

Join an existing Organization

Table of Contents

1. Organization Types	2
2. Getting Started	3
3. Signup	5
4. Create Account Screen	6
5. Verification Screen	8
6. Complete Profile Screen	11
7. Choose Account Type screen	12
8. Join your organization	13
9. Account Created	15
10. Additional Notes (Technical issues)	16

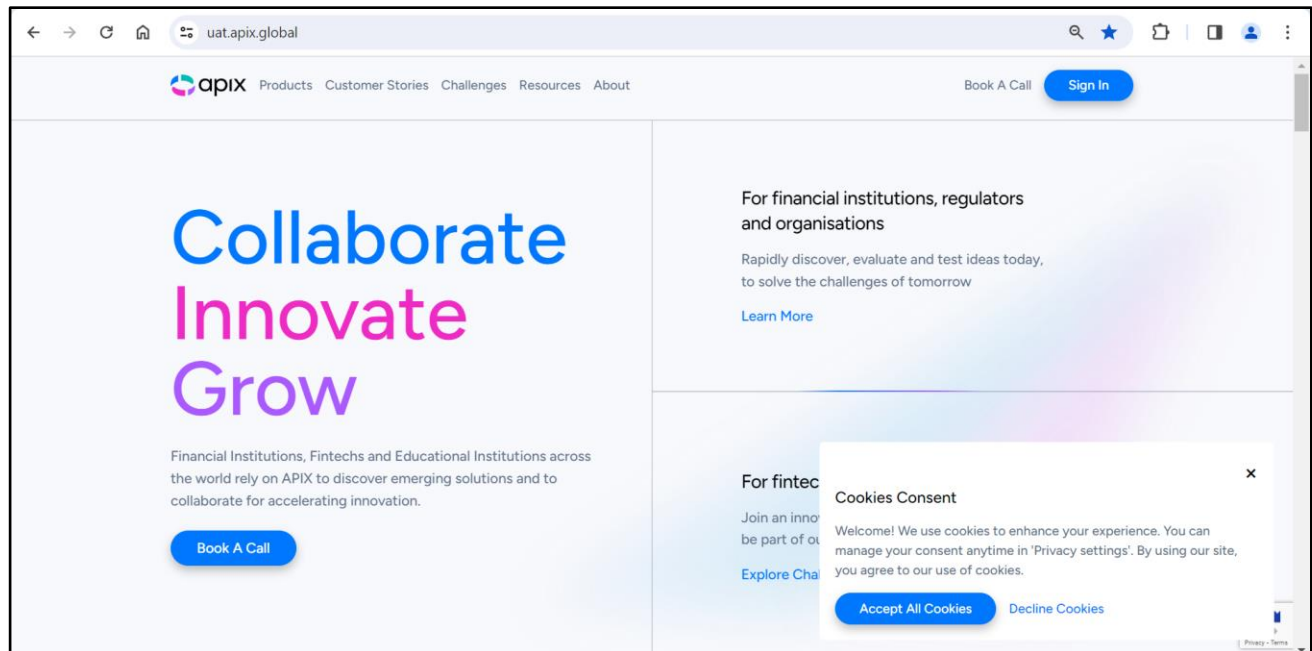
2. Getting Started

To have full access to the APIX Platform, you need to onboard yourself and complete the Signup process.

To complete your Signup and register yourself on the platform, the following steps should be completed,

