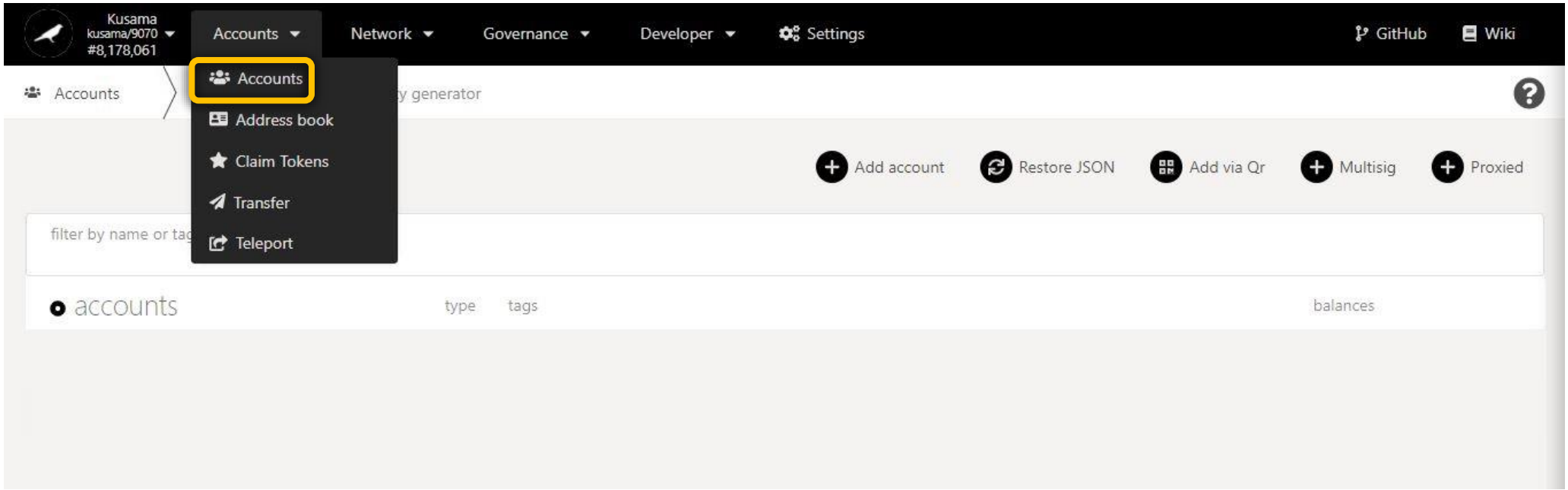
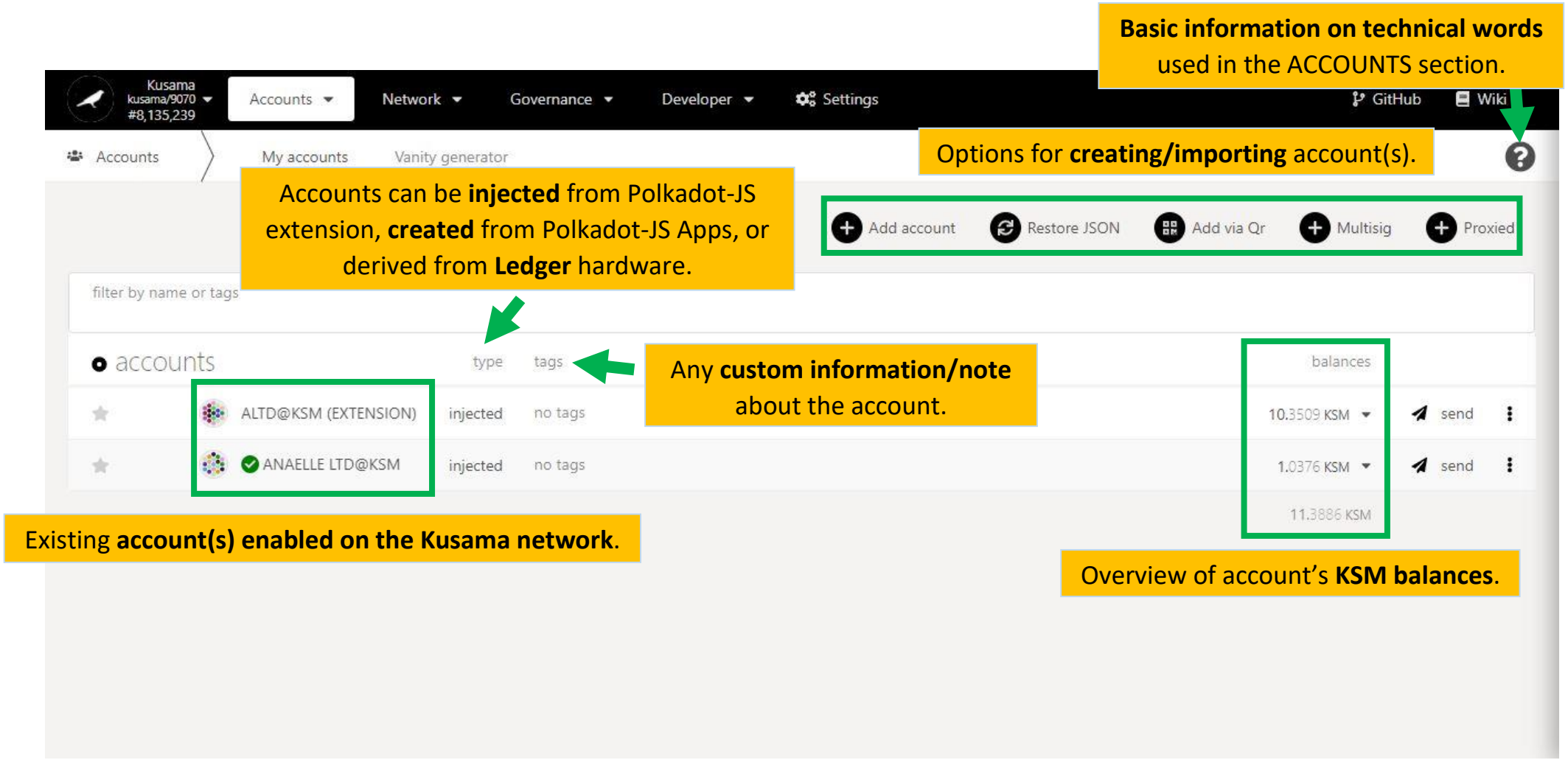
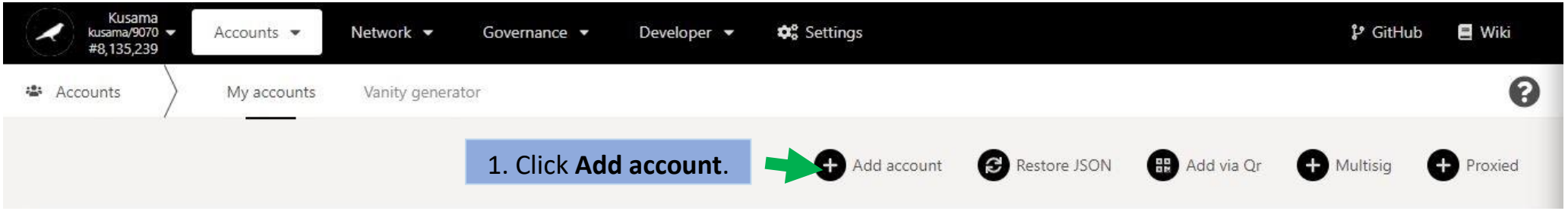
PART I: Accounts (Basic)

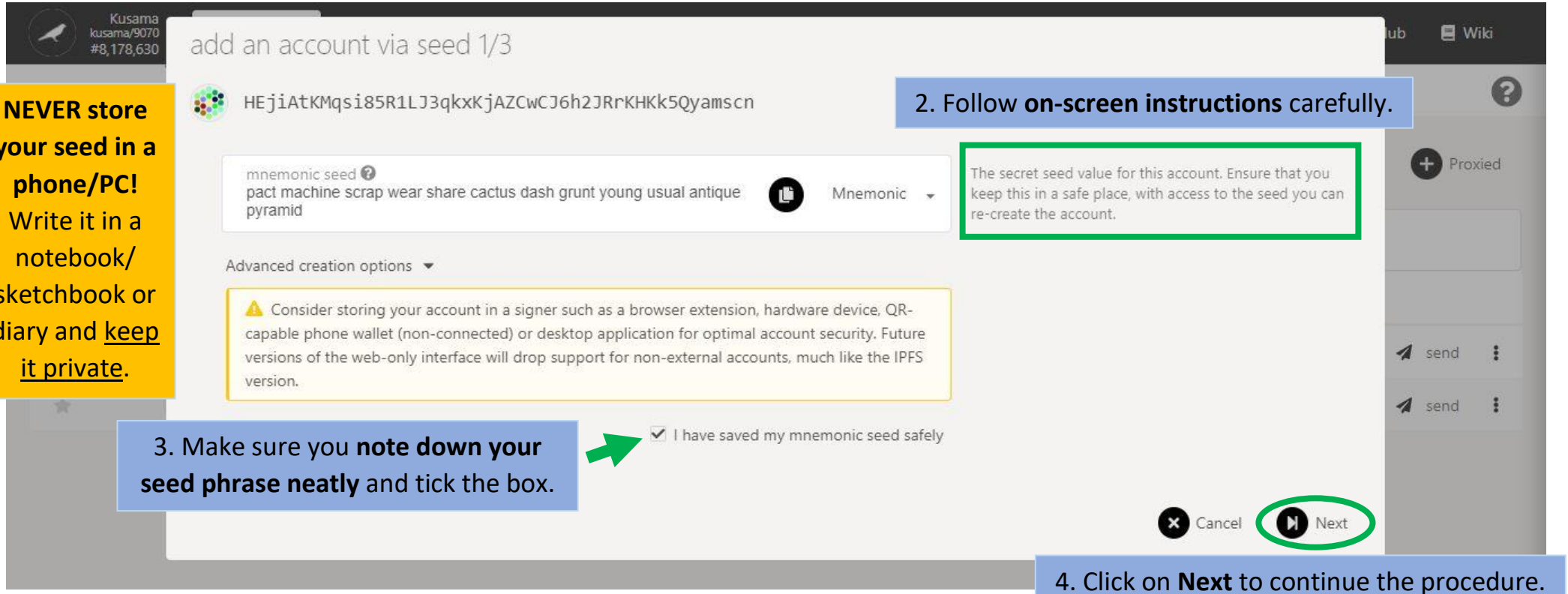
1. **Accounts:** Manage your accounts.




Basic information on technical words used in the ACCOUNTS section.
Kusama
kusama/9070
#8,135,239
Accounts
Network
Governance
Developer
Settings
GitHub
Wiki
Accounts
My accounts
Vanity generator
Options for creating/importing account(s).
Accounts can be injected from Polkadot-JS extension, created from Polkadot-JS Apps, or derived from Ledger hardware.
Add account
Restore JSON
Add via Qr
Multisig
Proxied
filter by name or tags
accounts
type
tags
balances
ALTD@KSM (EXTENSION)
injected
no tags
10.3509 KSM
send
ANAELLE LTD@KSM
injected
no tags
1.0376 KSM
send
11.3886 KSM
Any custom information/note about the account.
Existing account(s) enabled on the Kusama network.
Overview of account's KSM balances.

a) Create a Polkadot-JS account from a new Seed and save it in a JSON file.

