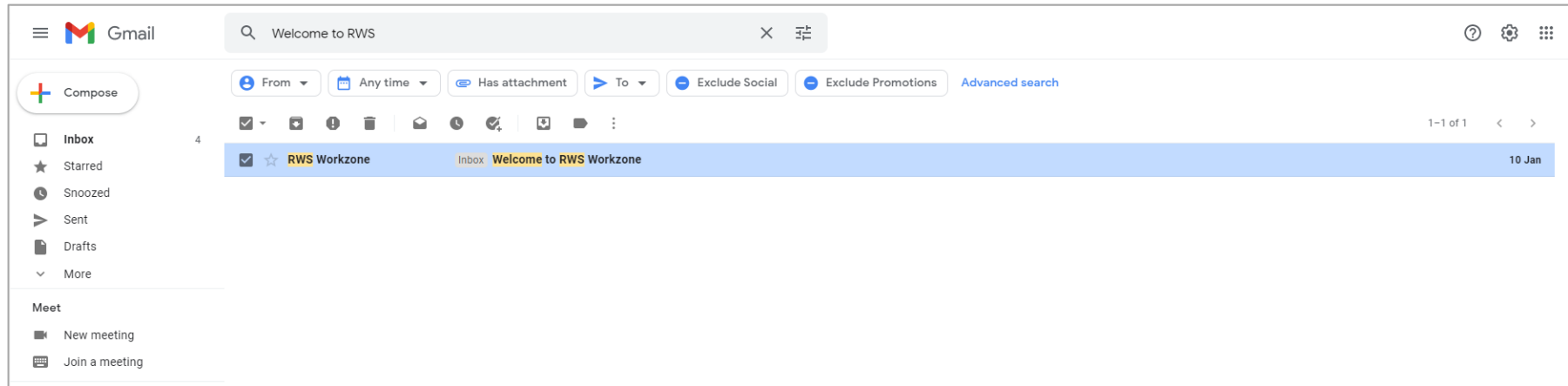


RWS WORKZONE: USER GUIDE

SIGNING UP FOR AN RWS WORKZONE ACCOUNT

RWS Workzone will provide you with access to manage your profile and engagements with RWS. This guide will explain the steps to sign up for an RWS Workzone account.

- 1 An automated 'Welcome to Workzone' email will have been sent to the email address associated with your profile or application. Please check your spam folder if the email is not immediately obvious and, if found mark this as 'not spam' to ensure that future messages from RWS reach your inbox.



2

Open the email and follow the instructions carefully, starting by clicking the RWS Workzone link. You will be redirected to the RWS Workzone sign-in screen. Click 'Sign Up'.

Dear David Bloggs,

Your RWS Workzone account has now been created by our teams. You can now log in and create your profile.

When logging in to RWS Workzone, you will be redirected to a RWS single sign-on screen. RWS single sign-on authentication logs users into multiple systems using just one set of credentials.

If you don't already have a RWS single sign-on account, please follow the below steps:

1. Visit [RWS Workzone](#)
2. You will see the RWS single sign-on screen prompt.
3. Click **Sign Up**.
4. Enter the email address to which this communication has been sent.
5. Choose a password (of at least 8 characters; a mixture of upper case, lower case and numbers is required).
6. Enter your **First Name** and **Last Name**.
7. Click to accept both the **Privacy Policy** and **Terms and Conditions**.
8. Click **Sign Up**.
9. You will then be sent a welcome email from RWS single sign-on with a verification link. Click the link and your account setup will be successfully completed.

Following validation of your email address, you will be able to access RWS Workzone.

