

How to login for the first time - External



User Guide for Cooperation Platform V1.0

You should only do this if you are an external user

Instructions on this article can only be performed by an external user

For your first time login, you will be provided with the following information: (1) e-mail address and (2) e-mail notification with the subject "Cooperation Platform Information". Below are the instructions on how you can login on the portal given that the information e-mail has been sent to you.

If this is not your first time login, please skip the first 4 steps and start directly with step 5.

Step-by-step Instructions

Continental Cooperation Portal Information Inbox

1) From your mailbox, you will receive a **CP Information** e-mail including the link to activate your account. Click on **Link to account update**.



Continental Cooperation Portal <no-reply@ccp.dev.ccp.continental.exchange>
to me ▾

Welcome

To get started with your account click on the following link:

[Link to account update](#)



If you have questions or need assistance please contact your project manager or the help desk.

Regards

The Continental Cooperation Team.

2) Once you clicked on the link, you will be automatically redirected to the portal and the **Required actions to update and verify your account** will be shown.

Hit the **Click here to proceed** link.

*Required actions:
Accept Terms & Conditions,
Update Password,
and Configure OTP*



Continental Cooperation Portal

Perform the following action(s)

Perform the following action(s): **Terms and Conditions, Update Password, Configure OTP**

[» Click here to proceed](#)

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3) Read through the **Terms and Conditions** and click **Continue**.



Continental Cooperation Portal

Terms and Conditions

Recitals

Continental developed a Customer Cooperation Portal ("CCP") to enable shared development and data exchange within a defined scope ("service", as further defined in detail below). Continental provides the service to OEMs/suppliers and defined project partners of OEMs/suppliers.

The service is provided by Continental to an OEM/supplier as part of a development project by Continental for the OEM/supplier ("project"). The OEM/supplier and project partners, designated by the OEM/supplier, (jointly "user") are granted access to the service. The user will provide and share development artifacts and data as defined and agreed via the service in the project. The use of the service requires Continental and the users to process, disclose and store personal data and/or confidential information (as defined in detail below). The service and the content data are hosted in a private cloud (AWS).

For this purpose and in order to define respective obligations and responsibilities Company and Continental ("parties") agree on the following Terms of Use for the service ("agreement").

To the extent that there are any conflicting terms

[Continue](#)

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4) Update your password via entering a new password bearing in mind the below policies:

<Password must be at least 10 characters, must contain upper and lower case letters, numbers and special characters and should not be a recently used password, nor your username>

Confirm and click **Continue**.



Continental Cooperation Portal

Update your password

New password
.....

1 Your password must contain at least 10 characters, upper and lower case characters, digits, special characters and should not be recently used passwords and not your username.

Confirm password
.....

3

Continue
[Restart process](#)

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5) Setup your Authenticator for your Authentication code:

Optional: If you opt not to use a mobile device, see [How to use KeePass for Two-Factor Authentication](#)

1. Install **Free OTP** or **Google Authenticator** or **Microsoft Authenticator** application from App Store (iPhone) or Play Store (android) on your mobile phone;

For iPhone users, beginning with iOS 15, there is an inbuilt authenticator for 2fa verification codes that can be used.

See official documentation [here](#).



Continental Cooperation Portal

Setup Authenticator

1. Install one of the following applications on your mobile phone

 FreeOTP  Google Authenticator

2. Open the application and scan the barcode:



[Unable to scan?](#)

3. Enter the code provided by the app and click Continue to finish the setup.

Authentication code

Continue
[Restart process](#)

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2. From the mobile application (or built-in Authenticator for a Website on iPhone), **scan the barcode** in the login site

Continental Cooperation Portal

Setup Authenticator

1. Install one of the following applications on your mobile phone

FreeOTP Google Authenticator

2. Open the application and scan the barcode:

[Unable to scan?](#)

3. Enter the code provided by the app and click Continue to finish the setup.

Authentication code

Continue

[Restart process](#)

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OR

manually add the **setup key** if you are unable to scan it, following the given instructions

Continental Cooperation Portal

Setup Authenticator

1. Install one of the following applications on your mobile phone

FreeOTP Google Authenticator

2. Open the application and enter the key:

OFIW 4MTI IQZW 633W 15WX GOLU N42G CTRW
[Scan barcode?](#)

3. Use the following configuration values if the application allows setting them:

- Type: Time-based
- Algorithm: SHA1
- Digits: 6
- Interval: 30

4. Enter the code provided by the app and click Continue to finish the setup.

Authentication code

Continue

[Restart process](#)

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3. Enter the one-time code provided by the mobile application and hit **Continue**.

Hint:

Each code is only valid for a short period of time specifically **30 seconds**. Try using a new code. Make sure to type the code in the allowed time-frame.



Continental Cooperation Portal

Setup Authenticator

1. Install one of the following applications on your mobile phone



FreeOTP



Google Authenticator

2. Open the application and scan the barcode:



Unable to scan?

3. Enter the code provided by the app and click Continue to finish the setup.

Authentication code

223983

Continue

[Restart process](#)

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6) Your account is now updated. You can go back to the homepage via clicking the **Back to Application** link.



Continental Cooperation Portal

Your account has been updated.

Your account has been updated.

[« Back to Application](#)

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You will now be redirected to the homepage where your applications are displayed. For your next login, you can now just use the e-mail address and password you set.

To get further support, please refer to our [Contact Support Team page](#)

Cooperation Platform