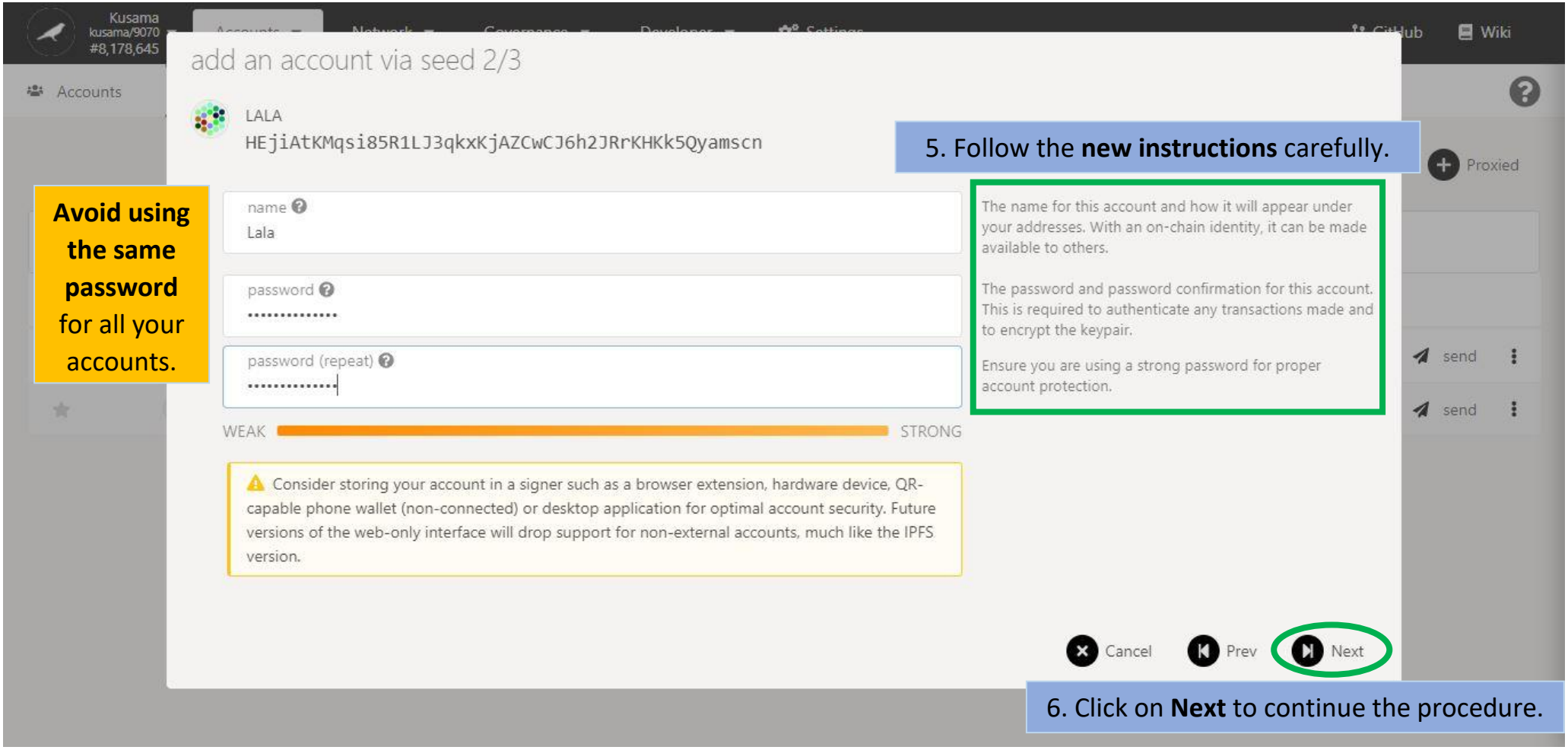


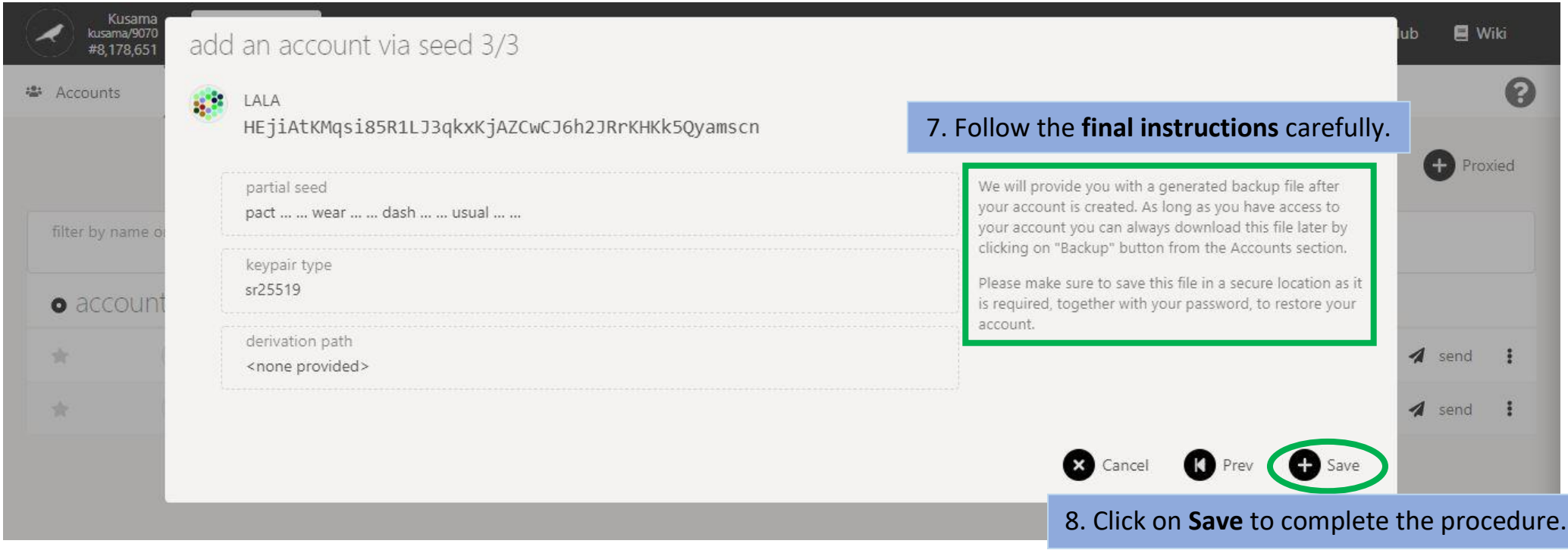


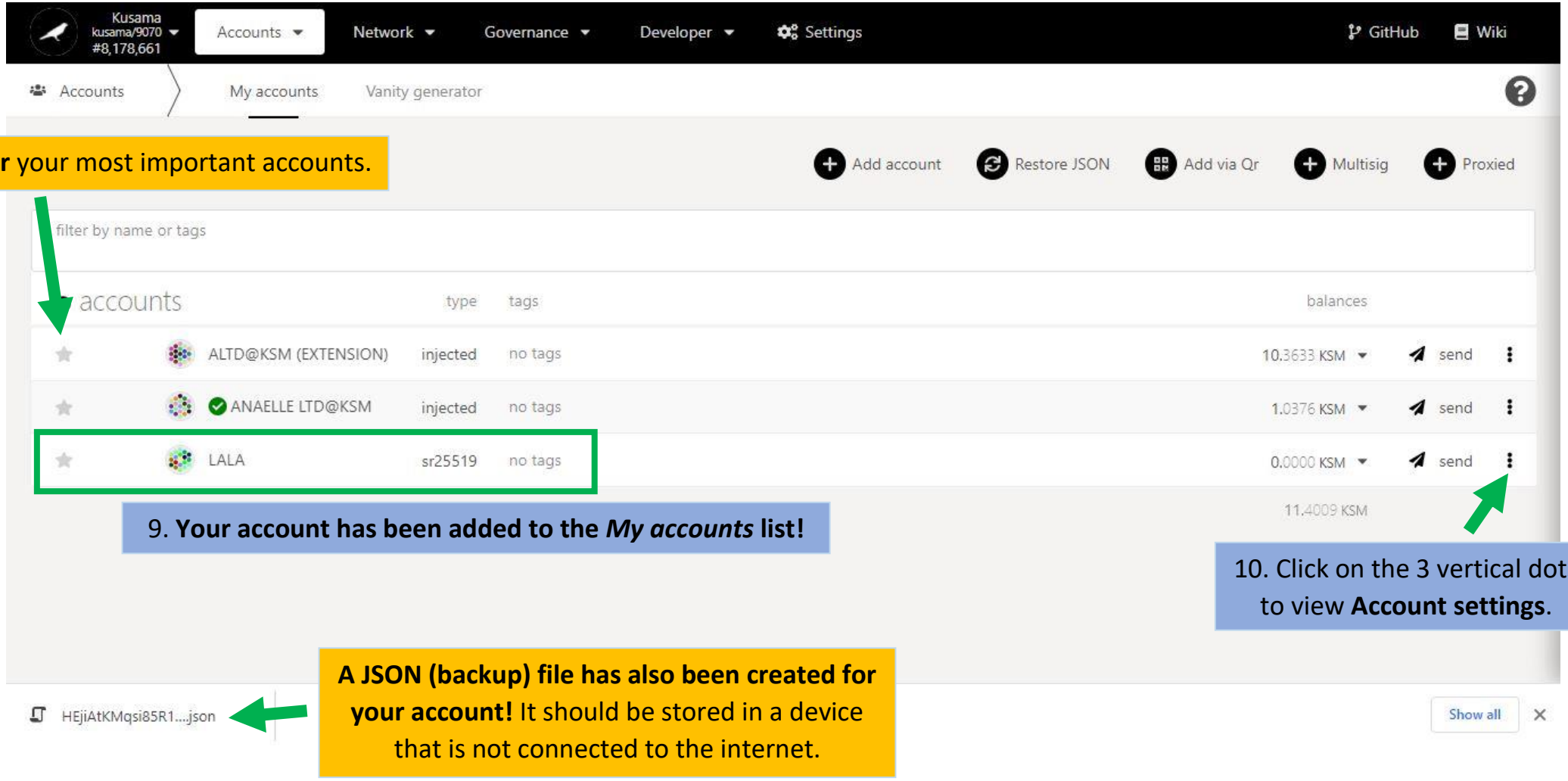
NEVER store your seed in a phone/PC! Write it in a notebook/ sketchbook or diary and keep it private.

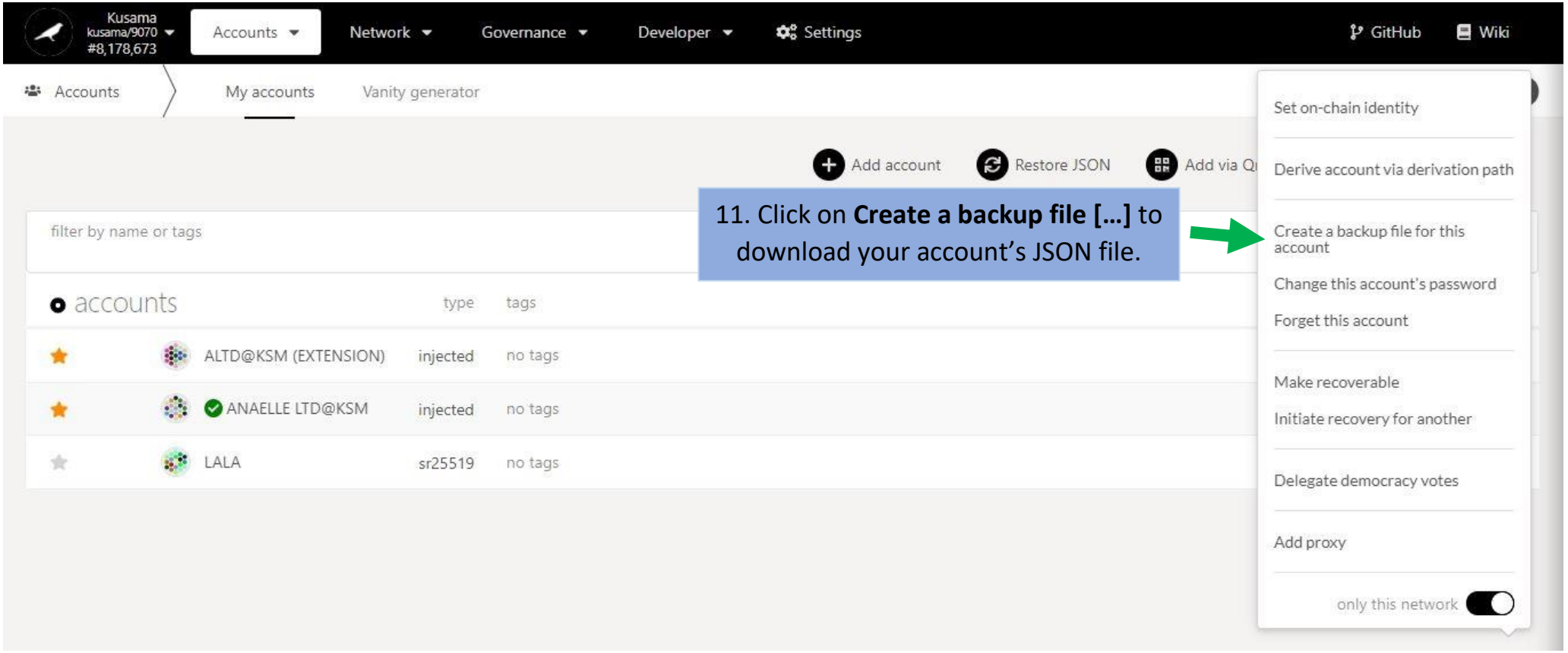
3. Make sure you **note down your seed phrase neatly** and tick the box.

