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Memo Web Application user Manual

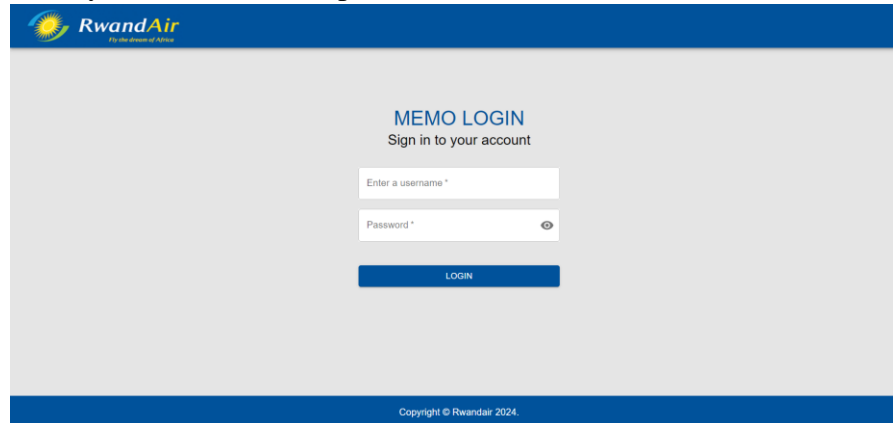
1. Getting Started

1.1. Accessing the Application

Open your web browser and go to <https://memo.rwandair.com>

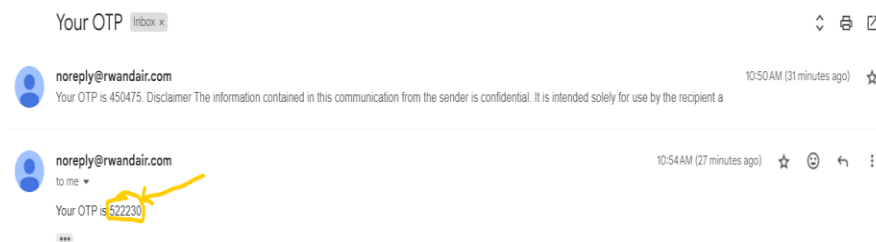
1.2. Creating an Account and Login

- ✓ Enter your username and password.

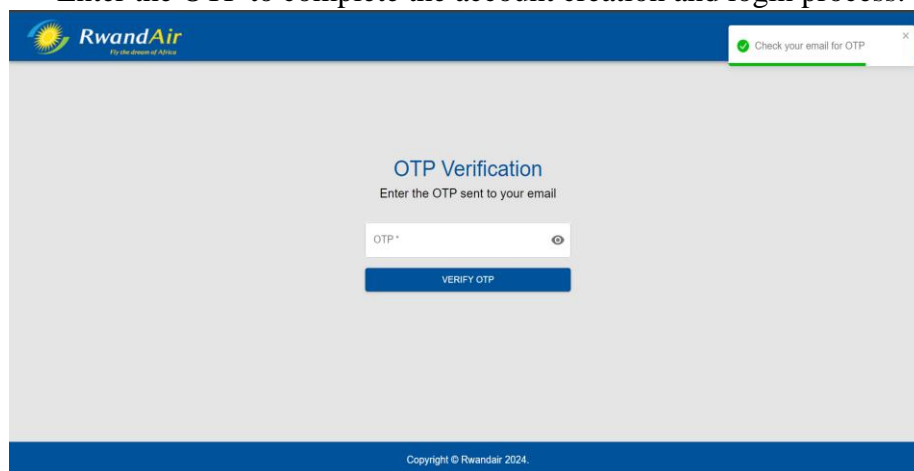


The screenshot shows the 'MEMO LOGIN' page of the RwandAir application. At the top is the RwandAir logo with the tagline 'Fly the dream of Africa'. Below the logo, the text 'MEMO LOGIN' and 'Sign in to your account' is displayed. There are two input fields: 'Enter a username *' and 'Password *' with an eye icon for toggling visibility. A blue 'LOGIN' button is positioned below the password field. At the bottom of the page, a copyright notice reads 'Copyright © Rwandair 2024'.

- ✓ An OTP (One-Time Code) will be sent to your personal email for account verification.



- ✓ Enter the OTP to complete the account creation and login process.

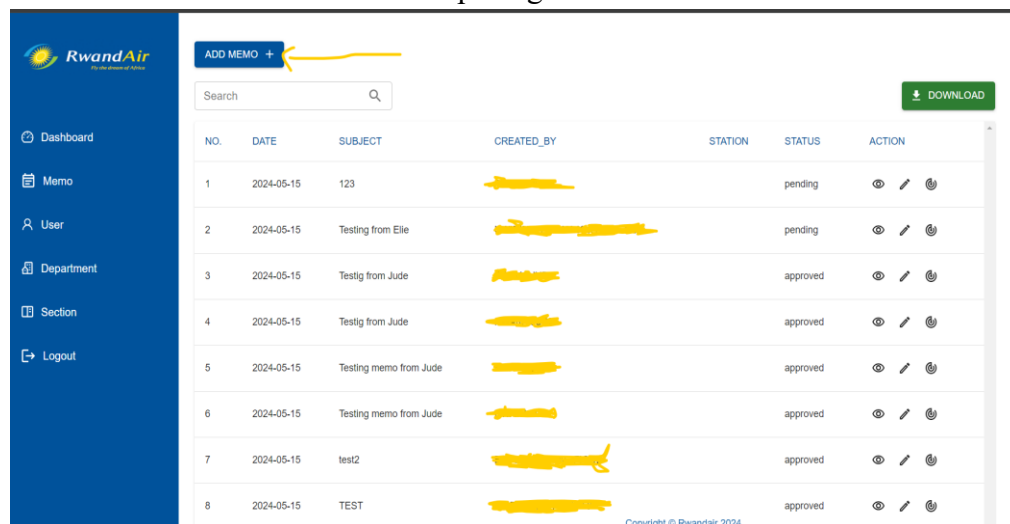


The screenshot shows the 'OTP Verification' page of the RwandAir application. At the top is the RwandAir logo with the tagline 'Fly the dream of Africa'. A green notification banner at the top right says 'Check your email for OTP'. Below the logo, the text 'OTP Verification' and 'Enter the OTP sent to your email' is displayed. There is an input field labeled 'OTP *' with an eye icon for toggling visibility. A blue 'VERIFY OTP' button is positioned below the input field. At the bottom of the page, a copyright notice reads 'Copyright © Rwandair 2024'.

2. Memo Creation and Signing

2.1. Creating a Memo

- ✓ Click on “Add memo” to start composing a new memo.



- ✓ Fill in the memo details such as title, description and supporting documents.
- ✓ Click “Add” to dispatch the memo to the designated signers.


Memo Details

MEMO TITLE

Description

FILES

+ ADD MORE FILES No file chosen



2.2. Viewing Memo Drafts and History

- ✓ Access your memo drafts by clicking on Memo sidebar link of the main dashboard.
- ✓ Click on a memo first icon to view its details, second icon to edit, and last icon to track the signing process.

2.3. Signing a Memo

As a signer, on your dashboard, there a link called memo on your sidebar of your dashboard, click on it and choose memo to sign from the list. Click on the last icon of the column action and follow the signing instructions.

3. Technical Support

For any technical assistance or inquiries, please contact:

1. Elie Kayitare

- Phone: +250781442755
- Email: elie.kayitare@rwandair.com

2. Cedric Gahamanyi

- Phone: +250787686623
- Email: cedric.gahamanyi@rwandair.com