



---

## ACCOUNT SETUP GUIDE

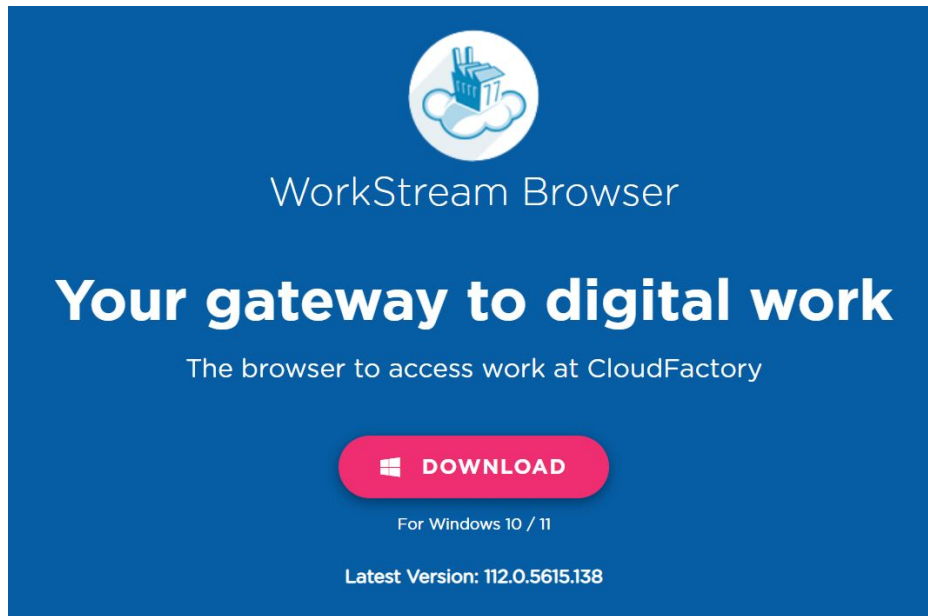
**The purpose of this document is make it easy for you to set-up your account.  
Please read the instructions carefully and follow step by step guidelines.**

It may feel really long but it will all be worth it in the end!

# Download WorkStream Browser

- **Step 1:** Download WorkStream Browser
- **Step 2:** Click Download Link:  
<https://browser.cloudfactory.com/>
- **Step 3:** Open your personal gmail in **WorkStream Browser**

**Note: Follow all the following steps in WorkStream Browser.**




The banner features a blue background. At the top center is a circular logo with a white cloud and a blue factory icon. Below the logo, the text 'WorkStream Browser' is written in white. The main headline 'Your gateway to digital work' is in large, bold white font. Below it, the subtitle 'The browser to access work at CloudFactory' is in a smaller white font. A prominent red button with a white Windows logo and the word 'DOWNLOAD' in white is centered. Below the button, the text 'For Windows 10 / 11' is displayed. At the bottom, 'Latest Version: 112.0.5615.138' is shown in white.

WorkStream Browser

**Your gateway to digital work**

The browser to access work at CloudFactory

 **DOWNLOAD**

For Windows 10 / 11

Latest Version: 112.0.5615.138

# Verify your Personal Email ID

- **Step 4:** Check your personal email ID in both inbox and spam folder.
- You will receive an email to verify your personal email as shown in the image.
- Click on '**Verify Email**'.



# Invitation to 4.0 platform (cloudfactory.app)

- **Step 5:** Go to your personal email inbox and check for email with username and temporary password as shown in the image.
- **Step 6:** Click on '**Sign in using the above username and password**' to login.

The image shows an email invitation from CloudFactory. The header is blue with the CloudFactory logo and the text "Hi [redacted]". Below this, the text "What to do next:" is followed by "Use the username and password below to sign in to your account". There are two input fields: "Username" and "Temporary Password", both with redacted content. Below these fields is a blue button with the text "Sign in using the above username and password". A red arrow points to this button with the text "CLICK HERE" in red. At the bottom, it says "Thanks, The CloudFactory Team."

# Login to cloudfactory.app (4.0)

- **Step 7:** Click on '**Sign in with CloudFactory ID**' as shown in the image.
- **Step 8:** Then select your **ES email username** to login.