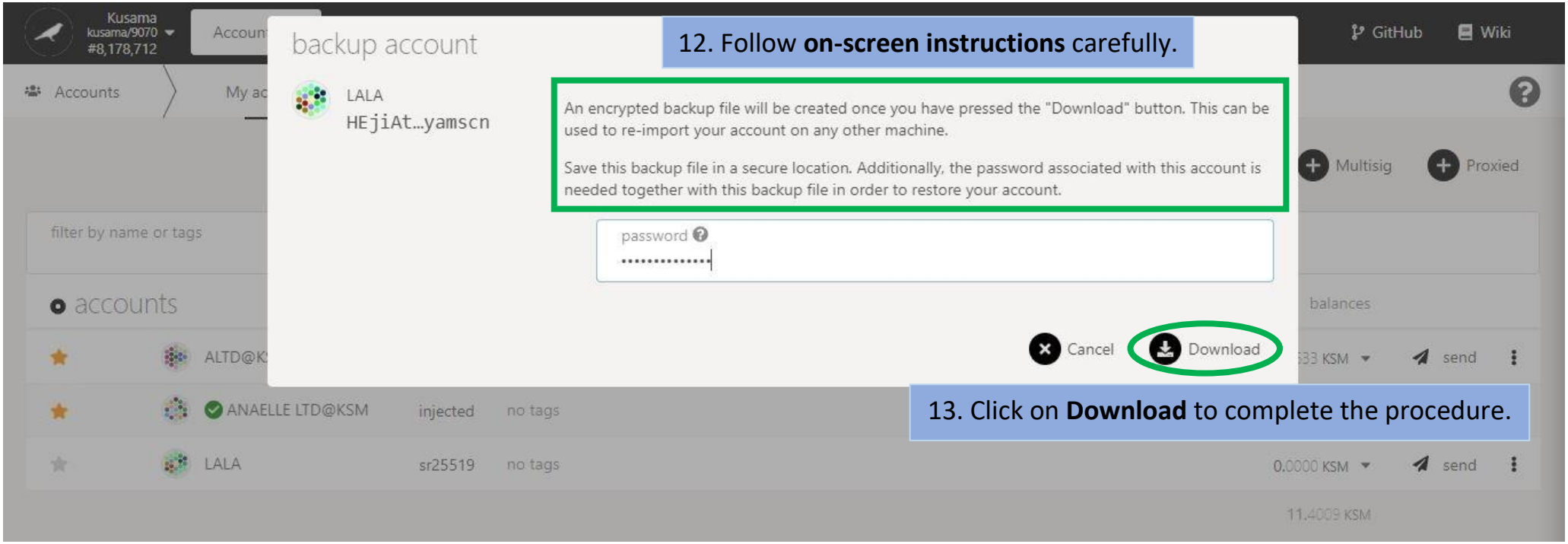
4. Click on **Next** to continue the procedure.


Kusama
kusama/9070
#8,178,645
Accounts
Wiki
add an account via seed 2/3
LALA
HEjiAtKMqsi85R1LJ3qkxKjAZCwCJ6h2JRrKHKk5Qyamscn
5. Follow the **new instructions** carefully.
Avoid using the same password for all your accounts.
name
Lala
password
password (repeat)
WEAK
STRONG
The name for this account and how it will appear under your addresses. With an on-chain identity, it can be made available to others.
The password and password confirmation for this account. This is required to authenticate any transactions made and to encrypt the keypair.
Ensure you are using a strong password for proper account protection.
Consider storing your account in a signer such as a browser extension, hardware device, QR-capable phone wallet (non-connected) or desktop application for optimal account security. Future versions of the web-only interface will drop support for non-external accounts, much like the IPFS version.
Proxied
send
send
Cancel
Prev
Next
6. Click on **Next** to continue the procedure.

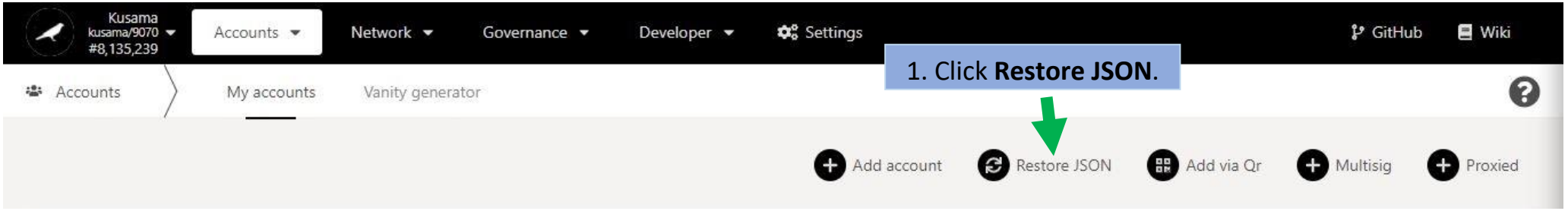

Kusama
kusama/9070
#8,178,651
Wiki
Accounts
add an account via seed 3/3
LALA
HEjiAtKMqsi85R1LJ3qkxKjAZCwCJ6h2JRrKHKk5Qyamscn
partial seed
pact ... ... wear ... ... dash ... ... usual ... ...
keypair type
sr25519
derivation path
<none provided>
7. Follow the **final instructions** carefully.
We will provide you with a generated backup file after your account is created. As long as you have access to your account you can always download this file later by clicking on "Backup" button from the Accounts section.
Please make sure to save this file in a secure location as it is required, together with your password, to restore your account.
Proxied
send
send
Cancel
Prev
Save
8. Click on **Save** to complete the procedure.


Kusama
kusama/9070
#8,178,661
Accounts
Network
Governance
Developer
Settings
GitHub
Wiki
Accounts
My accounts
Vanity generator
Star your most important accounts.
Add account
Restore JSON
Add via Qr
Multisig
Proxied
filter by name or tags
accounts
type
tags
balances
ALTD@KSM (EXTENSION)
injected
no tags
10.3633 KSM
send
ANAELLE LTD@KSM
injected
no tags
1.0376 KSM
send
LALA
sr25519
no tags
0.0000 KSM
send
11.4009 KSM
9. Your account has been added to the My accounts list!
10. Click on the 3 vertical dots to view Account settings.
HEjiAtKMqsi85R1....json
A JSON (backup) file has also been created for your account! It should be stored in a device that is not connected to the internet.
Show all


Kusama
kusama/9070
#8,178,673
Accounts
Network
Governance
Developer
Settings
GitHub
Wiki
Accounts
My accounts
Vanity generator
Add account
Restore JSON
Add via Q
11. Click on **Create a backup file [...]** to download your account's JSON file.
filter by name or tags
accounts
type
tags
ALTD@KSM (EXTENSION)
injected
no tags
ANAELLE LTD@KSM
injected
no tags
LALA
sr25519
no tags
Set on-chain identity
Derive account via derivation path
Create a backup file for this account
Change this account's password
Forget this account
Make recoverable
Initiate recovery for another
Delegate democracy votes
Add proxy
only this network

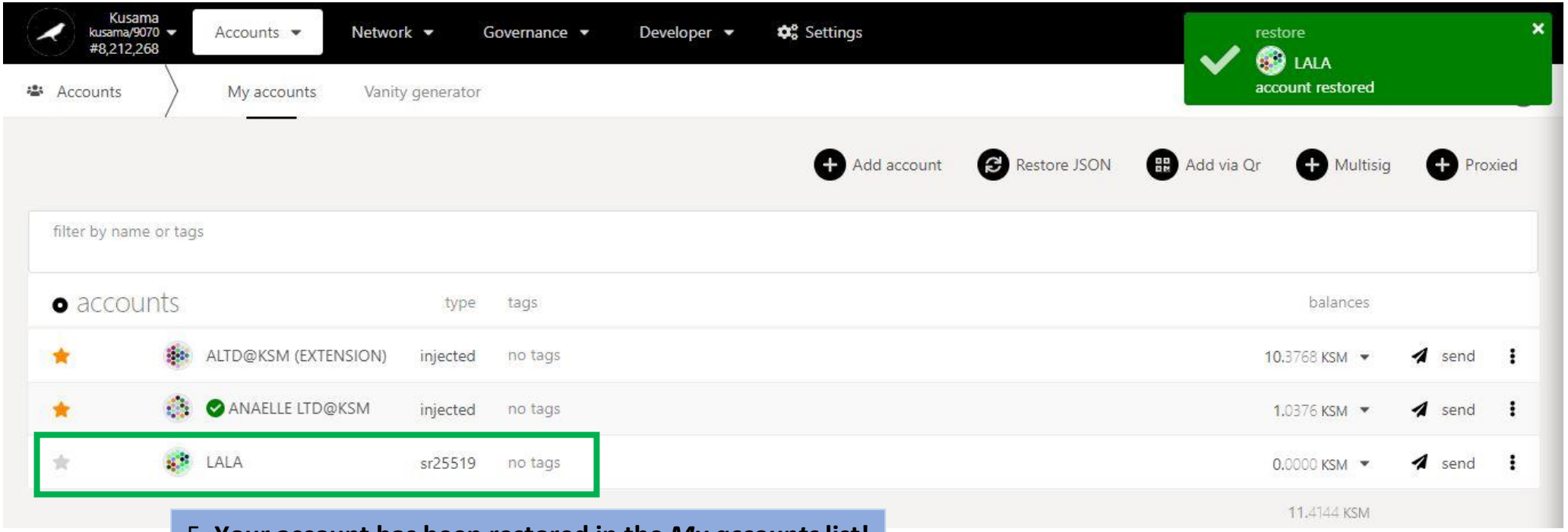

Kusama
kusama/9070
#8,178,712
GitHub
Wiki
Accounts
backup account
LALA
HEjiAt…yamscn
12. Follow **on-screen instructions** carefully.
An encrypted backup file will be created once you have pressed the "Download" button. This can be used to re-import your account on any other machine.
Save this backup file in a secure location. Additionally, the password associated with this account is needed together with this backup file in order to restore your account.
password
Cancel
Download
13. Click on **Download** to complete the procedure.
Multisig
Proxied
filter by name or tags
accounts
balances
ALTD@K
send
ANAELLE LTD@KSM
injected
no tags
LALA
sr25519
no tags
0.0000 KSM
send
11.4009 KSM

b) Import a Polkadot-JS account from a JSON file.



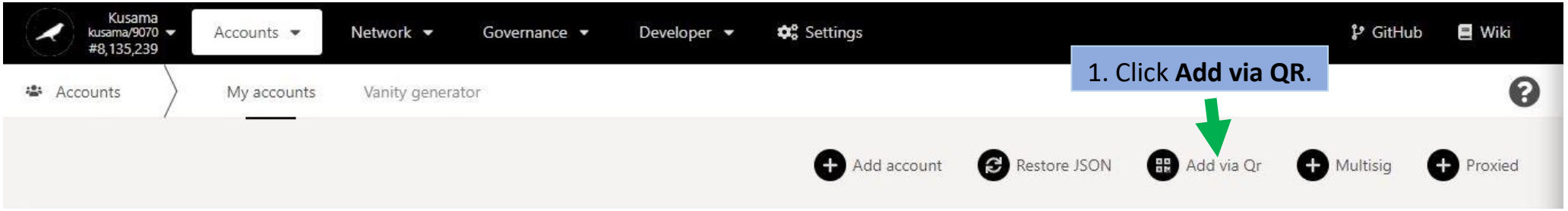
3. Double-check **warning messages.**

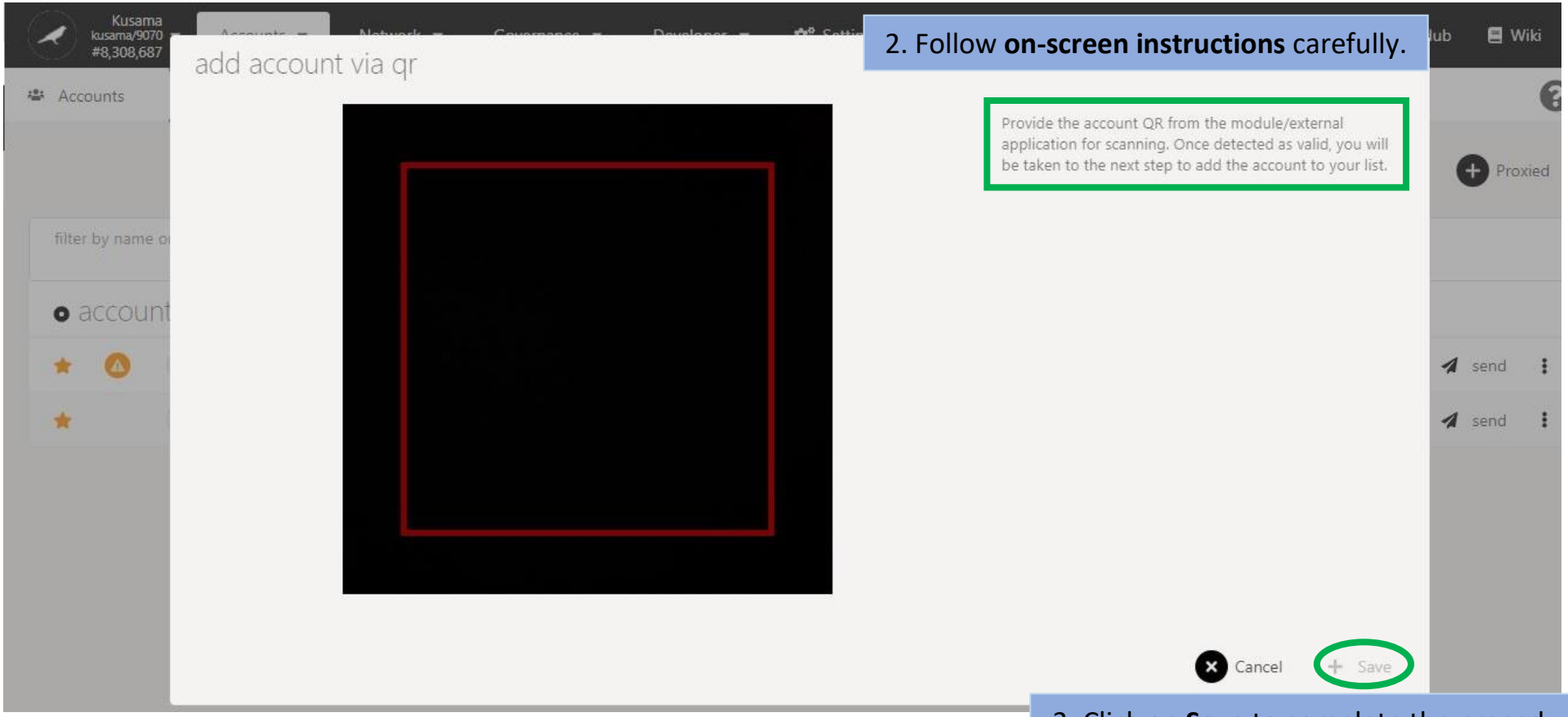
4. Click on **Restore** to complete the procedure.