Kind Regards,

RWS Supply Chain

RWS ID
formerly SDL ID

Log In Sign Up

yours@example.com

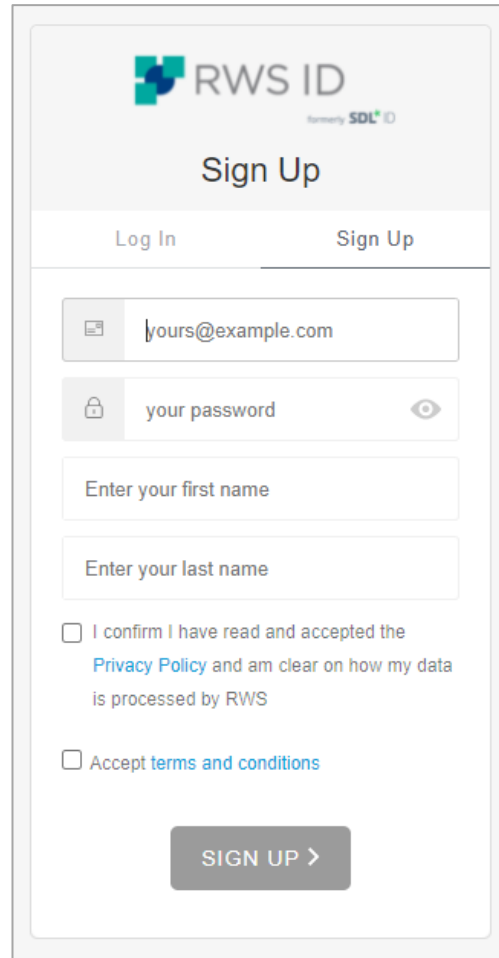
your password

Don't remember your password?

LOG IN >

3 Enter the name and email address associated with your existing RWS profile or application. Enter a new password, the security criteria for this will be displayed on-screen.

Read and accept the RWS Privacy Policy and terms and conditions. When you are ready, click 'Sign Up'

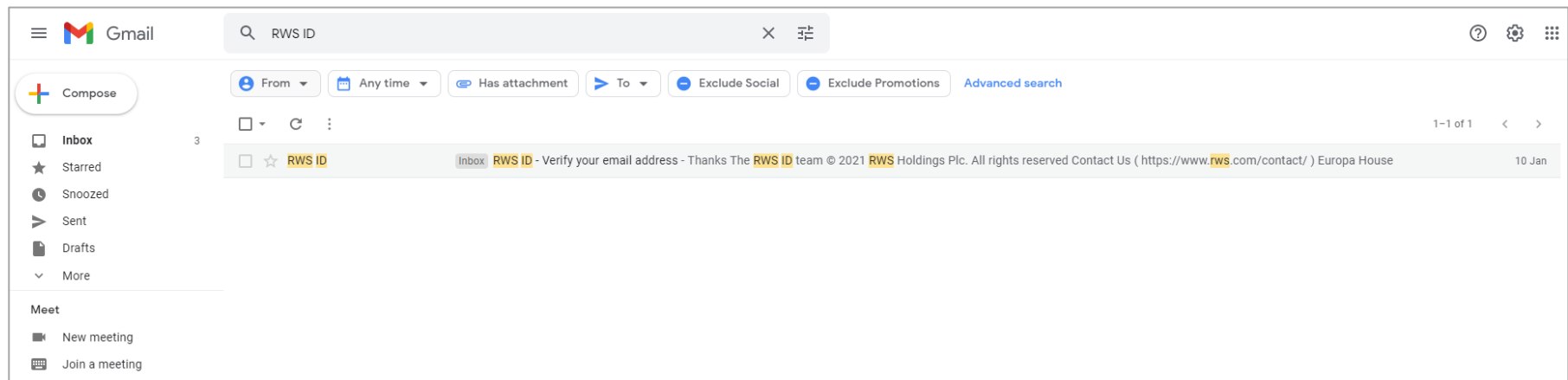
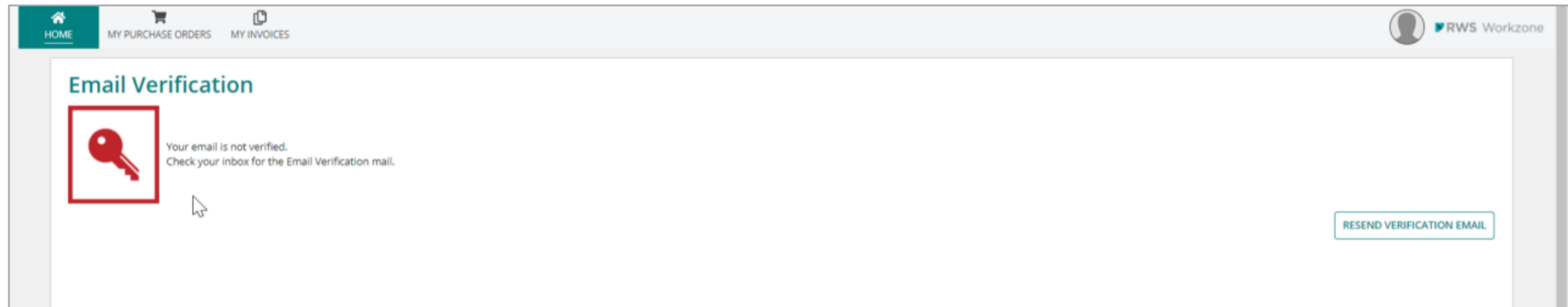