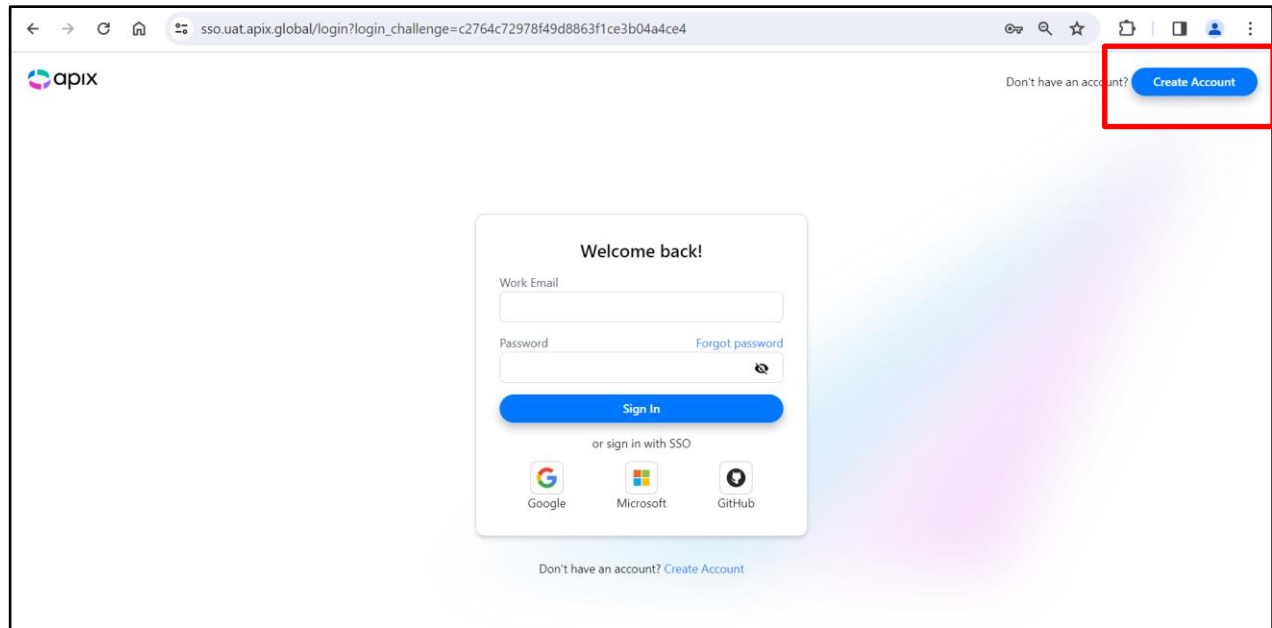
1. Signup with your work email address
2. Complete the verification of the email by entering the OTP
3. Complete your profile
4. Select the account type
5. Join your Organization – Select the Organization
6. Approval of the joining request by Org Admin

To begin with, the process, navigate to the URL <https://apixplatform.com/>

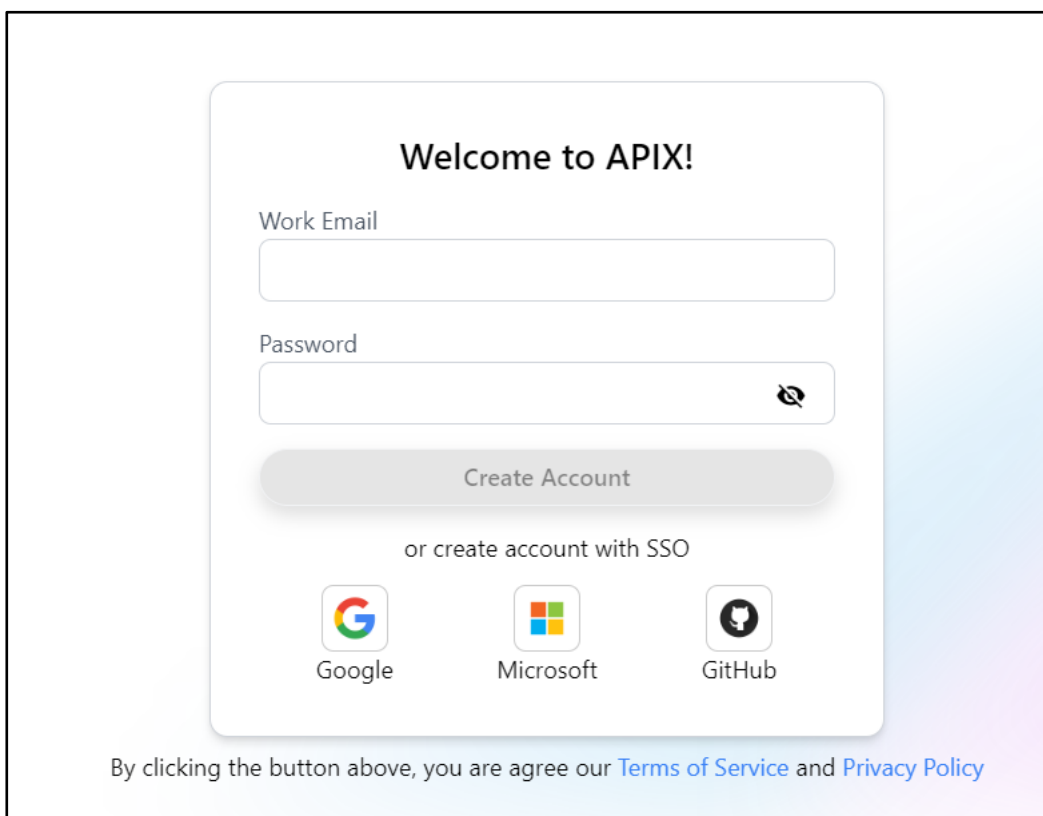


Click on Sign In

3. Signup



Click on Create Account on the screen displayed, you will be navigated to the Create Account screen.