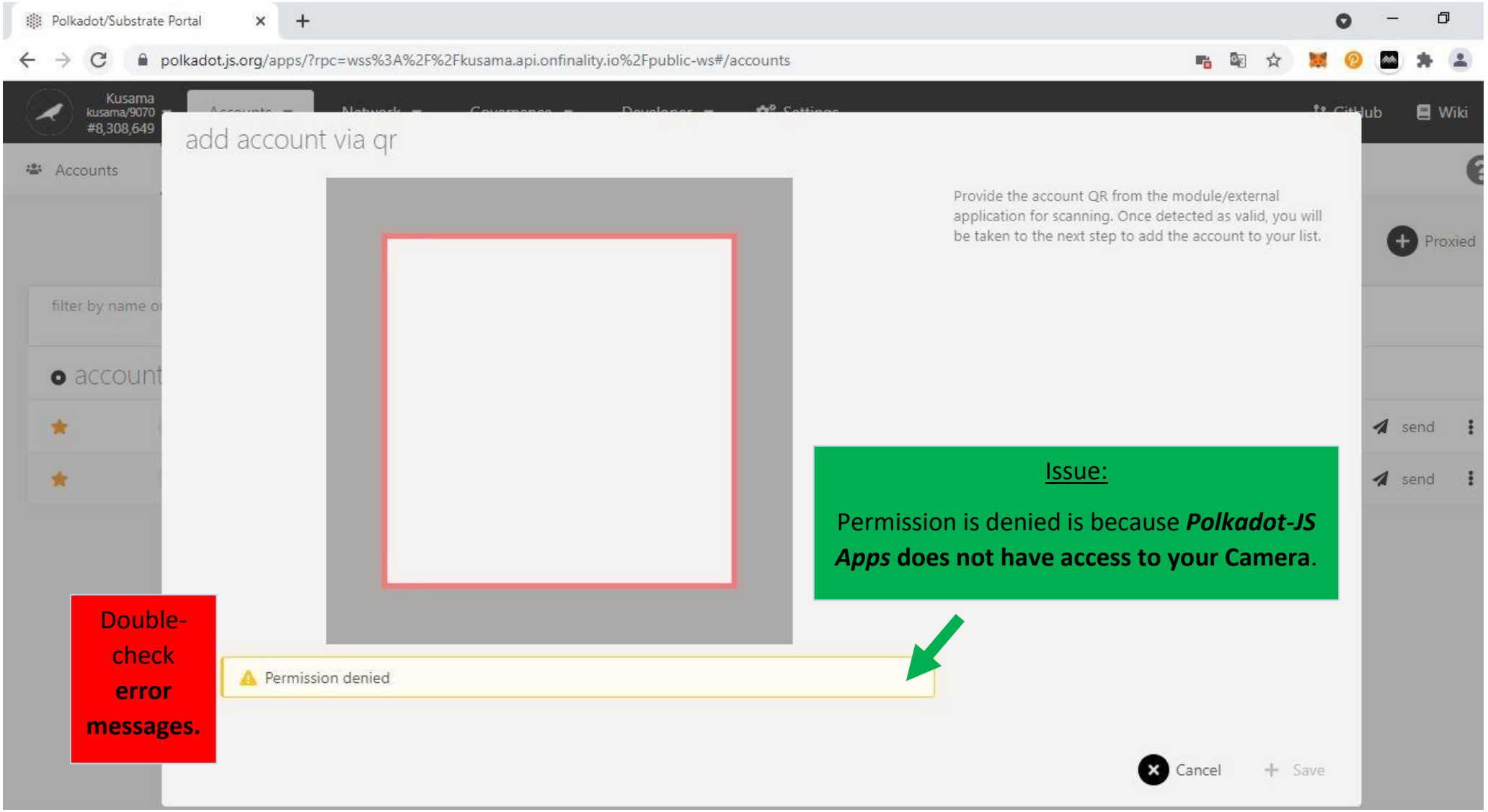
5. **Your account has been restored in the *My accounts* list!**

c) Add a Polkadot-JS account from a QR Code.

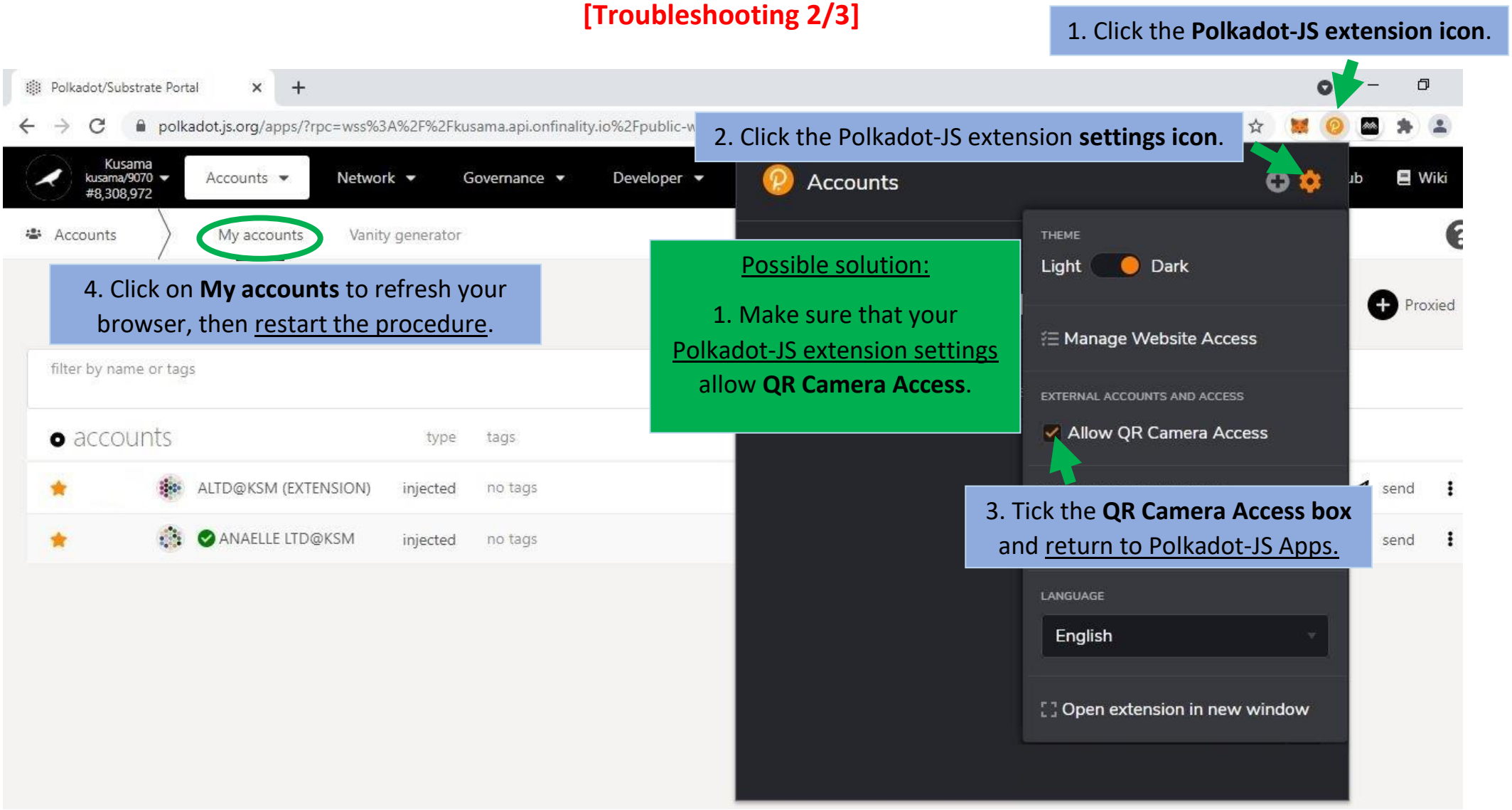




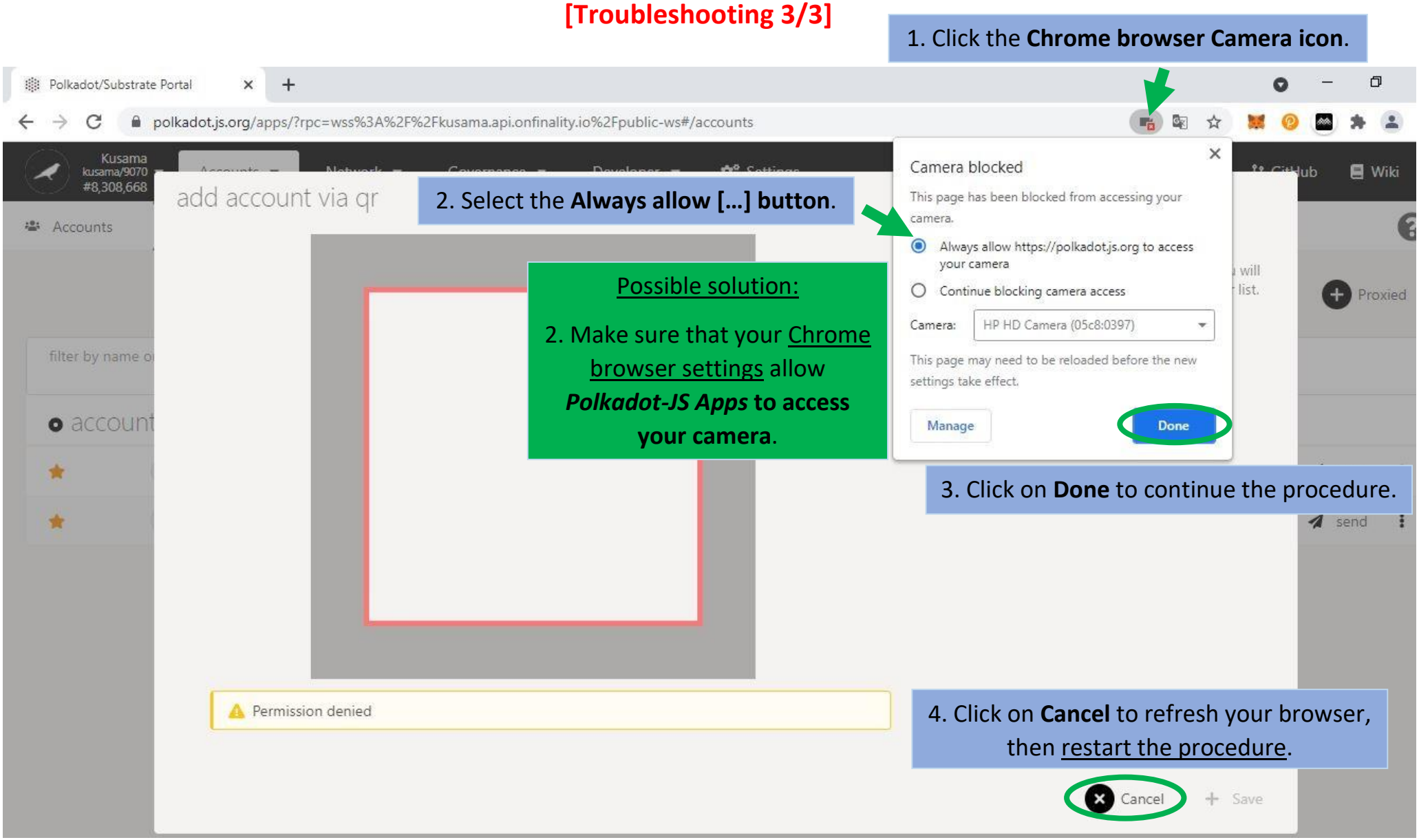
[Troubleshooting 1/3]