The screenshot shows the RWS ID Sign Up page. At the top, there is the RWS ID logo with the text 'formerly SDL ID' below it. The main heading is 'Sign Up'. Below the heading, there are two tabs: 'Log In' and 'Sign Up', with 'Sign Up' being the active tab. The form contains several input fields: an email field with the placeholder 'yours@example.com', a password field with the placeholder 'your password' and an eye icon for toggling visibility, a first name field with the placeholder 'Enter your first name', and a last name field with the placeholder 'Enter your last name'. Below the name fields, there are two checkboxes: one for 'I confirm I have read and accepted the Privacy Policy and am clear on how my data is processed by RWS' and another for 'Accept terms and conditions'. At the bottom of the form is a 'SIGN UP >' button.

Note: the next time that you access RWS Workzone you will be able to log in using the email address and password set here. The 'Sign Up' steps are a one-off activity.

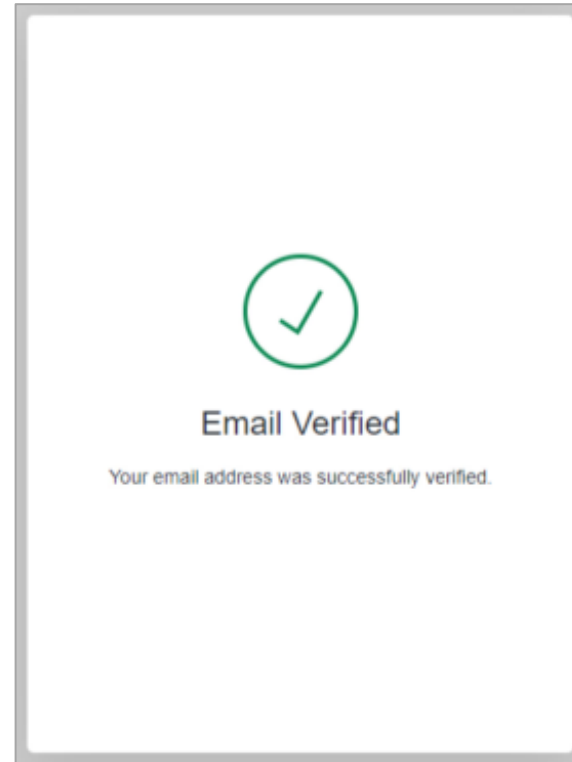
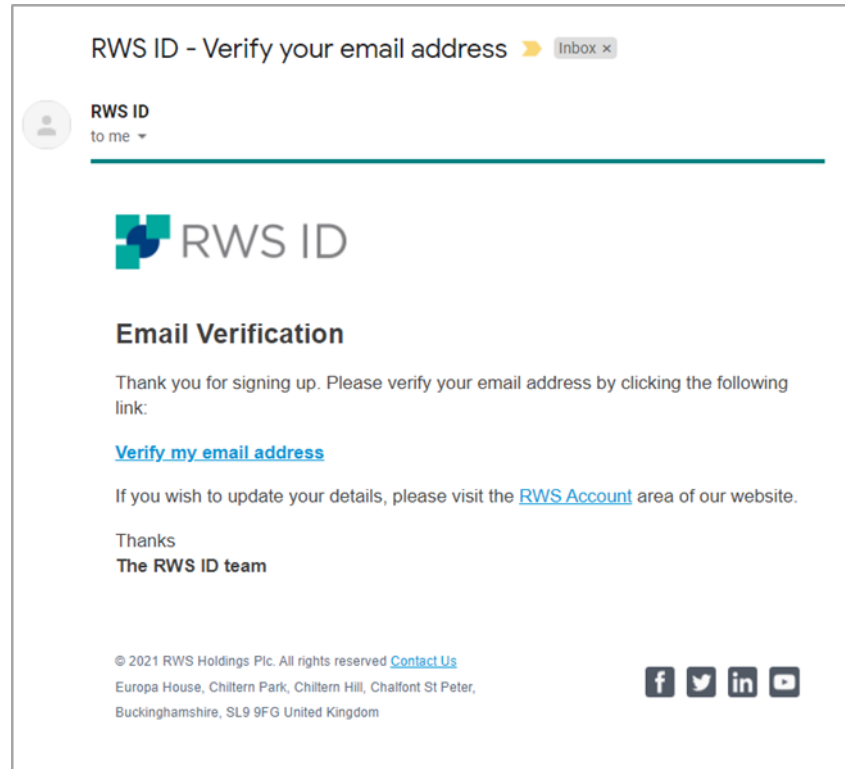
4

On the RWS Workzone Home tab you will see an Email Verification message. You should also have received an automated verification email. If you are unable to find this please check your spam folders and then click 'Resend Verification Email'.