Login



CLICK HERE



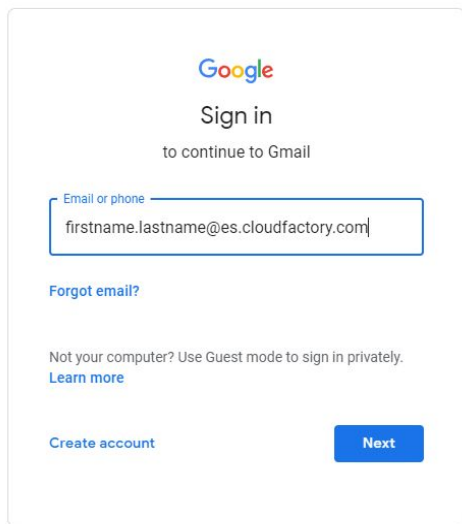
Sign in with CloudFactory ID

Your CloudFactory ID should look like `firstname.lastname@cloudfactory.com` or `firstname.lastname@es.cloudfactory.com`

By signing in, you are agreeing to the [Privacy Policy](#) and [Terms & Conditions](#).

# Login & Change Password

- **Step 9:** Enter your ES email address in this format as it was sent in your invitation email.
- **Step 10:** Change your password and note it down.



Google

Sign in

to continue to Gmail

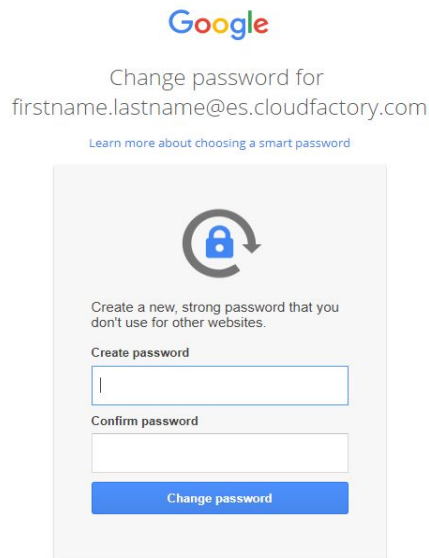
Email or phone

firstname.lastname@es.cloudfactory.com

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)


[Create account](#) [Next](#)



Google

Change password for  
firstname.lastname@es.cloudfactory.com

[Learn more about choosing a smart password](#)



Create a new, strong password that you don't use for other websites.

Create password

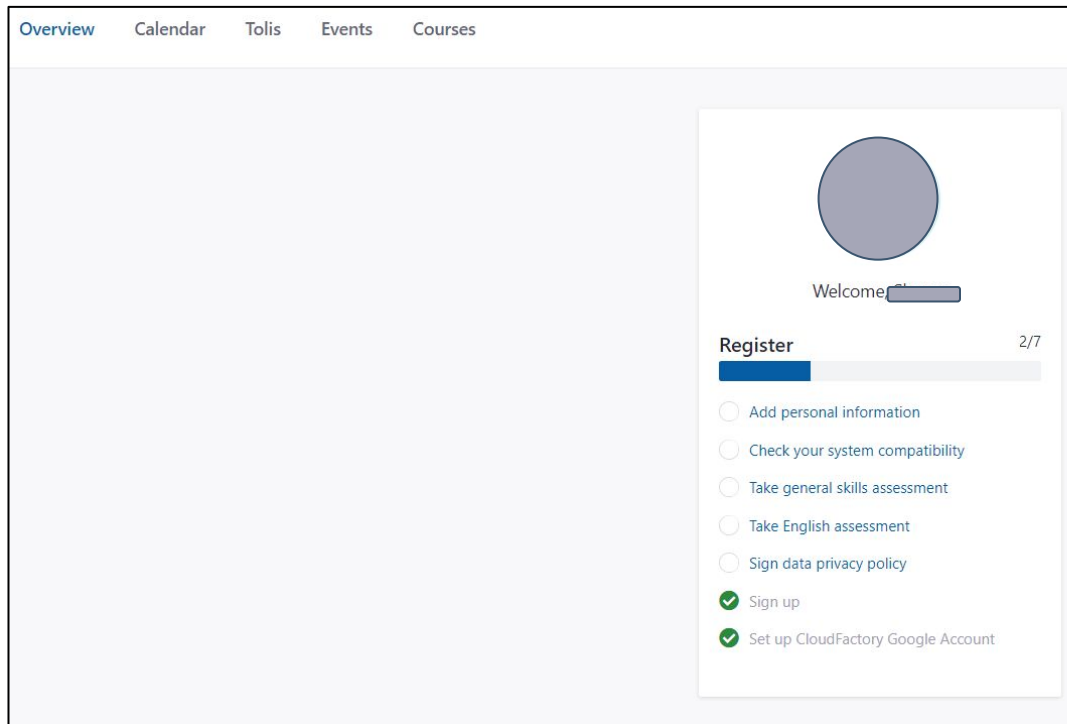
Confirm password

[Change password](#)