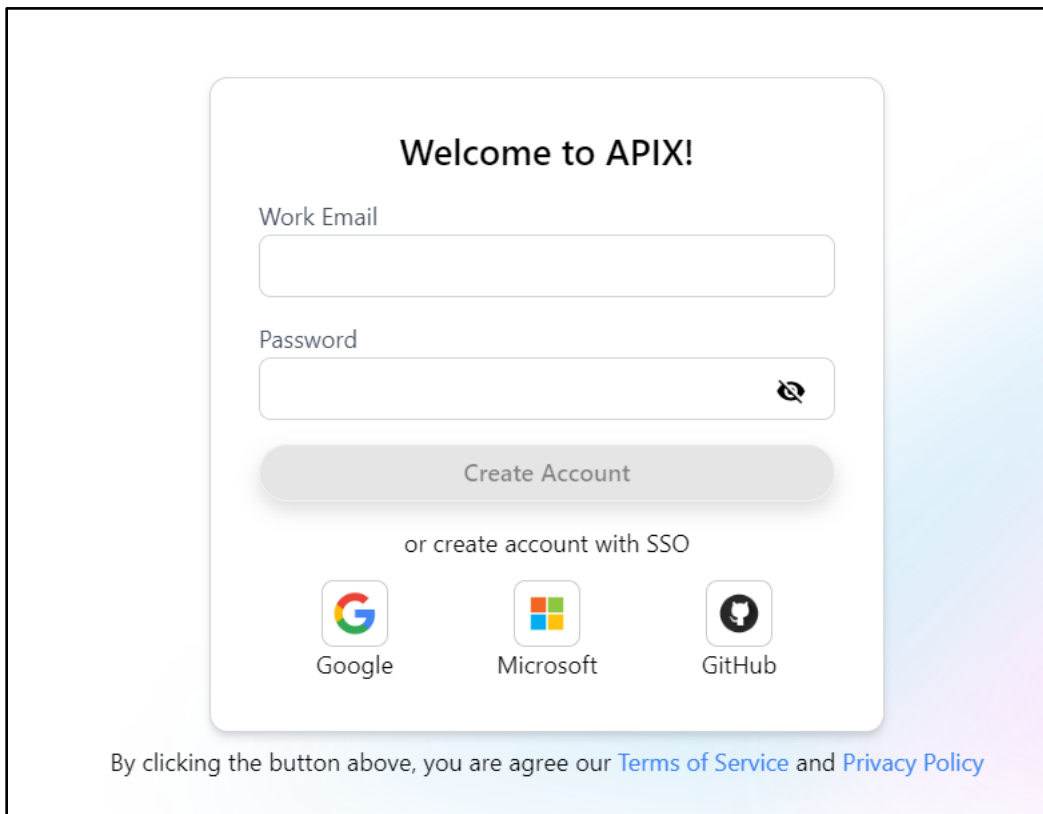
A screenshot of the 'Create Account' screen. The page has a light blue and purple gradient background. In the center, there is a white rounded rectangle containing the text 'Welcome to APIX!'. Below this, there are two input fields: 'Work Email' and 'Password'. The 'Password' field has a toggle icon for visibility. Below the input fields is a grey button labeled 'Create Account'. Underneath the button, it says 'or create account with SSO' and provides icons for Google, Microsoft, and GitHub. At the bottom of the page, there is a line of text: 'By clicking the button above, you are agree our [Terms of Service](#) and [Privacy Policy](#)'.

4. Create Account Screen

On the Create account screen, enter the work email address and password and click on Create Account CTA.

The Terms and Conditions and Privacy policy hyperlinks are available on the screen. Click on each link to read them before you create an account with APIX.

You can also create account with your Google, Microsoft or GitHub accounts other than using the email and password.



The image shows a 'Create Account' screen for APIX. It features a central white card with a light blue gradient background. The card has the heading 'Welcome to APIX!' at the top. Below the heading are two input fields: 'Work Email' and 'Password'. The 'Password' field includes a toggle icon for visibility. A 'Create Account' button is positioned below the input fields. Underneath the button, the text 'or create account with SSO' is displayed. Below this text are three social login options: Google, Microsoft, and GitHub, each with its respective logo and name. At the bottom of the card, a disclaimer states: 'By clicking the button above, you are agree our [Terms of Service](#) and [Privacy Policy](#)'.