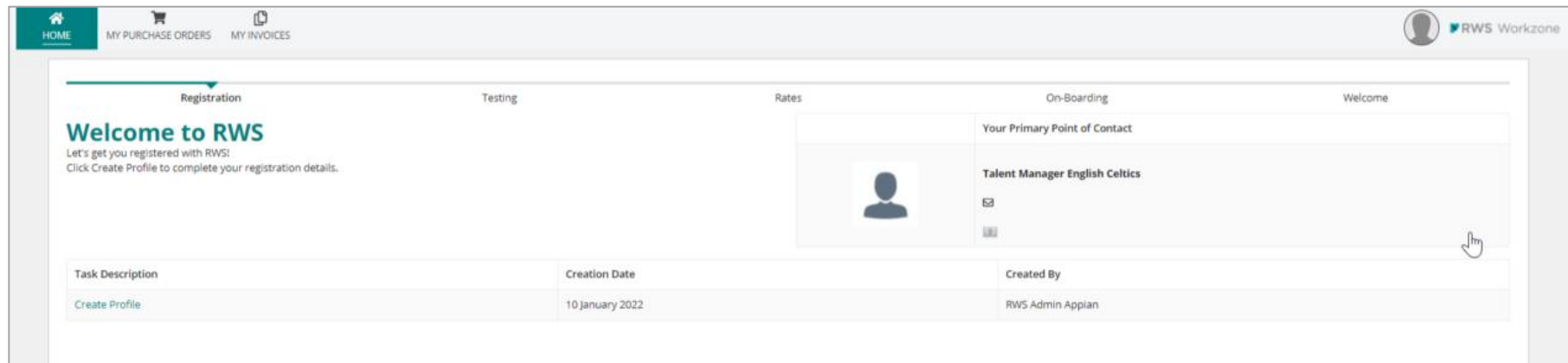
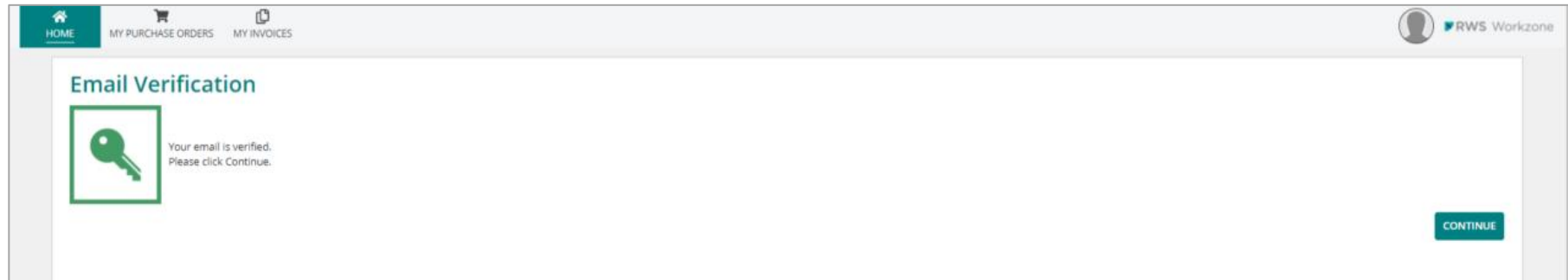
5 Open the email and click the 'Verify my email address' link.

You will see an on-screen notification that your email has been verified.



6 In RWS Workzone, refresh your Home tab for confirmation that your email has been verified.

Click 'Continue' to close this pop-up and progress to the next stage of the application or registration process.



About RWS

RWS Holdings plc is the world's leading provider of technology-enabled language, content management and intellectual property services. We help our clients to connect with and bring new ideas to people globally by communicating business critical content at scale and enabling the protection and realization of their innovations.

Our vision is to help organizations interact effectively with people anywhere in the world by solving their language, content and market access challenges through our collective global intelligence, deep expertise, and smart technology.

Clients include 90 of the globe's top 100 brands, the top 10 pharmaceutical companies and approximately half of the top 20 patent filers worldwide. Our client base spans Europe, Asia Pacific, and North and South America across the technology, pharmaceutical, medical, legal, chemical, automotive, government and telecommunications sectors, which we serve from offices across five continents.

Founded in 1958, RWS is headquartered in the UK and publicly listed on AIM, the London Stock Exchange regulated market (RWS.L).
For further information, please visit: www.rws.com

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