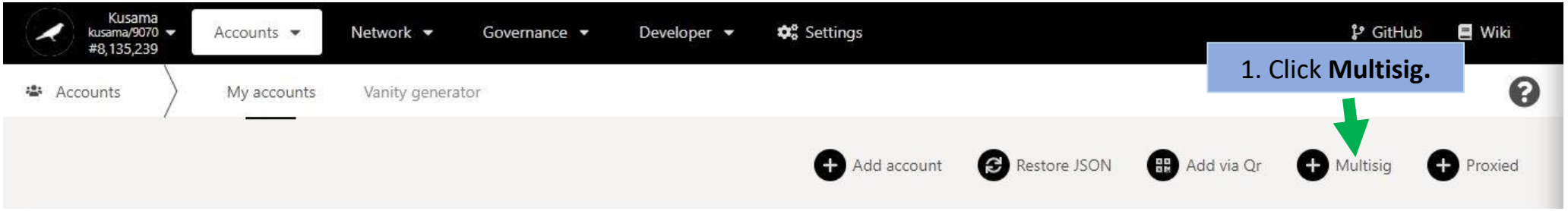
[Troubleshooting 2/3]

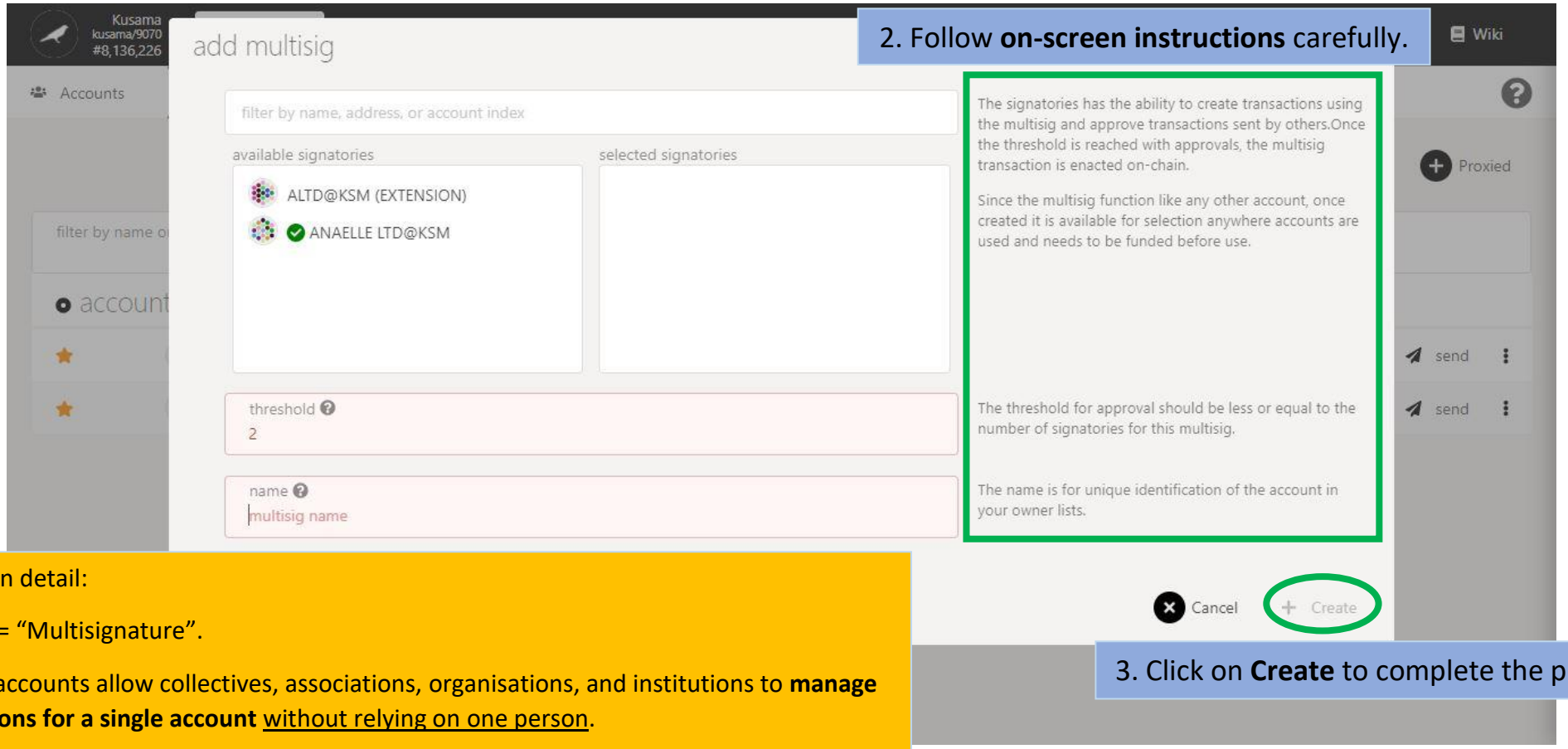


[Troubleshooting 3/3]



d) Set up a Polkadot-JS Multisig account.





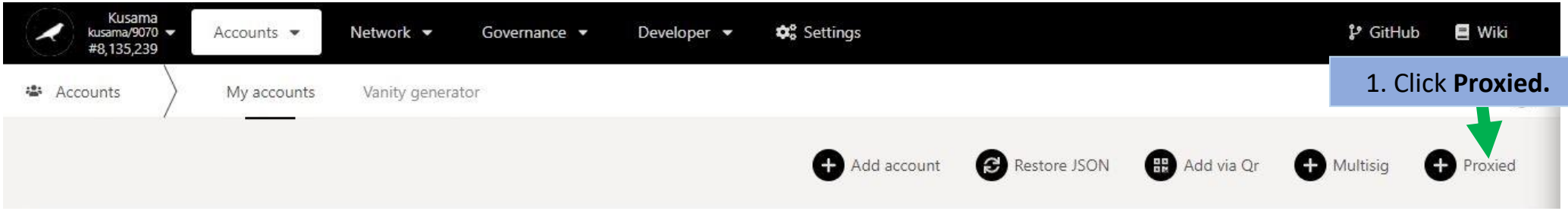
Multisig in detail:

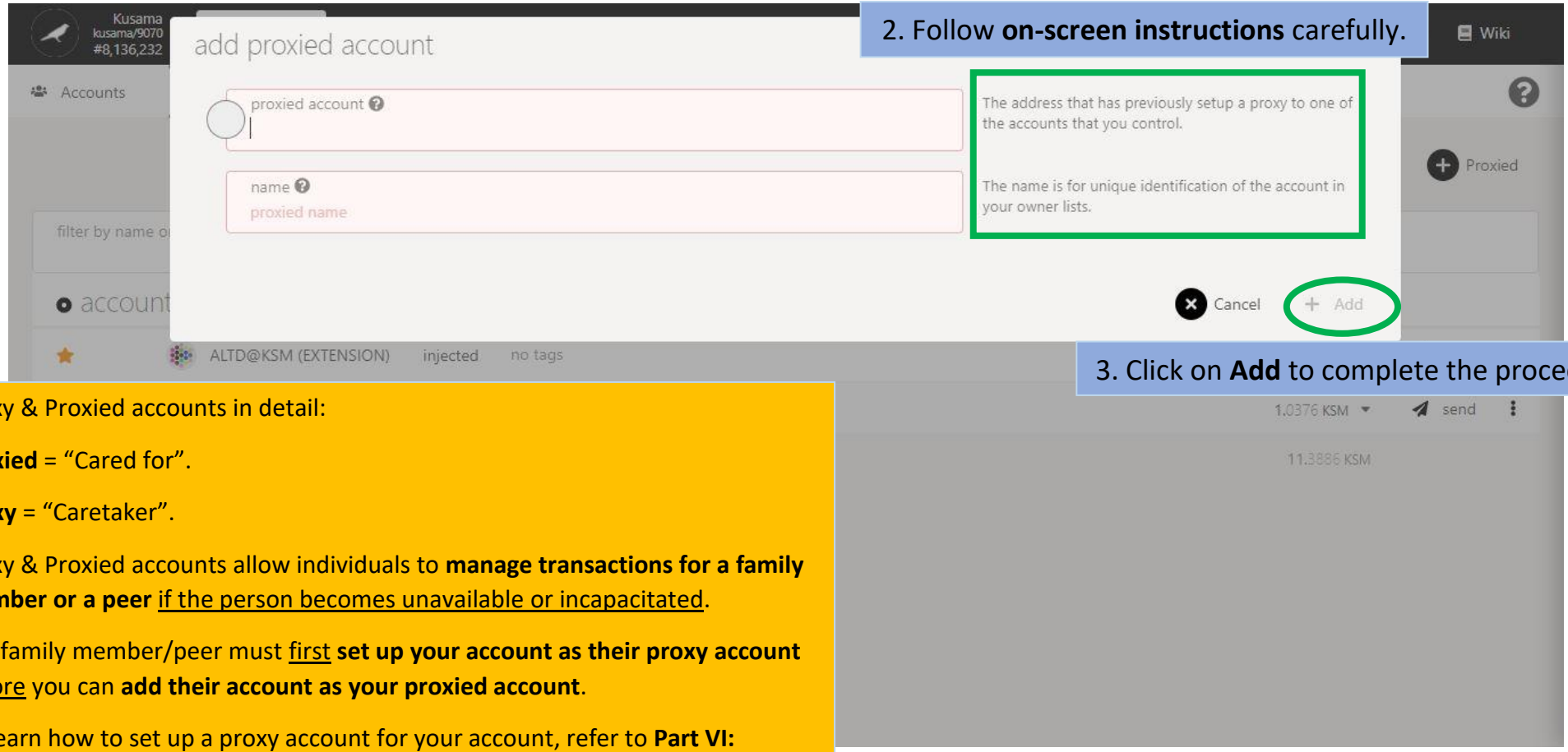
Multisig = “Multisignature”.

Multisig accounts allow collectives, associations, organisations, and institutions to **manage transactions for a single account** without relying on one person.

Any account that is added as a signatory can submit/sign transactions; but the transactions will not be submitted on-chain until the **threshold** of signatories is reached.

e) Set up a Polkadot-JS Proxied account.





Proxy & Proxied accounts in detail:

Proxied = "Cared for".

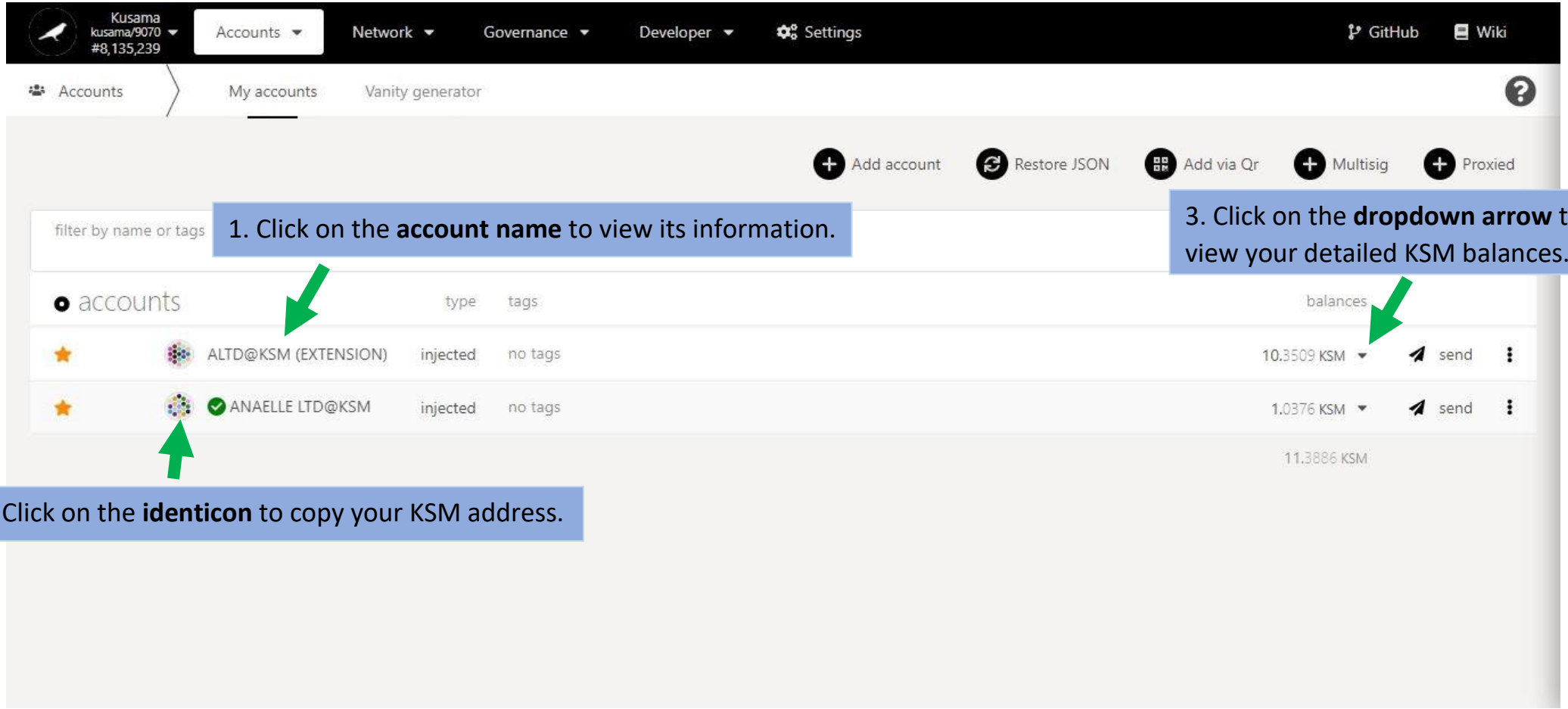
Proxy = "Caretaker".

