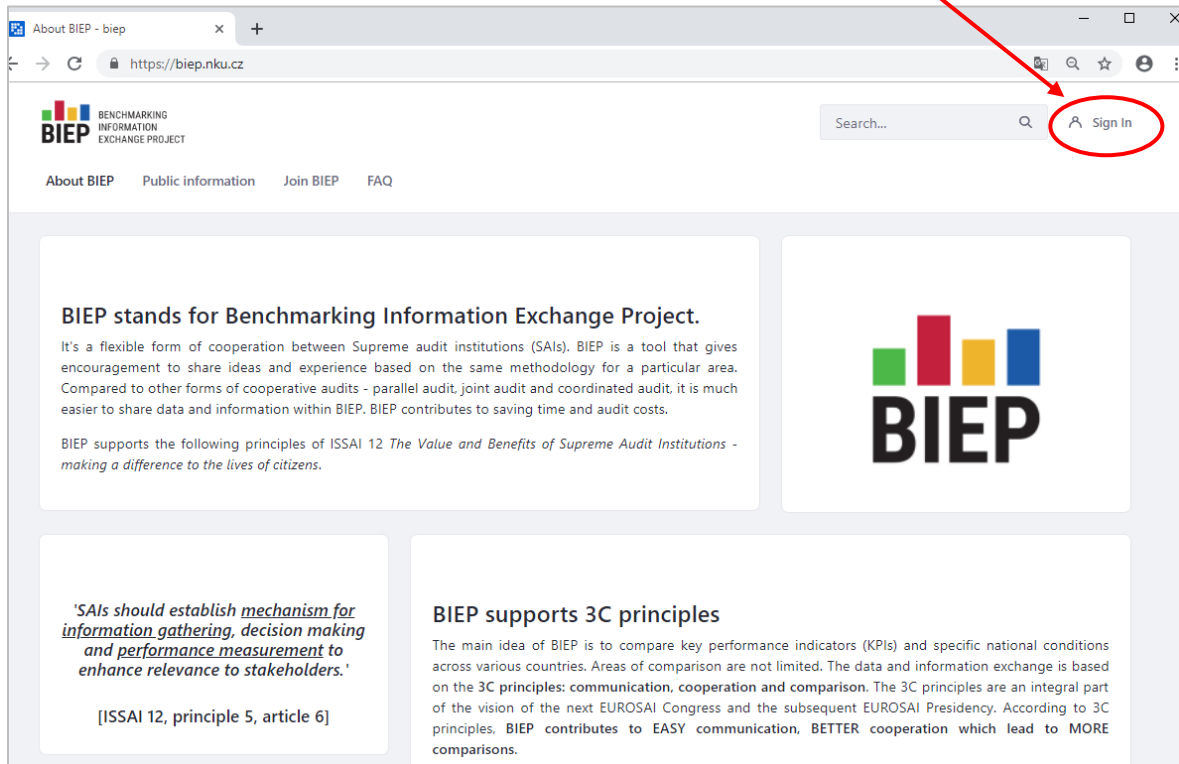


How to create an account to the BIEP Portal?

To view the non-public part of the BIEP portal, you have to create a user account.

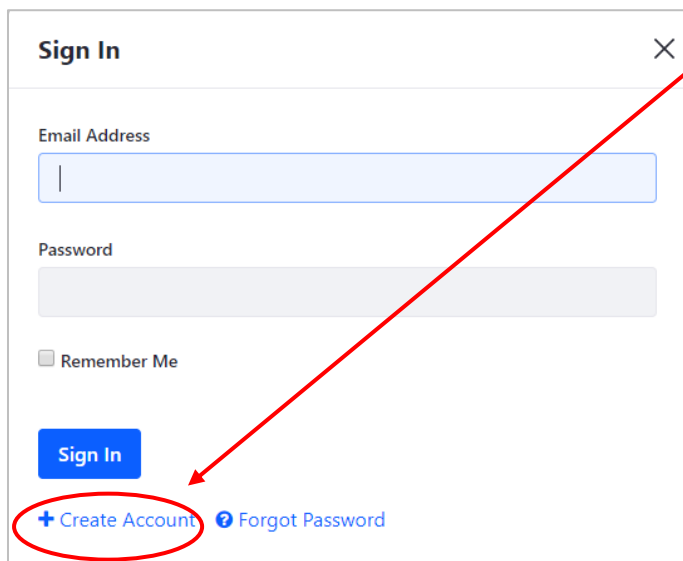
STEP 1:

On the main page click on the button 'Sign In' in the top right corner.