# cloudfactory.app Home Page

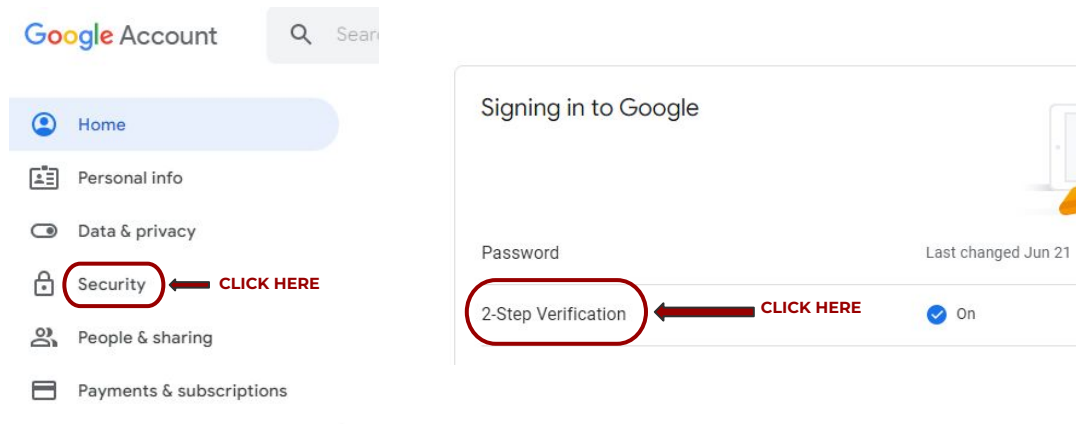
Note: After changing your password, you will land in the home page of cloudfactory.app where you will see **Overview** as shown in the image.

Next step is to turn on 2-step verification.



# 2-Step Verification

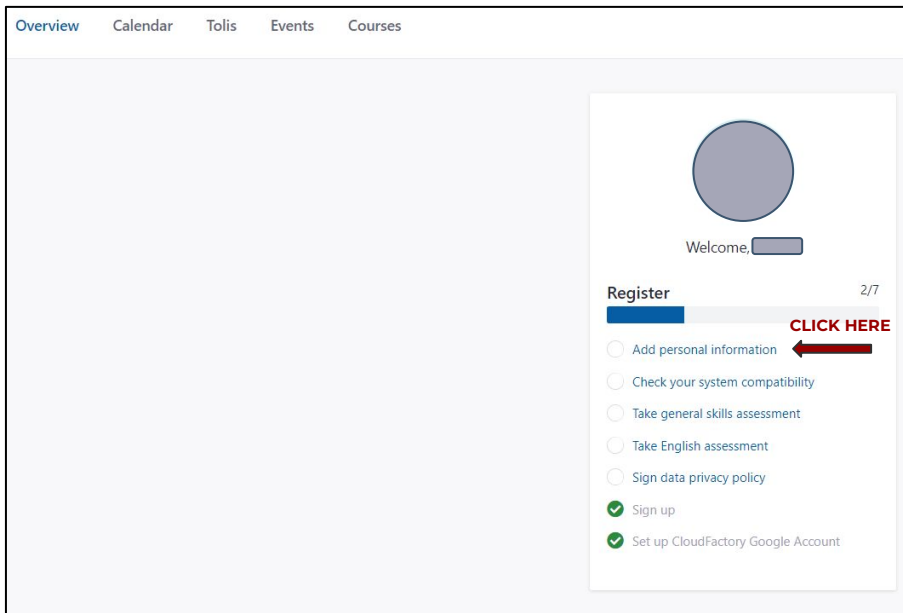
- **Step 11:** Go to <https://myaccount.google.com/>
- Click on Security. Scroll down until you see 2-step Verification. Click on it, insert your phone number and turn on 2-step verification. This step is MANDATORY.
- Failing to turn on 2-step verification will log you out of your ES email and you won't be able to login again.





