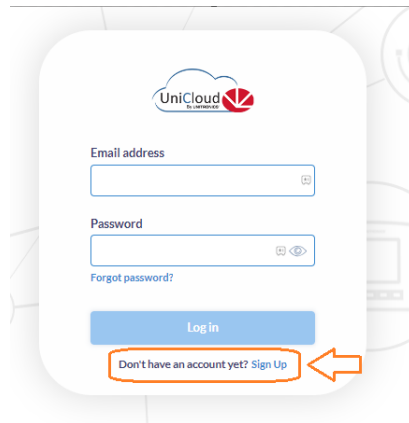


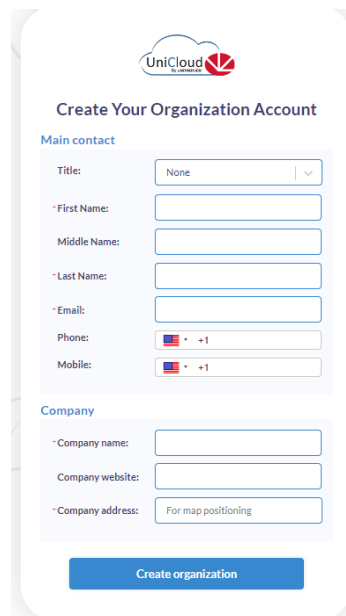
## Setting up new UniCloud User Guide

When setting up a new UniCloud subscription there are a few details we will need from you. To get these details, first you must set up a new account on <https://www.unitronics.io/login>.

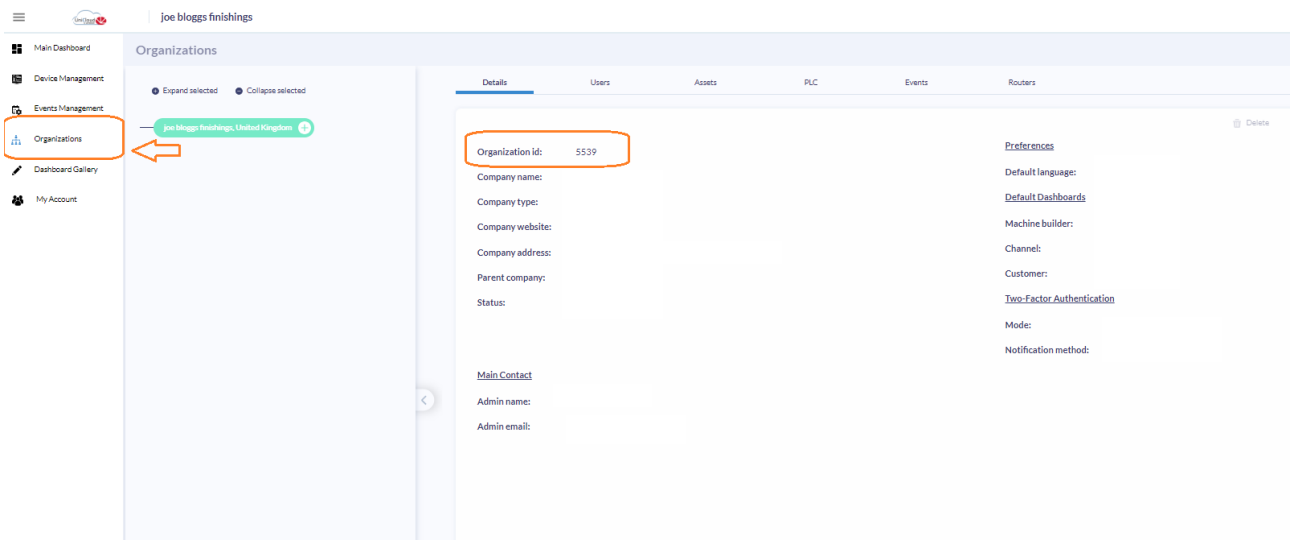
The link shown above will take you to the login screen for the UniCloud service, firstly you're going to want to press the small 'sign up' link at the bottom of the sign in area.



After this step you will need to fill in the details shown below and follow all the steps to create your account.

A screenshot of the 'Create Your Organization Account' form. The form is titled 'Create Your Organization Account' and features the UniCloud logo at the top. It is divided into two main sections: 'Main contact' and 'Company'. The 'Main contact' section includes a 'Title' dropdown menu (set to 'None'), and input fields for 'First Name', 'Middle Name', 'Last Name', 'Email', 'Phone', and 'Mobile'. The 'Phone' and 'Mobile' fields have a country code dropdown set to '+1'. The 'Company' section includes input fields for 'Company name', 'Company website', and 'Company address' (with a note 'For map positioning'). A blue 'Create organization' button is located at the bottom of the form.

Please head to the organisation tab on the left of the screen and obtain your 'organisation ID' (you will need this to place orders with us at i4Automation for subscriptions).



If you are looking to upgrade a current UniCloud subscription, please can you obtain the subscription key of the current subscription you have. Send that over to us, along with the date this subscription was activated originally.