STEP 2:

Then a new window appears and you choose '+Create Account'.



STEP 3:

Now, you have to fill in the following form. Please keep in mind that some fields marked with a red star (such as screen name, email address, first name, last name and text verification) are compulsory.

The form contains the following fields and elements:

- Screen Name ***: A text input field with a red border and a red star. Below it, the text "This field is required." is displayed.
- Email Address ***: A text input field with a red star.
- Language**: A dropdown menu currently showing "English (United States)".
- Prefix**: A dropdown menu.
- First Name ***: A text input field with a red star.
- Middle Name**: A text input field.
- Last Name ***: A text input field with a red star.
- Suffix**: A dropdown menu.
- Text Verification ***: A text input field with a red star, located to the right of the other fields.
- Save**: A blue button with white text, circled in red.
- Avatar**: A small square image placeholder with a blue refresh icon to its right.

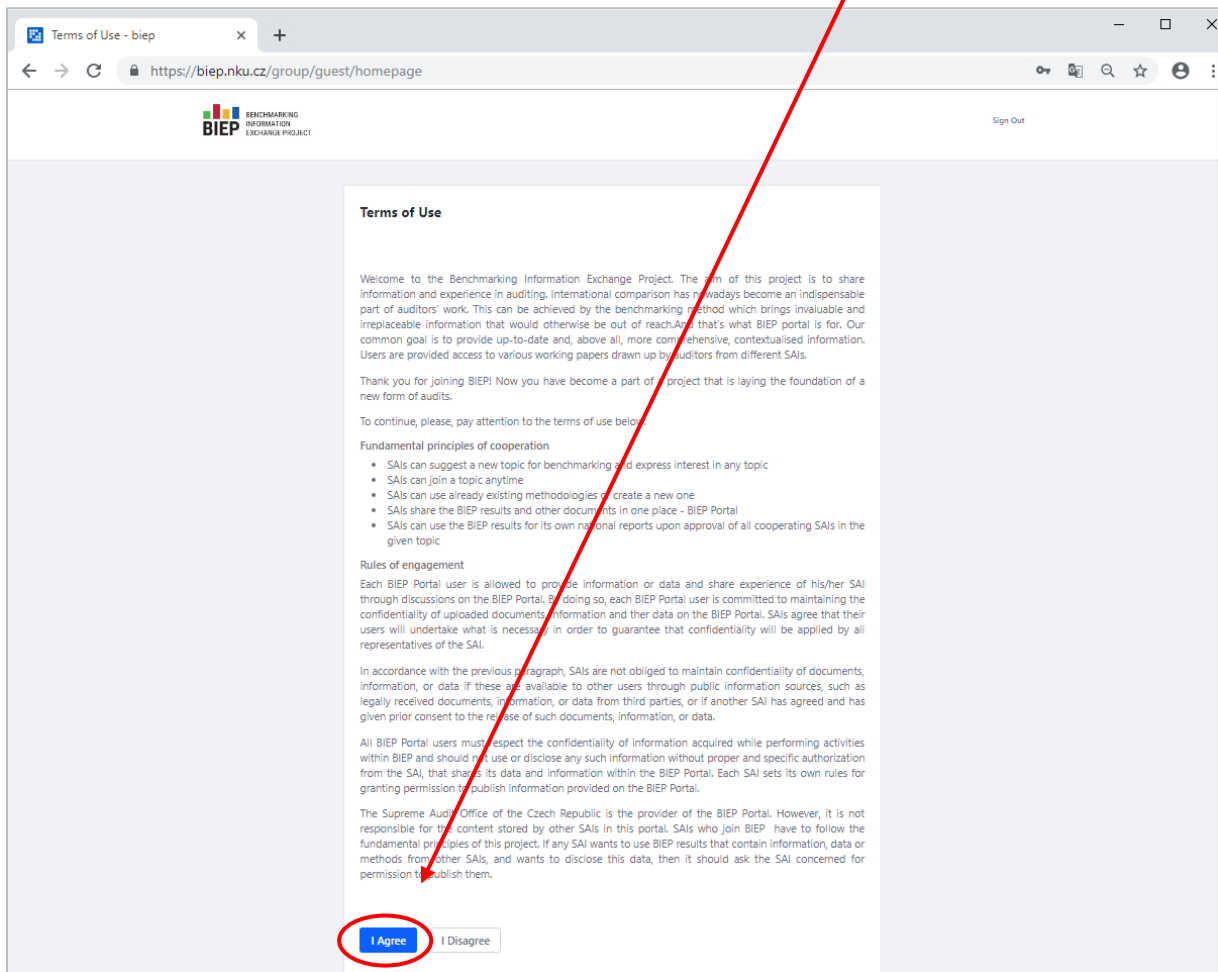
Your screen name must contain only alphanumeric or special characters such as '-' or '_'. It cannot contain any space. The screen name will not be used for your identification. In the BIEP Portal, your first and last name will be displayed. After filling in the form, click on the button 'Save'.