# Setup profile in 4.0

- **Step 12:** After you have turned on 2-step verification, log in with your new password in cloudfactory.app, you will be shown a list of tasks to complete as shown in the image.
- **Step 13:** Click on '**Add personal information**' to fill in your details.



# Setup profile in 4.0

- **Step 14:** You are then required to provide '**Basic information**' as shown in the image.
- The fields marked with red asterisks are mandatory.
- **Step 15:** Once you complete filling the details, click Save and go to the next section as shown in the left hand side of the image.

The screenshot displays the 'My account' page with a navigation bar at the top containing 'Overview', 'Calendar', 'Performance', 'Events', and 'Courses'. Below the navigation bar, the 'My account' section is active, with sub-tabs for 'Personal Info', 'System Check', and 'Payments'. A 'Profile Completeness' bar shows 100% completion. A red bracket on the left sidebar highlights the 'Basic information' section. The main form area is titled 'Basic information' and contains the following fields:

- \* First Name: Janam
- Middle Name: (empty)
- \* Last Name: Humagain
- \* Primary Email: (redacted)
- The email id used for login. Usually the email id provided by CloudFactory
- \* Personal Email: (redacted)
- \* Phone Number: (redacted)
- \* DOB: (redacted)
- \* Gender: Female
- \* Profile Picture: (image of a woman) with a 'Remove' link

**N/B:** The 4.0 platform only accepts images in **PNG format**

# Setup profile in 4.0

- **Step 16:** Click on **'Education and Work'** and fill in the necessary details. Click Save.

### Education and Work

Please Complete Your Details

\* Highest education degree

Select...

\* Education Degree Name

Name of your highest degree

\* Education Degree Completion Year

Select your date

Education Degree Completion (if not completed, Expected) Year

\* Education Degree Certificate

Drag file here or Click to browse

The scan of your highest education degree certificate.

Upload

\* Employment Status

Select...

\* Work Experience

Work Experience (in years)

Experience in specific skills

Select...

Experience in specific skills

Name of Company (where above skills were applied)

Save

# Setup profile in 4.0

- **Step 17:** Click on '**Address**' and you will see as shown in the image. Fill in the details and click save.

The screenshot displays the 'My account' interface. At the top, there are tabs for 'Personal Info', 'System Check', and 'Payments'. Below these, a 'Profile Completeness' section shows a green progress bar and a list of categories: Basic information, Education and Work, Address (highlighted with a blue checkmark), Availability, Identification, Financial, Medical, Latest Workstation Snapshot, and Latest Location. The main area is titled 'Address' and contains three fields: '\* Address' (a red text input field with the placeholder 'Your current address'), '\* City' (a red text input field with the placeholder 'Your current city of residence'), and '\* Country' (a dropdown menu showing 'Nepal' with the placeholder 'Country of nationality'). A 'Save' button is located at the bottom right of the form.

# Setup profile in 4.0

- **Step 18:** Click on '**Availability**' and fill in the necessary details. Click Save.

Available Days - add each day of the week on which you are available to work.

Available Hours - select from the drop-down menu, if you are available for 4 hours or 8 hours shift time during which you are available to work.

Desired Working Hours - Drag the line to select your desired working hrs in a week

### Availability

\* Available Days

Monday x Tuesday x Wednesday x Thursday x  
Friday x Sunday x

What days are you available for work? Choose multiple options if applicable

\* Available Hours

6:00 AM - 2:00 ...

What hours of the day you are available for the days you have chosen? You can choose only one option

