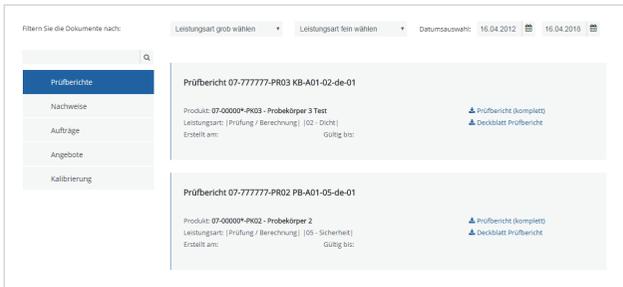


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## Document center

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Access to documents & data created by ift Rosenheim for your company  
e.g. offers, orders, test reports, calibrations & soon also certifications



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## Member area

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Access to exclusive content for members such as:



Technical informationen



Research reports



Drafts of ift Guidelines



Technical dictionary



ift impulse (Newsletter)



Conference proceedings

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## Support

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Our video tutorials provide guidance and instructions for the activation, registration and use of „My ift“. Also to be found under:  
[www.ift-rosenheim.de/faq-portal](http://www.ift-rosenheim.de/faq-portal)



My ift  
Introduction



Registration and  
Login

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## Contacts

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Do you have questions about using „My ift“? Please contact us.

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# My ift

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Your ift customer portal  
Activate now!



## My ift – Benefits at a glance

Your personal ift customer portal „My ift“ provides access to all documents and data for tests, certifications and calibrations created by ift Rosenheim for your company. As ift or ifz member you have also access to the exclusive content in the member area.

### For whom is "My ift" beneficial?

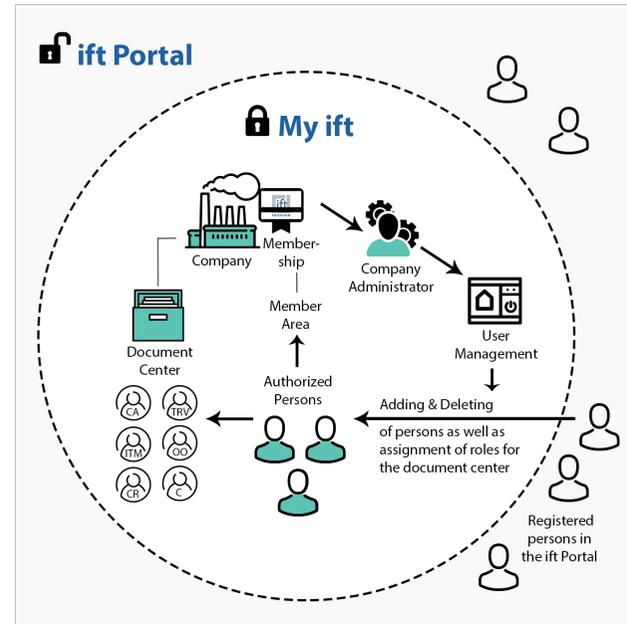
- existing and new clients of ift
- ift and ifz members

### What are the advantages of "My ift"?

- **My user account:** Here you can enter or change your personal data such as the password.
- **Document center:** Here you have access to the documents and data for offers, orders, test reports, calibrations and soon also certifications created for your company – online, anytime and anywhere.
- **Member area:** If you hold an ift membership, you have access to the exclusive content for members via "My ift".
- **User management:** The user management tab allows the company administrator to control the assignment of different access rights for persons to documents and data.



## Activation



In order to use "My ift", the company and a "company administrator" have to be activated by ift Rosenheim.

### How does this work?

Go to [www.ift-rosenheim.de](http://www.ift-rosenheim.de) and click on „My ift activation“. There you will find the form "Application for activation". Fill it in carefully and send it off.

After a positive verification of your data, you will receive an e-mail for confirmation with a short briefing for "My ift".

The company administrator can now register in the ift Portal and automatically receives the authorization to access the document center and the user management.

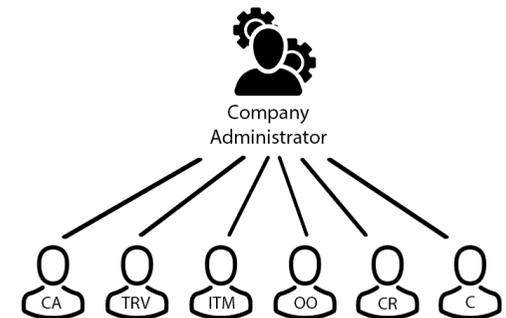
## User management and roles

Through the user management, the company administrator can add registered employees to the company by entering their e-mail, thus granting access to the document center and, if applicable, the member area. It is also possible to remove them again.

The company administrator is responsible for adding and deleting persons and can also determine one or more other company administrators.

By assigning roles to persons, the access to the different areas of the document center can be controlled.

- Company Administrator (CA)
- Test Reports / Verifications (TRV)
- ift-testet Mark (ITM)
- Offers / Orders (OO)
- Calibration Reports (CR)
- Certifications / Contracts / Audit Reports (C)



For more information about the roles, visit: [www.ift-rosenheim.de/faq-ift-portal](http://www.ift-rosenheim.de/faq-ift-portal)