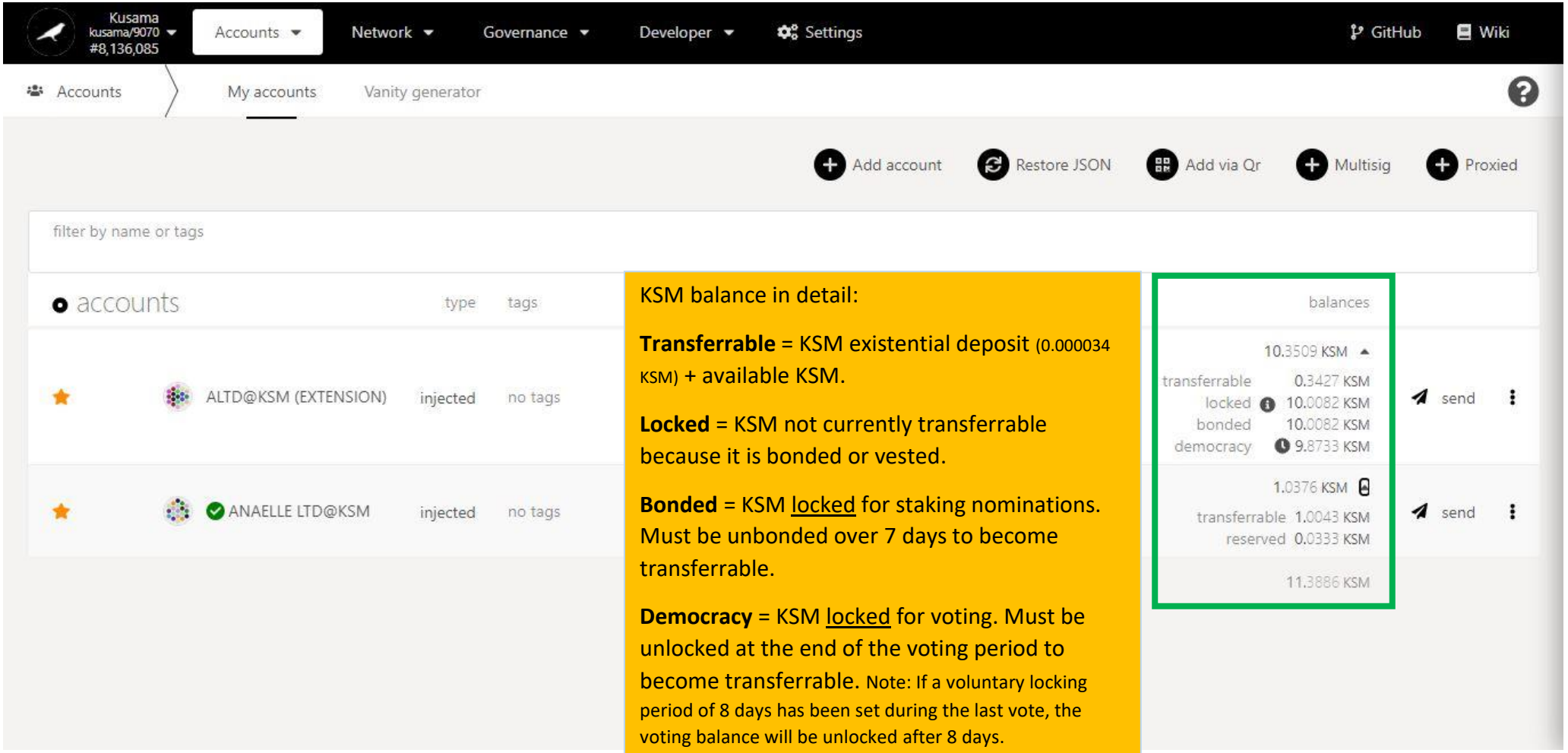
Proxy & Proxied accounts allow individuals to **manage transactions for a family member or a peer** if the person becomes unavailable or incapacitated.

The family member/peer must first **set up your account as their proxy account** before you can **add their account as your proxied account**.

To learn how to set up a proxy account for your account, refer to **Part VI: Accounts (Advanced setups).**

f) Check your account information, receive funds at your KSM address and view your KSM balances.





KSM balance in detail:

Transferrable = KSM existential deposit (0.000034 KSM) + available KSM.

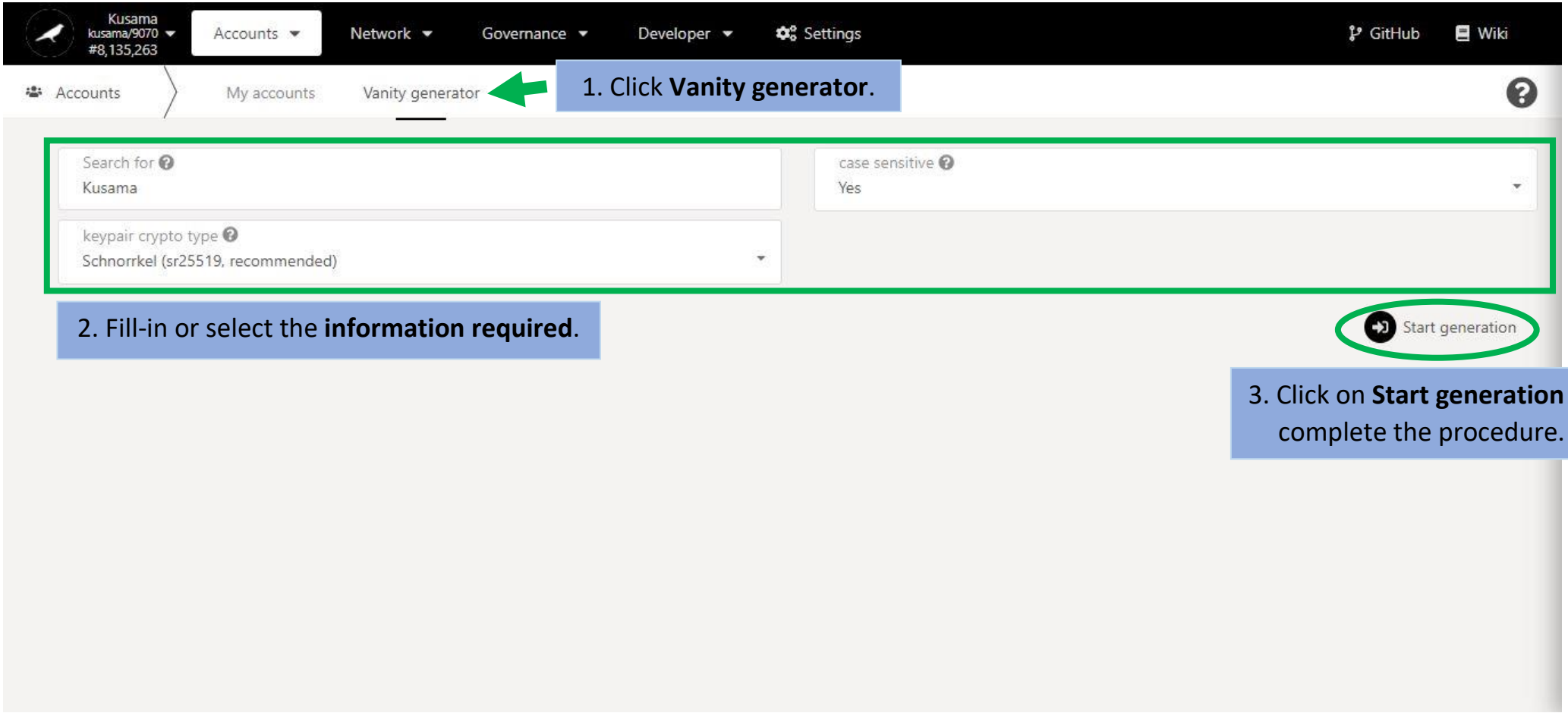
Locked = KSM not currently transferrable because it is bonded or vested.

Bonded = KSM locked for staking nominations. Must be unbonded over 7 days to become transferrable.

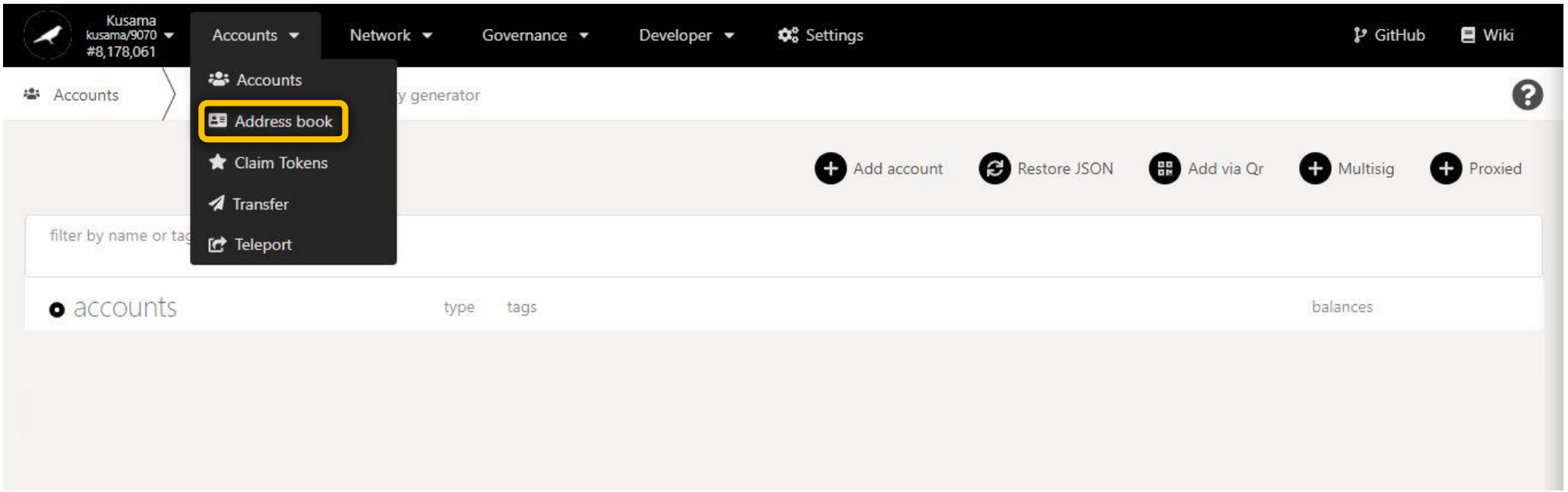
Democracy = KSM locked for voting. Must be unlocked at the end of the voting period to become transferrable. Note: If a voluntary locking period of 8 days has been set during the last vote, the voting balance will be unlocked after 8 days.