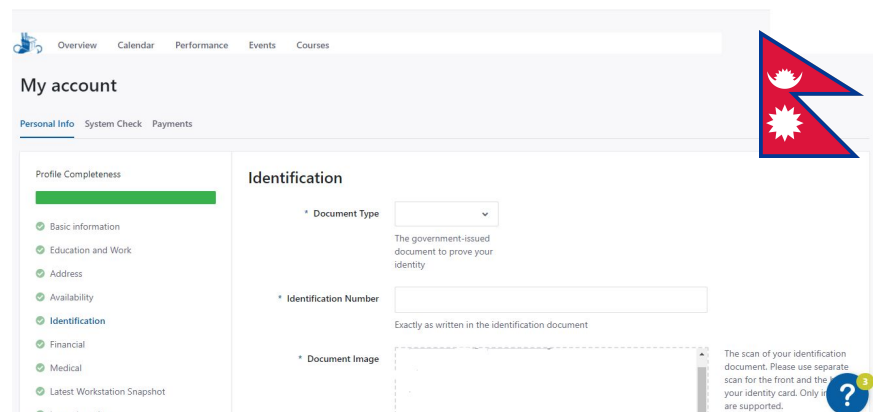
\* Desired Working Hours

40

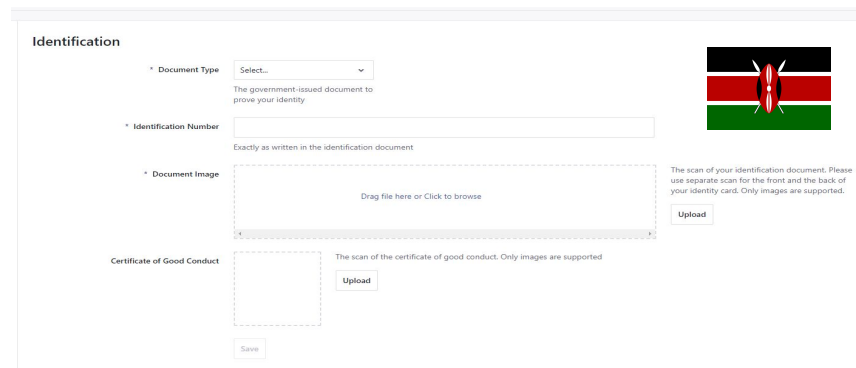
Save

# Setup profile in 4.0

- **Step 19:** Click on 'Identification' and specify the Document Type.
- Add the Identification Number of the document.
- Upload front and reverse images of the document.
- Note: You also need to upload Certificate of Good Conduct (e.g. a Reference) if you are in Kenya.
- Click Save. Ensure all sections are filled and the profile is complete.



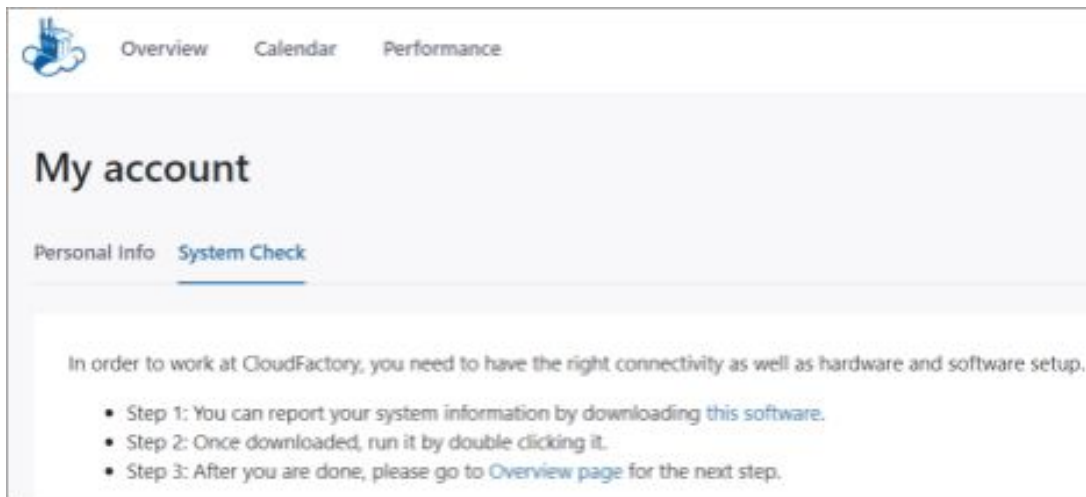
The screenshot shows the 'My account' page for a user in Nepal. The 'Identification' section is active, showing a 'Profile Completeness' bar at 100%. The 'Identification' form includes a 'Document Type' dropdown, an 'Identification Number' field, and a 'Document Image' upload area. A note indicates that the scan of the identification document should be used for the front and back of the identity card. A question mark icon is visible in the bottom right corner of the form area.