STEP 4:

Each new user must be approved by a BIEP Portal administrator. You will be notified via email at your email address (which you have indicated in the previous form) when your account has been approved. You will receive an email confirmation and your password from portal@biep.nku.cz. As a part of the confirmation email you will receive a one-time password. Use it for your first login. In case you do not receive such an email within 24 hours, please check your SPAM folder or contact us on biep@nku.cz.

STEP 5:

After logging in, please read the terms of use of the BIEP Portal. To sign in to the BIEP Portal you have to accept the terms of use by clicking on the button 'I Agree'.



The screenshot shows a web browser window with the URL <https://biep.nku.cz/group/guest/homepage>. The page title is "Terms of Use - biep". The BIEP logo is visible in the top left corner. The main content area is titled "Terms of Use" and contains the following text:

Welcome to the Benchmarking Information Exchange Project. The aim of this project is to share information and experience in auditing. International comparison has nowadays become an indispensable part of auditors' work. This can be achieved by the benchmarking method which brings invaluable and irreplaceable information that would otherwise be out of reach. And that's what BIEP portal is for. Our common goal is to provide up-to-date and, above all, more comprehensive, contextualised information. Users are provided access to various working papers drawn up by auditors from different SAIs.

Thank you for joining BIEP! Now you have become a part of a project that is laying the foundation of a new form of audits.

To continue, please, pay attention to the terms of use below.

Fundamental principles of cooperation

- SAIs can suggest a new topic for benchmarking and express interest in any topic
- SAIs can join a topic anytime
- SAIs can use already existing methodologies or create a new one
- SAIs share the BIEP results and other documents in one place - BIEP Portal
- SAIs can use the BIEP results for its own national reports upon approval of all cooperating SAIs in the given topic

Rules of engagement

Each BIEP Portal user is allowed to provide information or data and share experience of his/her SAI through discussions on the BIEP Portal. By doing so, each BIEP Portal user is committed to maintaining the confidentiality of uploaded documents, information and their data on the BIEP Portal. SAIs agree that their users will undertake what is necessary in order to guarantee that confidentiality will be applied by all representatives of the SAI.

In accordance with the previous paragraph, SAIs are not obliged to maintain confidentiality of documents, information, or data if these are available to other users through public information sources, such as legally received documents, information, or data from third parties, or if another SAI has agreed and has given prior consent to the release of such documents, information, or data.