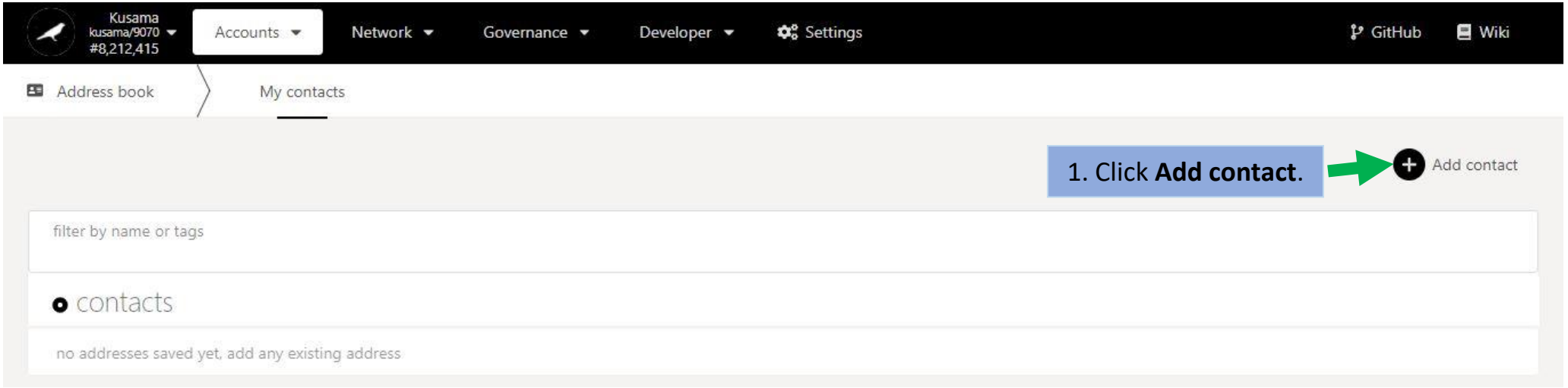
Reserved = KSM locked for submitting council candidatures, treasury proposals, tips, on-chain identities, etc. Must be cleared to become transferrable.

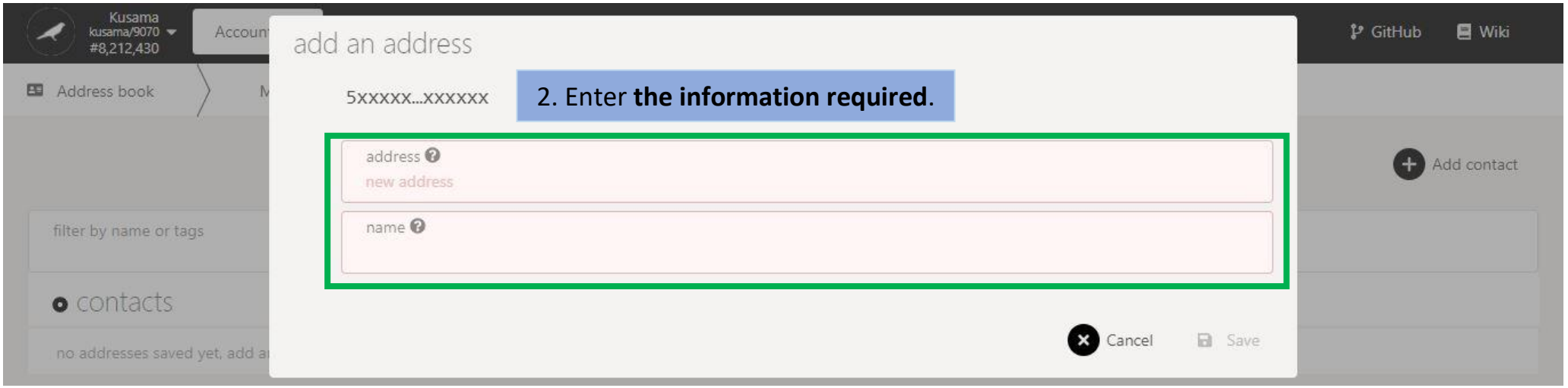
g) Generate a vanity address.



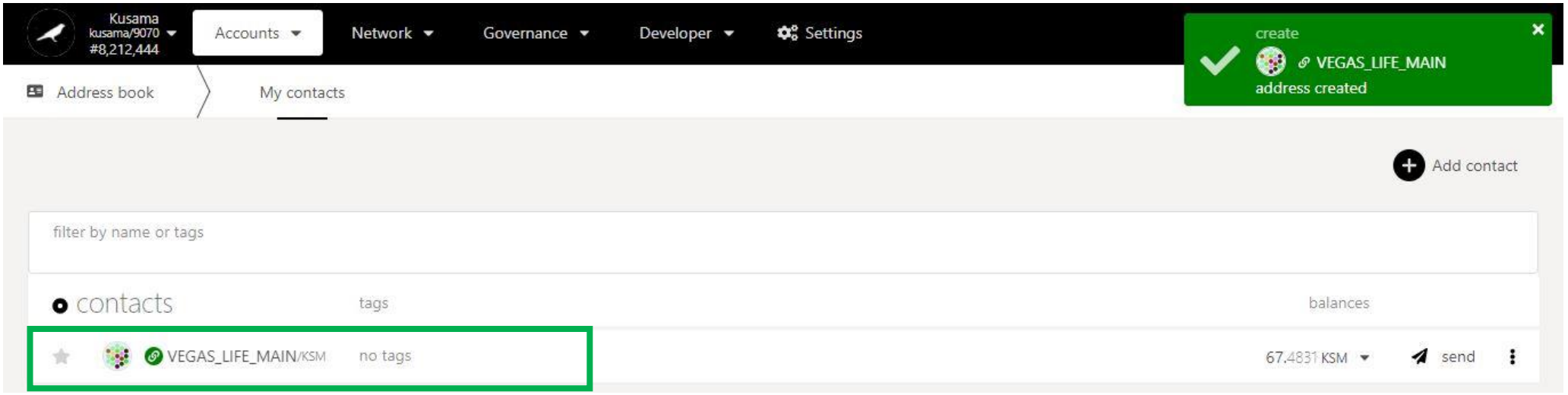
2. **Address book:** Bookmark your favourite KSM addresses as contacts.




Kusama
kusama/9070
#8,212,415
Accounts
Network
Governance
Developer
Settings
GitHub
Wiki
Address book
My contacts
1. Click **Add contact**.
Add contact
filter by name or tags
contacts
no addresses saved yet, add any existing address


Kusama
kusama/9070
#8,212,430
GitHub
Wiki
Address book
Add contact
filter by name or tags
contacts
add an address
5xxxxx...xxxxxx
2. Enter **the information required**.
address
new address
name
Cancel
Save

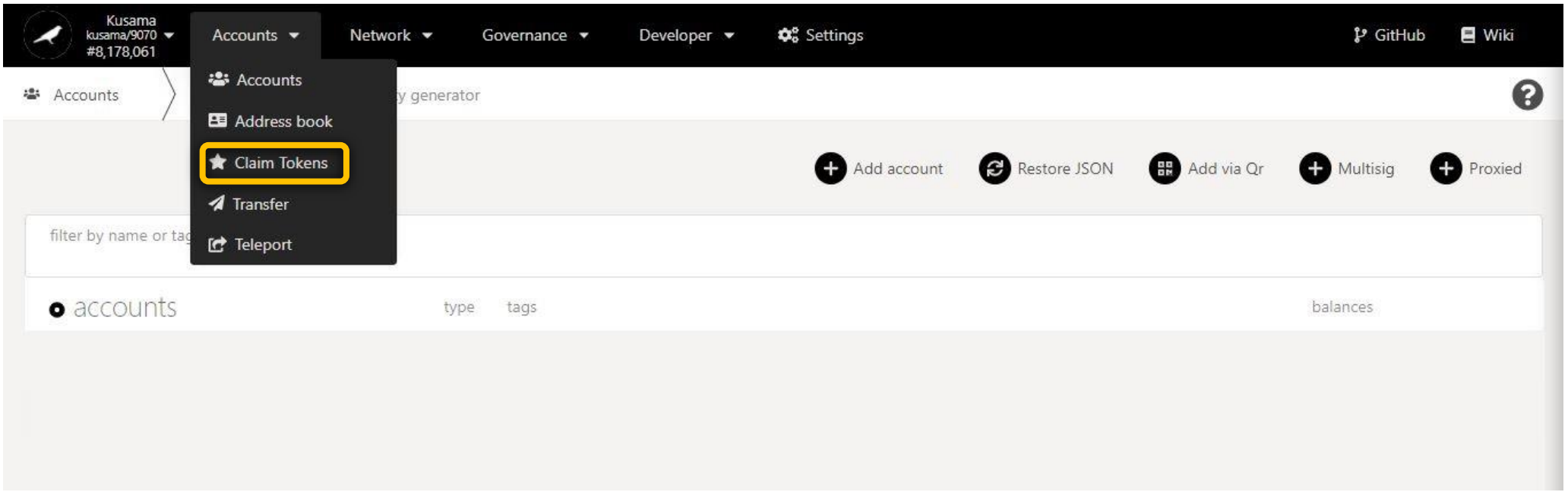
3. Click on **Save** to complete the procedure.