The screenshot shows the 'Identification' page for a user in Kenya. The 'Identification' section is active, showing a 'Document Type' dropdown, an 'Identification Number' field, and a 'Document Image' upload area. A note indicates that the scan of the identification document should be used for the front and back of the identity card. Below the 'Identification' section, there is a 'Certificate of Good Conduct' section with an 'Upload' button. A 'Save' button is located at the bottom of the page.

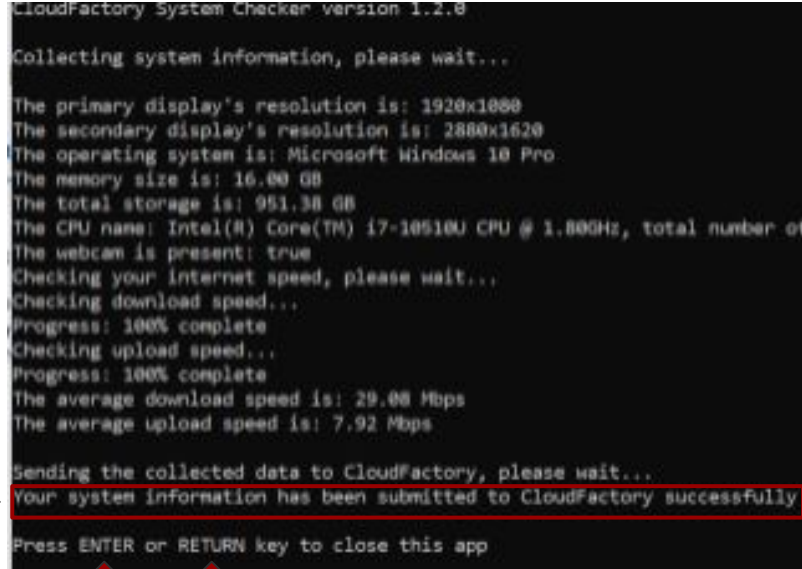
# System Check

- **Step 20:** Click on 'System Check' tab.



# System Check

- **Step 21:** Download the system checker for which the link is provided, and then run it.
- The collected data is sent to CloudFactory. Once you see the message as shown in the image confirming that this has been submitted successfully, press Enter or Return to close the checker.
- The minimum specification requirements are 1 GB RAM ('memory size') and 1 Mb/s download speed.
- Note: The system checker only runs on Windows 10.



```
CloudFactory System Checker version 1.2.0
Collecting system information, please wait...

The primary display's resolution is: 1920x1080
The secondary display's resolution is: 2880x1620
The operating system is: Microsoft Windows 10 Pro
The memory size is: 16.00 GB
The total storage is: 951.38 GB
The CPU name: Intel(R) Core(TM) i7-10510U CPU @ 1.80GHz, total number of
The webcam is present: true
Checking your internet speed, please wait...
Checking download speed...
Progress: 100% complete
Checking upload speed...
Progress: 100% complete
The average download speed is: 29.08 Mbps
The average upload speed is: 7.92 Mbps

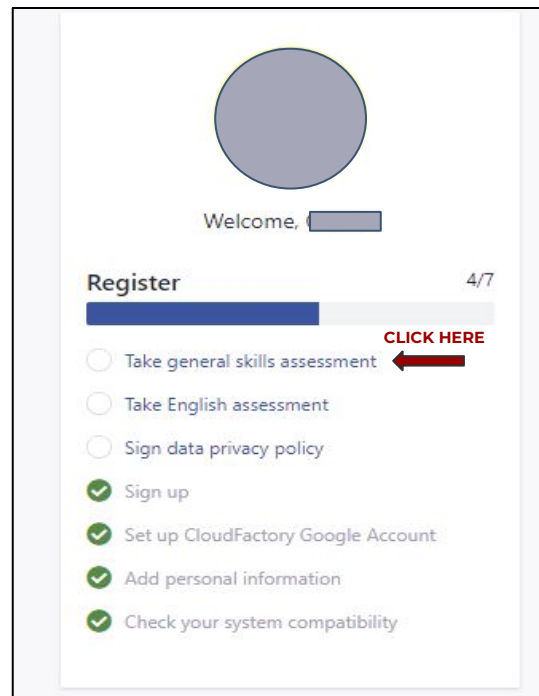
Sending the collected data to CloudFactory, please wait...
Your system information has been submitted to CloudFactory successfully

Press ENTER or RETURN key to close this app
```