Welcome to APIX!

Work Email

Password

Create Account

or create account with SSO

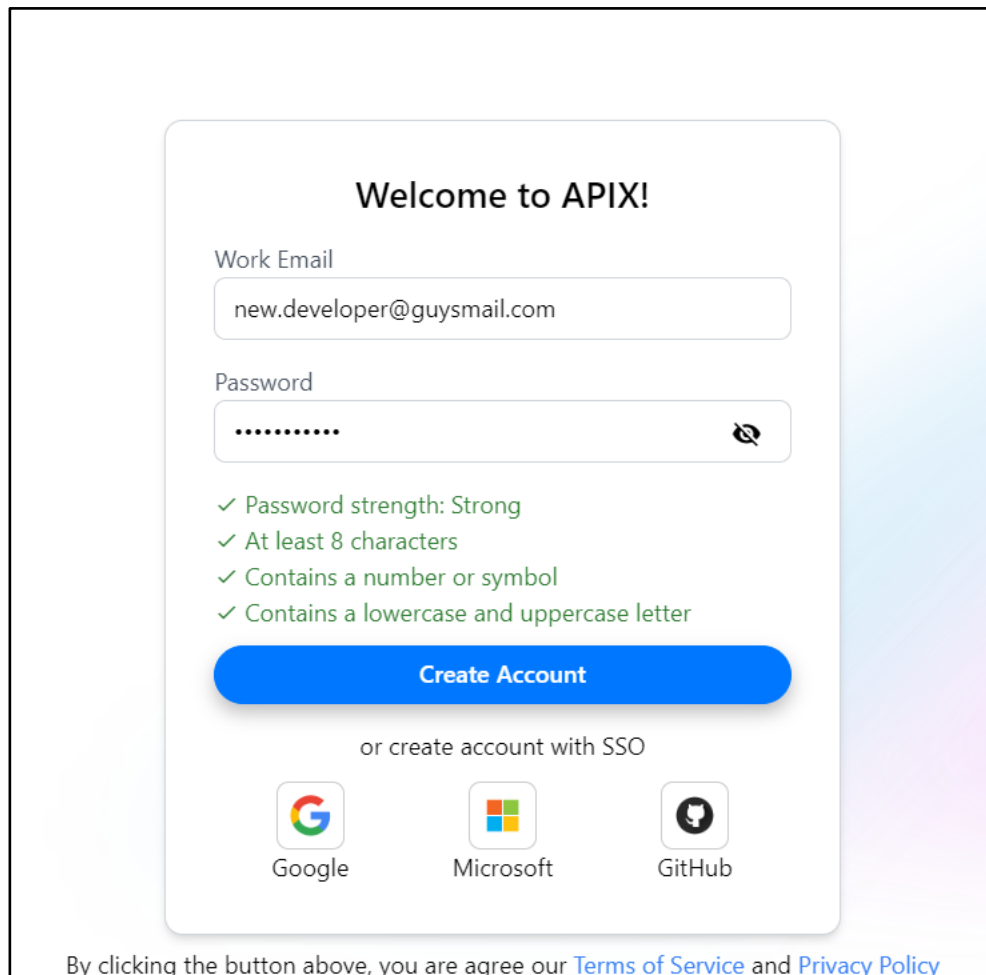
Google Microsoft GitHub

By clicking the button above, you are agree our [Terms of Service](#) and [Privacy Policy](#)

The password entered should satisfy the following conditions

1. Should be at least 8 characters long
2. Should contain a lowercase and an uppercase letter
3. Should contain a symbol
4. Should contain a number


Enter the password satisfying all the conditions and click on Create Account CTA.



Welcome to APIX!

Work Email


Password


 


- ✓ Password strength: Strong
- ✓ At least 8 characters
- ✓ Contains a number or symbol
- ✓ Contains a lowercase and uppercase letter

