# My ift



Your ift customer portal Activate now!



## **Activation**

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

## How does this work?

The form "Request for activation" can be found at <u>www.ift-rosenheim.de/en/</u> <u>activation-my-ift</u>. 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 for the ift Portal and automatically receives the authorization to access the document center and the user management.

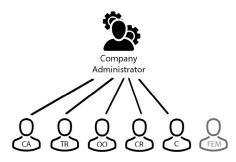
# User management and roles

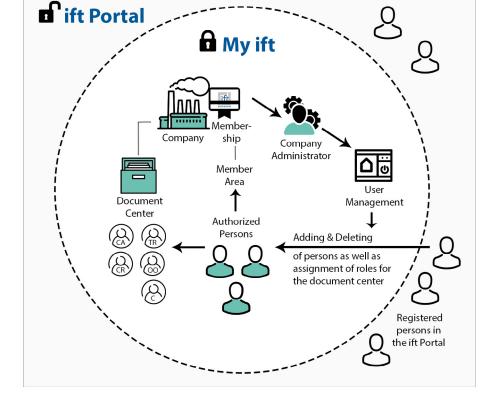
Through the user management, the company administrator can add registered employees to the company by entering their e-mail, thus granting access to the document center and, if applicable, the member area. It is also possible to remove them again.

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 (TR)
- Offers / Orders (OO)
- Calibration Reports (CR)
- Certifications / Contracts / Audit Reports (C)
- iftFEM user different status based on a certification (FEM)





## Your contact

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## 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 account: You can enter or change your personal data.
- Document center: You have access to documents and data of offers, orders, test reports, calibrations and certifications created for your company – online, anytime & anywhere.
- iftFEM: As ift-certified specialist company for thermal transmittance calculation you can carry out calculations

## for heat transfer coefficients of external components in accordance with standards.

- 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.



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