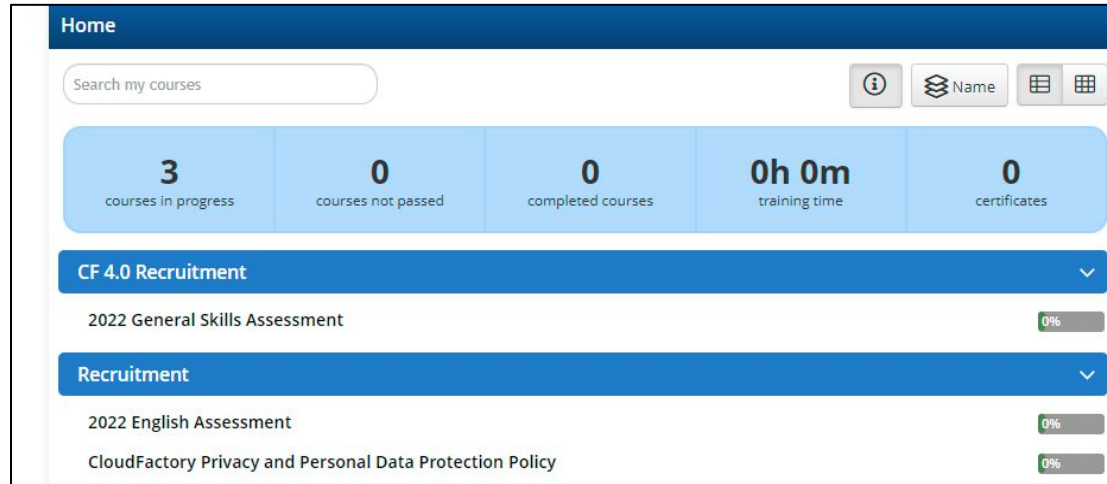
# Data Privacy Policy & Skills Assessment

- **Step 22:** Go to the **Overview** tab at the top of the page, which should now appear as in the following example:
- **Step 23:** Click on **Sign Data Privacy Policy** to sign the contract then click on Take skill assessment, this will redirect you to CloudFactory's Learning Management System, TalentLMS.



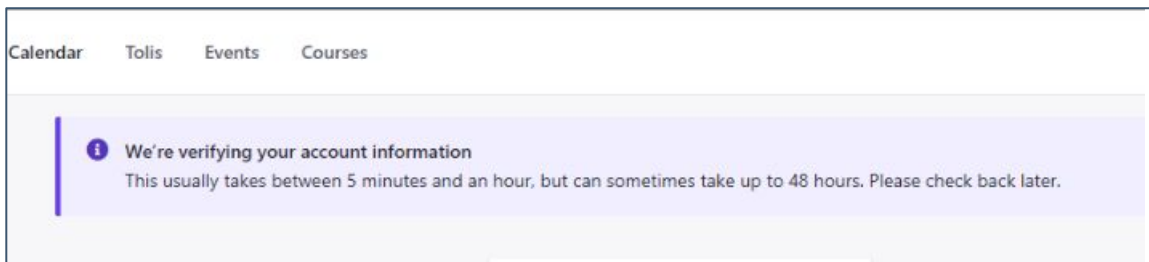
# Skills Assessment

- The system lists the courses and assessments that you need to complete as shown as an example in the image below.
- Complete the listed courses and assessments in sequence.  
Note: It can take up to 5 minutes for cloudfactory.app to validate the completion of the courses and assessments in TalentLMS.



