

D-GN-OT-1868

Date: April 14, 2020
To: Internal, Sales, Distribution, and Sales Representatives
From: Daikin City Team
Subject: **Daikin City Updates – Improved User Registration Process**

Daikin North America LLC is pleased to announce several improvements to Daikin City. Updates in this PMN are released in the week of April 13, 2020. The improvements simplify new users' registration process, providing an enhanced user experience.

Benefits of New Registration Process

1. Simplified, single step registration process
2. Immediate, direct access links to various Daikin City Tools, including Daikin University
3. Super Admins can provide user registration assistance and register users in training classes

There are no changes to the new user registration form. Upon submitting the user registration, a verification email will be sent to the new user. **New users must verify and activate their account by clicking a link in the verification email.**

Simultaneously, the Super Admin is notified to verify and provide additional access to the new user's account. The new user must contact their Super Admin to obtain additional access to Daikin Tools and systems in Daikin City.

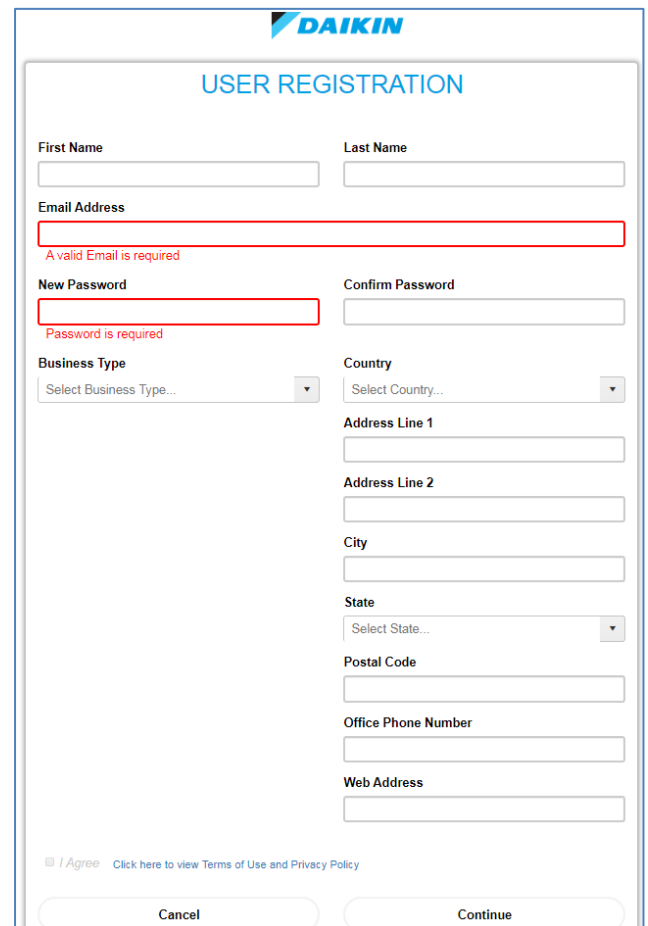
Improved One-Step User Registration Process

An improved user registration process is implemented in Daikin City using a SSO (Single Sign On) feature that will allow submitting user registration details in one step. The registration process will reduce approval time and provide faster access to various Daikin Tools and systems. [Click here](#) to watch a quick video for more details on user registration and login.

Obtaining New Access to Daikin City

For new access, please register to Daikin City by [clicking here](#), or contact daikincity@daikincomfort.com.

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The screenshot shows the 'USER REGISTRATION' form with the following fields and validation messages:

- First Name:
- Last Name:
- Email Address: (Validation: A valid Email is required)
- New Password: (Validation: Password is required)
- Confirm Password:
- Business Type:
- Country:
- Address Line 1:
- Address Line 2:
- City:
- State:
- Postal Code:
- Office Phone Number:
- Web Address:

At the bottom, there is a checkbox for 'I Agree' with a link to 'Click here to view Terms of Use and Privacy Policy', and two buttons: 'Cancel' and 'Continue'.