Create Account

or create account with SSO


Google

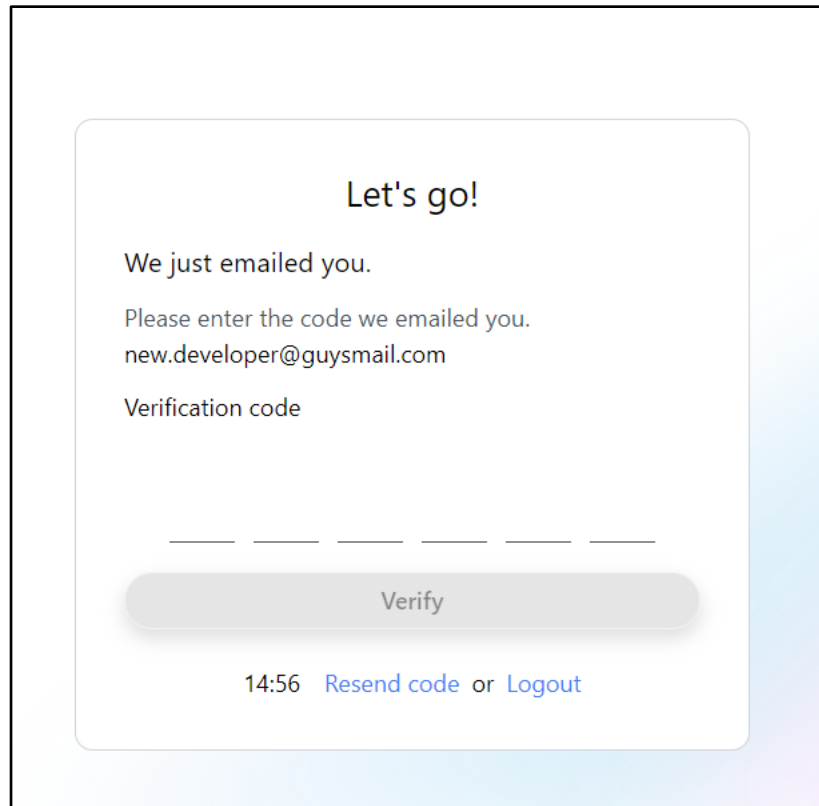

Microsoft


GitHub

By clicking the button above, you are agree our [Terms of Service](#) and [Privacy Policy](#)

5. Verification screen

On clicking on Create Account, you will be displayed with the Verification screen, where you will be prompted to enter the verification code sent to your email



A mockup of a verification screen. It features a light blue gradient background. In the center, there is a white rounded rectangle containing the following text: "Let's go!" in bold, "We just emailed you.", "Please enter the code we emailed you.", "new.developer@guysmail.com", and "Verification code". Below this text is a row of six dashed lines for code entry. Under the dashed lines is a grey rounded button labeled "Verify". At the bottom of the white rectangle, it shows "14:56" followed by the links "Resend code" and "Logout".

Check your work email entered for the verification code in the inbox. If the code is not available in the inbox, please check your Spam folder.

A 6 digit verification code will be sent from the email address auth@verify.apixplatform.com to your work email entered.



Welcome to APIX

Hi !

Your 6-digit Two Factor Authentication Code is: 025300

Best regards,

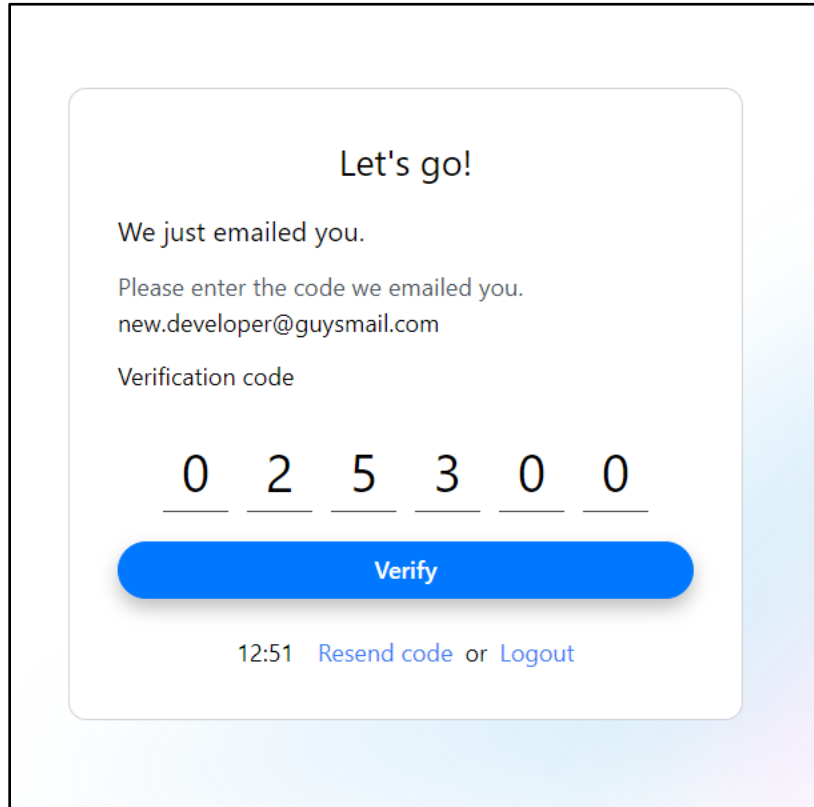
APIX team

Contact Us

apixsupport@synfindo.com

The code received is valid for 15 minutes.