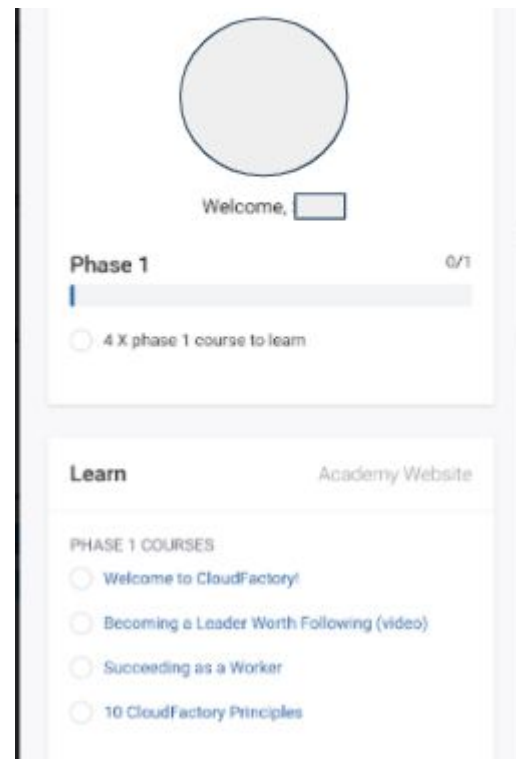
# After completion of Skills Assessment

- At this stage, your application could be rejected for any of the following reasons:
  - a. Your machine does not meet the minimum specification requirements.
  - b. You fail any of the assessments on TalentLMS.
  - c. Your identification documents are not successfully verified.
  - d. You are underage
- Note: It can take up to 48 hours for your documents to be verified.
- If you pass all three steps, then you are ready to move to the next step, which is attempting Phase 1 Courses.



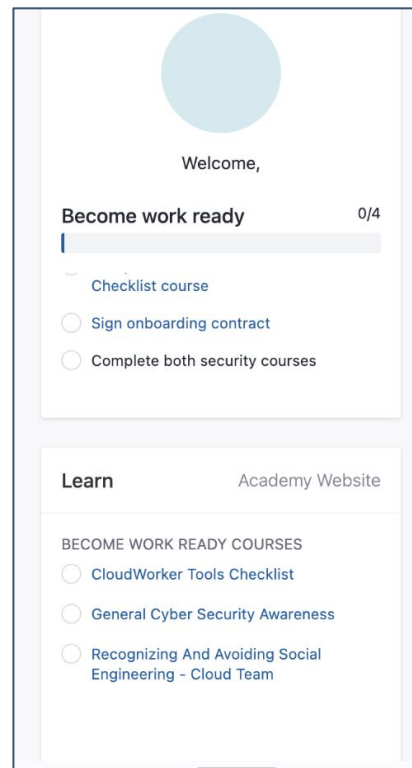
# Phase 1 Courses

- **Step 24:** Attempt all four Phase 1 courses to learn about CloudFactory, becoming a CloudWorker and our principles. After completion of these courses you should be able to:



# CloudWorker Tools Checklist & Other Courses

- **Step 25:** After completion of Phase 1 Courses, you are required to do the following tasks:
  - Tools Checklist Course
  - Sign onboarding contracts
  - Complete Security courses



# Financial/Medical



**Nepal:** Financial Information (Go to cloudfactory.app, under Personal Info tab, click on Financial)

- Bank Information
- NMB Bank / Prabhu Bank
- PAN Card details
- PAN number
- Nominee details

Medical Information (Go to cloudfactory.app, under Personal Info tab, click on Medical)

- Blood Group
- Emergency Contact



**Kenya:** Financial Information (Go to cloudfactory.app, under Personal Info tab, click on Financial)

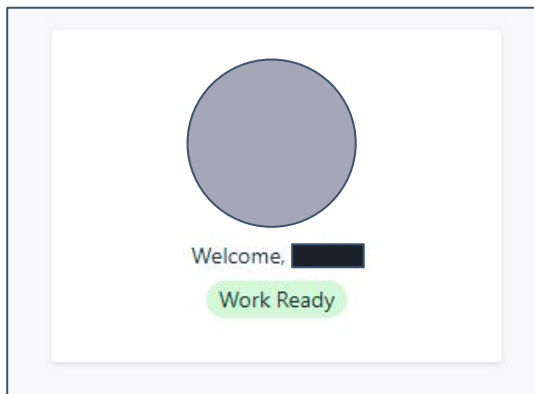
- Tax Information No.
- Account Name (MPESA Name)
- Account Number (MPESA No.)

Medical Information (Go to cloudfactory.app, under Personal Info tab, click on Medical)

- Blood Group
- Emergency Contact

# You are now in the Waiting Pool

- You have successfully completed your profile and courses.
- You will be followed up for a possible WorkStream once your availability, skills and other details match the requirements of the WorkStream.



- If you have any questions or challenges during the application process kindly reach out to us via:
  - [this form](#) if you do not have access to your Cloudfactory email account.
  - [KIRA](#) if you already have access to your CloudFactory email account.