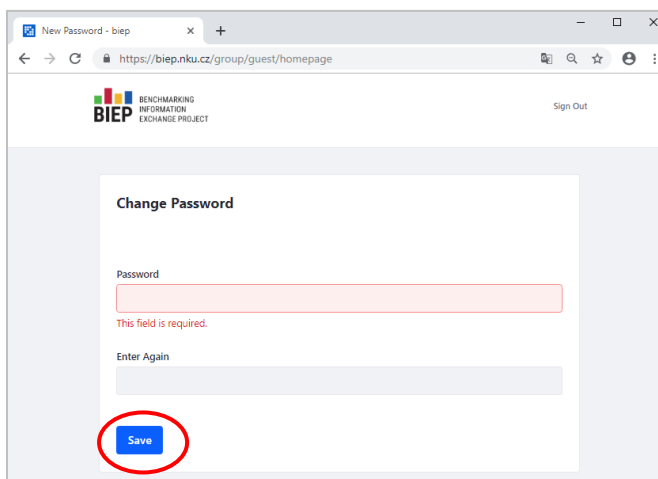
All BIEP Portal users must respect the confidentiality of information acquired while performing activities within BIEP and should not use or disclose any such information without proper and specific authorization from the SAI, that shares its data and information within the BIEP Portal. Each SAI sets its own rules for granting permission to publish information provided on the BIEP Portal.

The Supreme Audit Office of the Czech Republic is the provider of the BIEP Portal. However, it is not responsible for the content stored by other SAIs in this portal. SAIs who join BIEP have to follow the fundamental principles of this project. If any SAI wants to use BIEP results that contain information, data or methods from other SAIs, and wants to disclose this data, then it should ask the SAI concerned for permission to publish them.

At the bottom of the page, there are two buttons: "I Agree" and "I Disagree". The "I Agree" button is circled in red.

STEP 6:

You will be asked to change the password for your own one. Fill in the same password into both boxes and click on the button 'Save'.



The screenshot shows a web browser window with the URL <https://biep.nku.cz/group/guest/homepage>. The page title is "New Password - biep". The BIEP logo is visible in the top left corner. The main content area is titled "Change Password" and contains the following form:

Change Password

Password

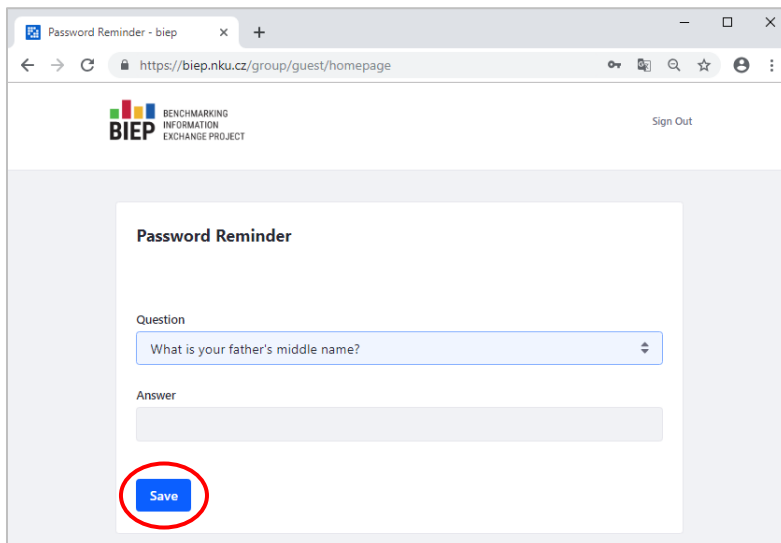
This field is required.

Enter Again

At the bottom of the form, there is a "Save" button circled in red.

STEP 7:

You will be asked to answer a selected question. This question will appear only in case you forget your password.



The screenshot shows a web browser window with the address bar displaying <https://biép.nku.cz/group/guest/homepage>. The page header includes the BIEP logo (BENCHMARKING INFORMATION EXCHANGE PROJECT) and a "Sign Out" link. The main content area is titled "Password Reminder" and contains a form with the following elements:

- A "Question" dropdown menu with the selected option: "What is your father's middle name?"
- An "Answer" text input field.
- A blue "Save" button, which is circled in red.

Congratulations! Now you are a new BIEP Portal user!