ready for your use.



Welcome aboard!