Enter the 6 digit code on the verification screen and click on Verify.

A mockup of a verification screen. It features a light blue gradient background. In the center, there is a white rounded rectangle containing the text: "Let's go!" in bold, "We just emailed you.", "Please enter the code we emailed you.", and the email address "new.developer@guysmail.com". Below this is a label "Verification code" followed by six input fields containing the digits "0", "2", "5", "3", "0", and "0". A large blue "Verify" button is positioned below the input fields. At the bottom of the white rectangle, it shows a timer "12:51" and two links: "Resend code" and "Logout".

Let's go!

We just emailed you.

Please enter the code we emailed you.
new.developer@guysmail.com

Verification code

0 2 5 3 0 0

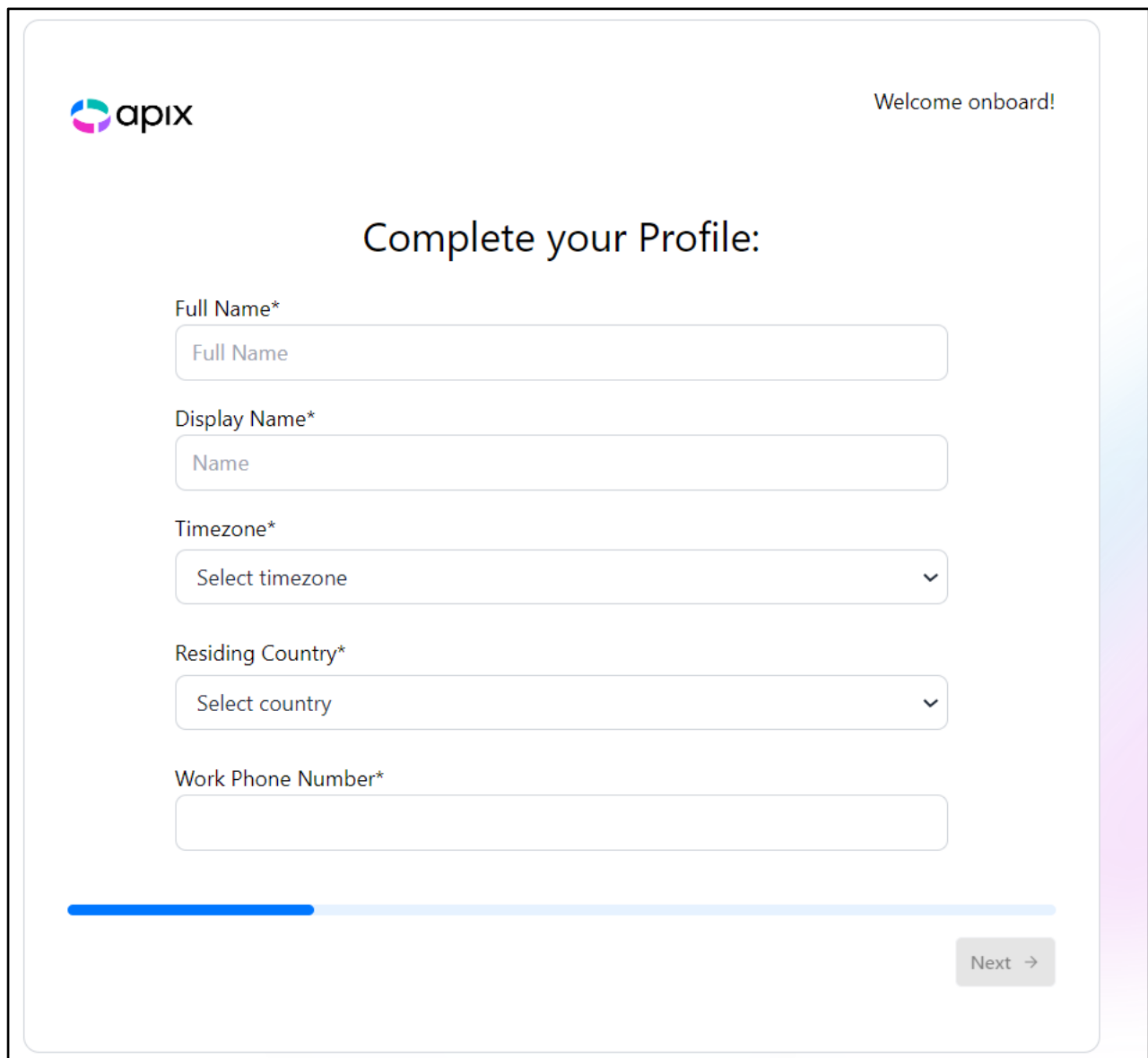
Verify

12:51 [Resend code](#) or [Logout](#)

Clicking on Resend code, will send the verification code again to your work email entered and clicking on Logout, will log you out of the session. You can continue from the verification later on logging in with the valid email address and password.

6. Complete Profile Screen

On verifying the email by entering the OTP, you will be navigated to the Complete your profile screen.



The screenshot shows a web form titled "Complete your Profile:" with the Apix logo and "Welcome onboard!" in the top left. The form contains five fields: "Full Name*" (text input), "Display Name*" (text input), "Timezone*" (dropdown menu), "Residing Country*" (dropdown menu), and "Work Phone Number*" (text input). A progress bar at the bottom is partially filled with blue. A "Next →" button is located at the bottom right.

apix Welcome onboard!

Complete your Profile:

