Attachment

# Process to create access to OPTIME for new users:

Step 1

Ensure that a tenant for the respective customer is already created within OPTIME.

# Step 2

Receive the following information from your customer:

* Company Name
* Company Address (Street, Nr., ZIP Code, City, Country)
* Industry/Sector of the Company

Receive the following information from each individual employee of your customer which would like to get access (a Log-In) to OPTIME:

* Full Name
* E-Mail Address (should be a company e-mail, not a private e-mail)

# Step 3

Fill the information in the provided excel file

(“OPTIME\_NEW CUSTOMERS\_Export Control\_Service Provider Template.xlsx) and e-mail the file with the following additional information to [new\_user\_optime@schaeffler.com.](mailto:new_user_optime@schaeffler.com)

Please include the following information in your e-mail.

* Your own company name
* Tenant Name
* Admin User Name of the Tenant from your Company
* Your contact person name at Schaeffler in case there are internal questions at Schaeffler You can use the provided template on the next page.

# Step 4

Wait for a confirmation e-mail that the export control check has been performed and user log-ins have been created from Schaeffler. Please be noted that this process can take up to 3 working days since certain steps of export control checks may be performed manually.

Tipp: In order to ensure a timely process and swift experience for your customer, please collect ALL users from your customer which would like to get access to OPTIME and provide them at the same time.