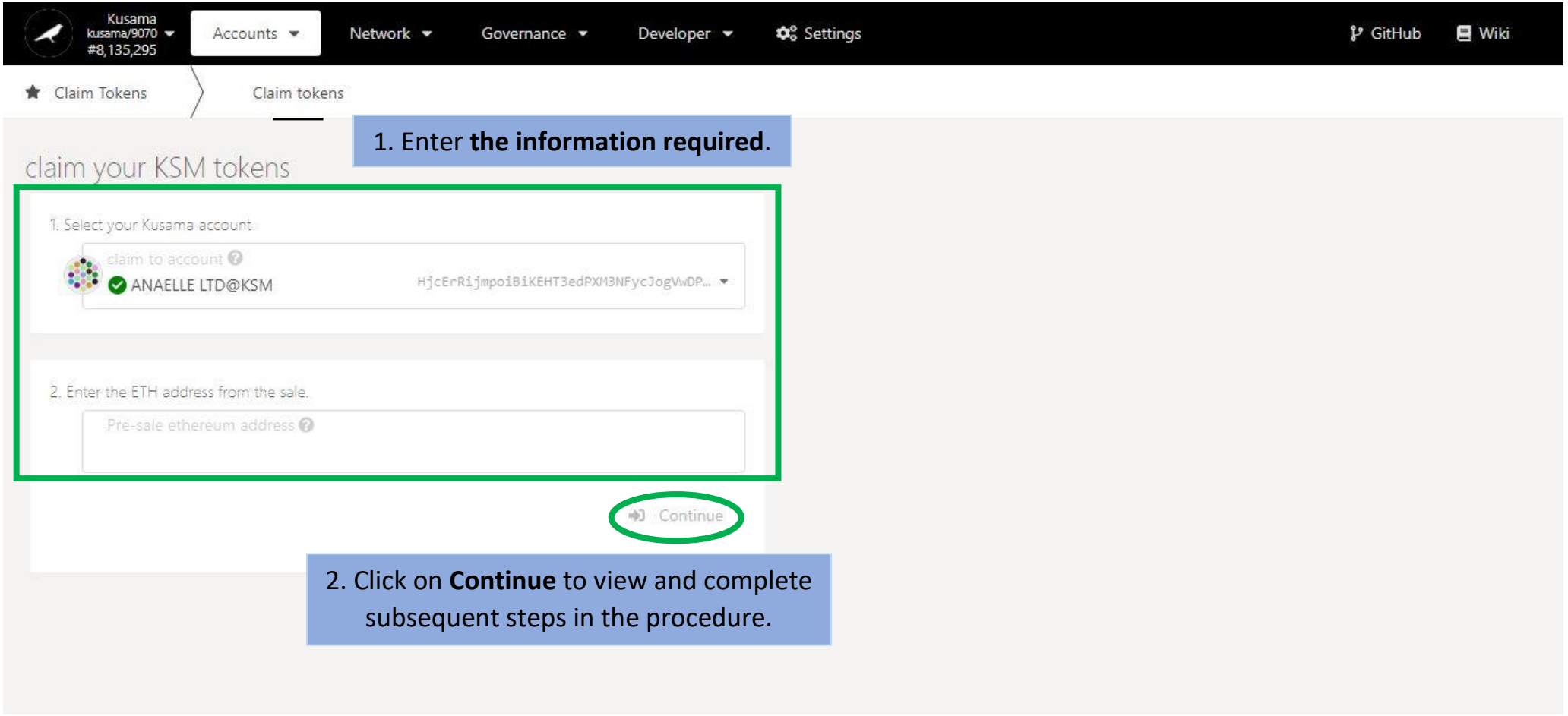


4. **Your contact has been added in the *My contacts* list!**

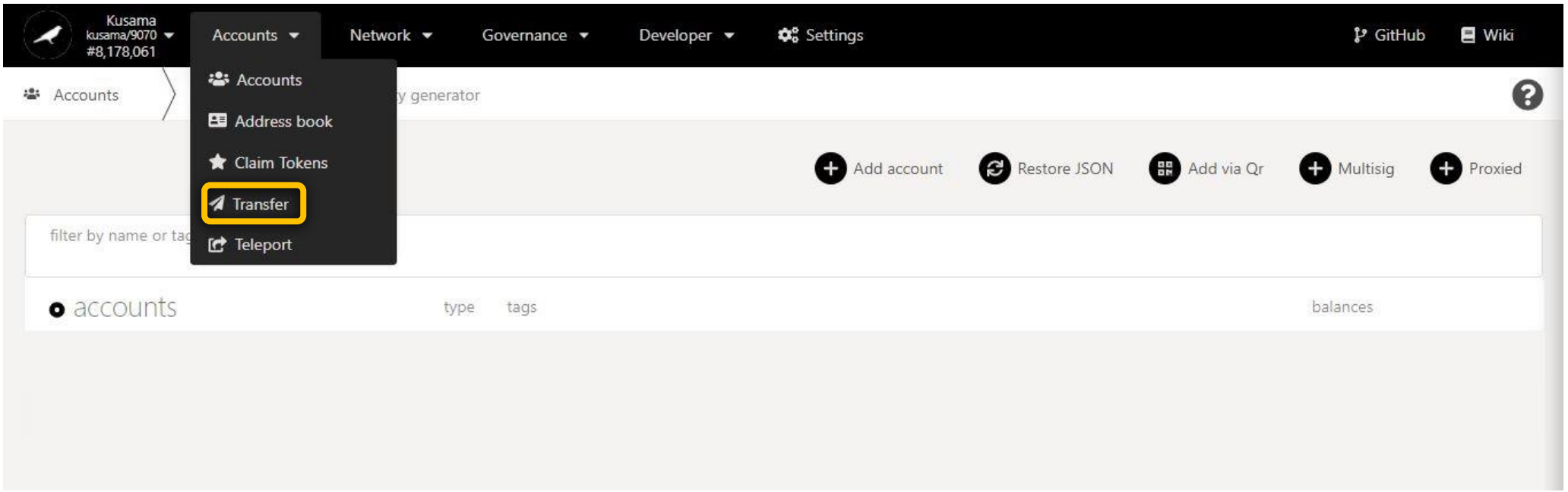
Note: If your contact has an identity, it will automatically replace the name you provided.

3. **Claim tokens:** Claim your KSM from your ETH address.

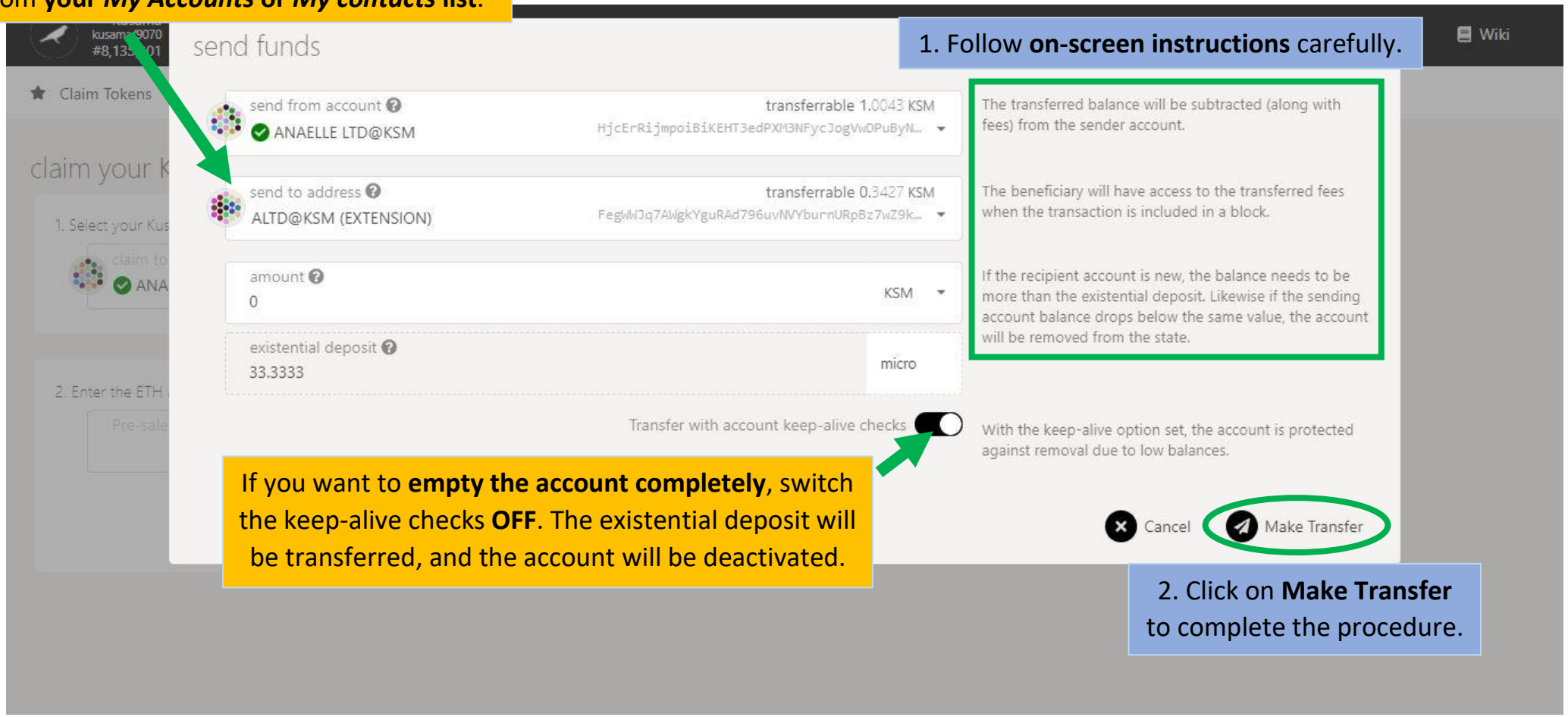



Kusama
kusama/9070
#8,135,295
Accounts
Network
Governance
Developer
Settings
GitHub
Wiki
Claim Tokens
Claim tokens
1. Enter **the information required**.
claim your KSM tokens
1. Select your Kusama account
claim to account
ANAELLE LTD@KSM
HjcErRijmpoiBiKEHT3edPXM3NFycJogVwDP…
2. Enter the ETH address from the sale.
Pre-sale ethereum address
Continue
2. Click on **Continue** to view and complete subsequent steps in the procedure.

4. **Transfer:** Send KSM to another KSM address.



The receiving account must be an account from **your *My Accounts* or *My contacts* list**.

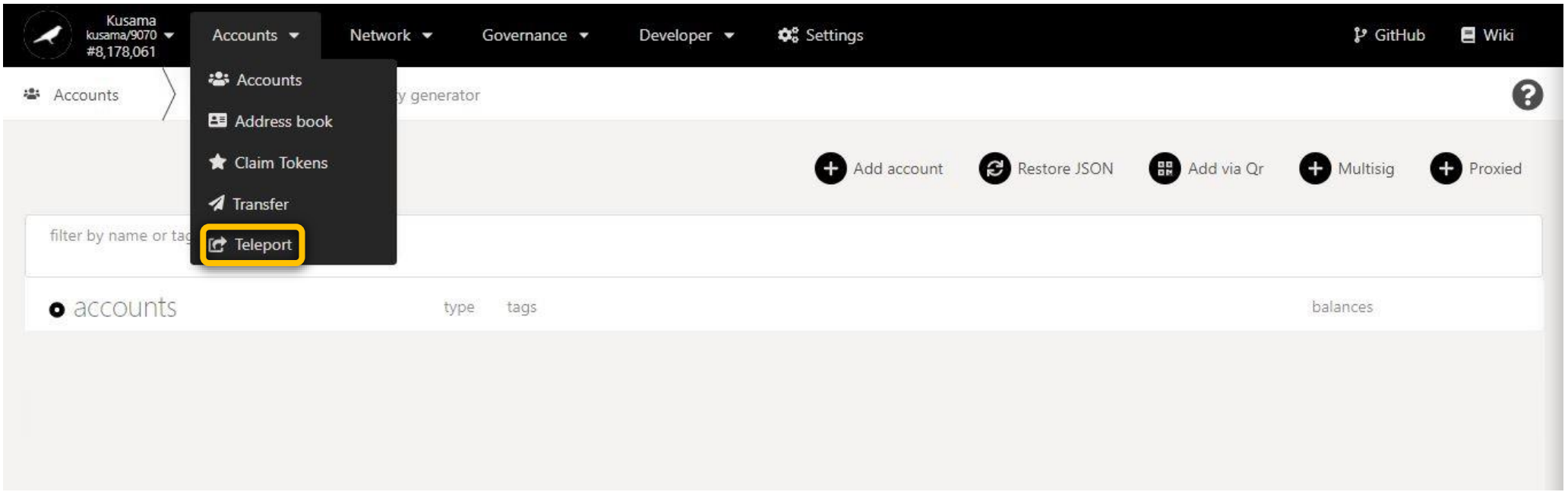


1. Follow **on-screen instructions** carefully.

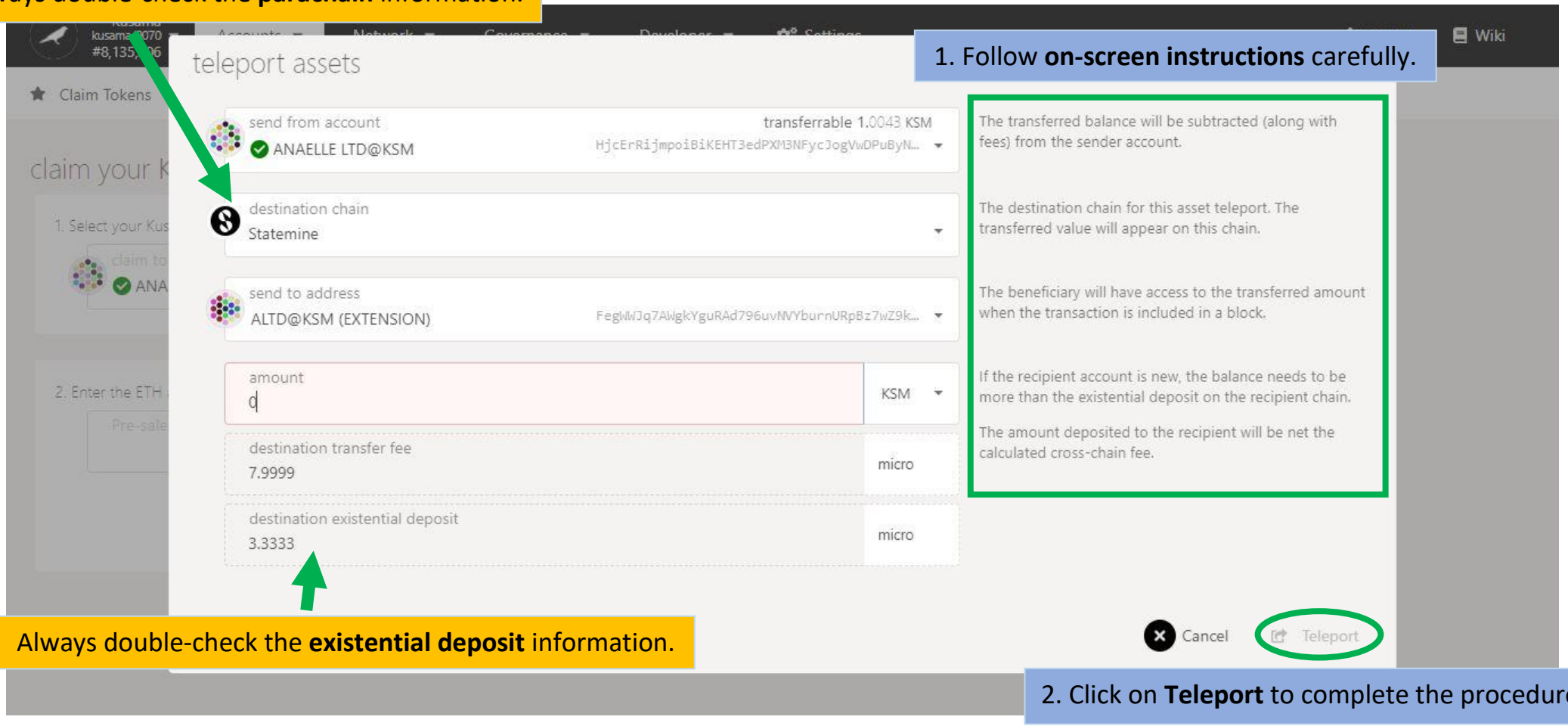
If you want to **empty the account completely**, switch the keep-alive checks **OFF**. The existential deposit will be transferred, and the account will be deactivated.

2. Click on **Make Transfer** to complete the procedure.

5. **Teleport:** Send your KSM to a parachain address.



Always double-check the **parachain** information.



1. Follow **on-screen instructions** carefully.

Always double-check the **existential deposit** information.

2. Click on **Teleport** to complete the procedure.