Full Name*

Full Name

Display Name*

Name

Timezone*

Select timezone

Residing Country*

Select country

Work Phone Number*

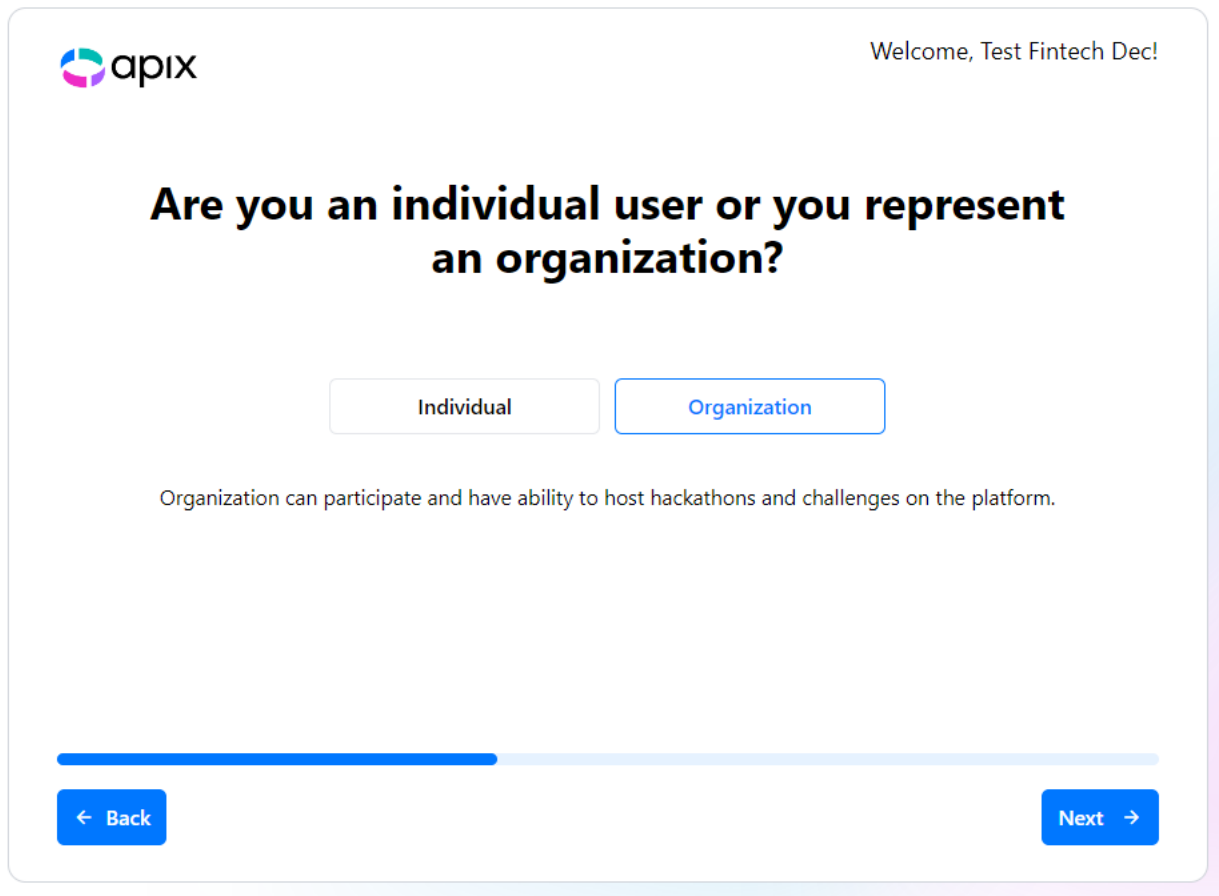
Next →

Enter your full name, display name, time zone, residing country and work phone number to proceed to the next screen. Enter all the details and click on Next.

7. Choose Account type Screen

Choose your account type as Organization.

Note: Organization can participate and have ability to host hackathons and challenges on the platform.



apix Welcome, Test Fintech Dec!

Are you an individual user or you represent an organization?

Individual Organization

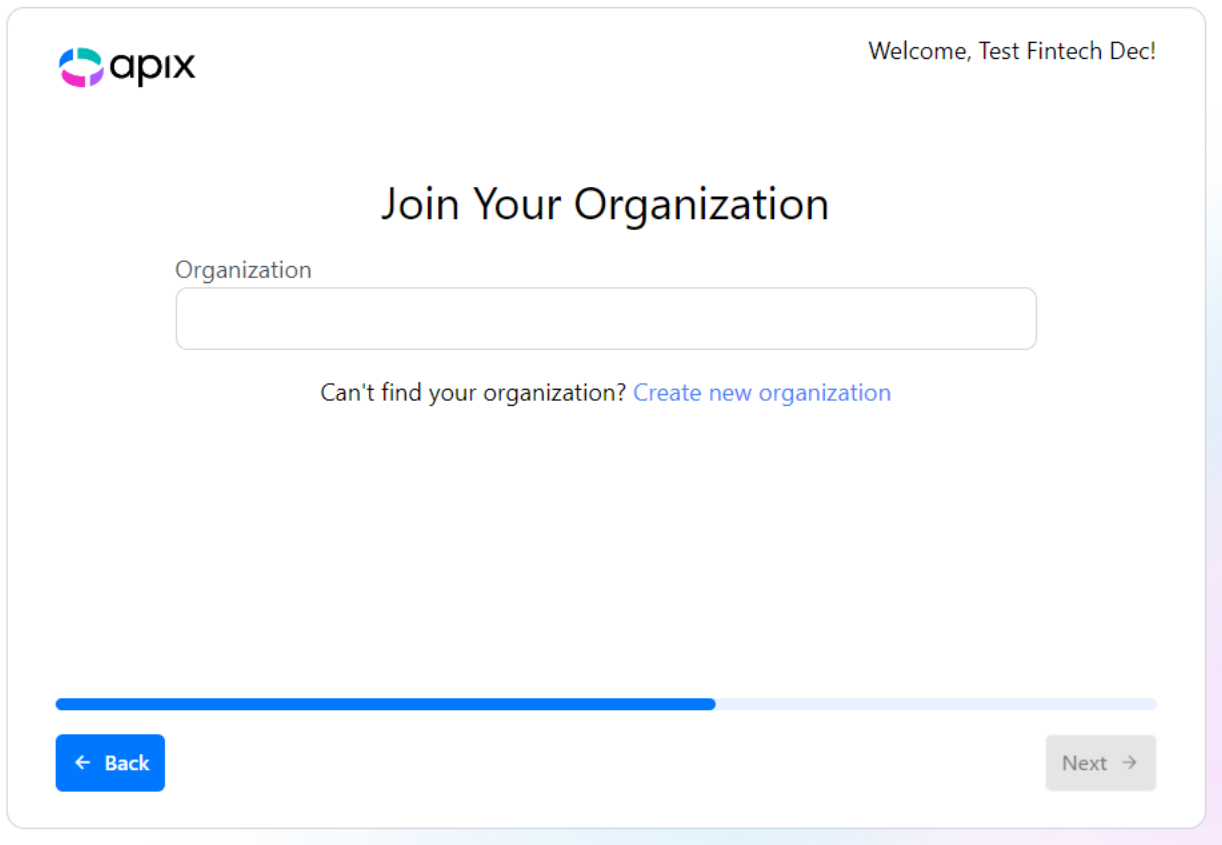
Organization can participate and have ability to host hackathons and challenges on the platform.

← Back Next →

Click on Next.

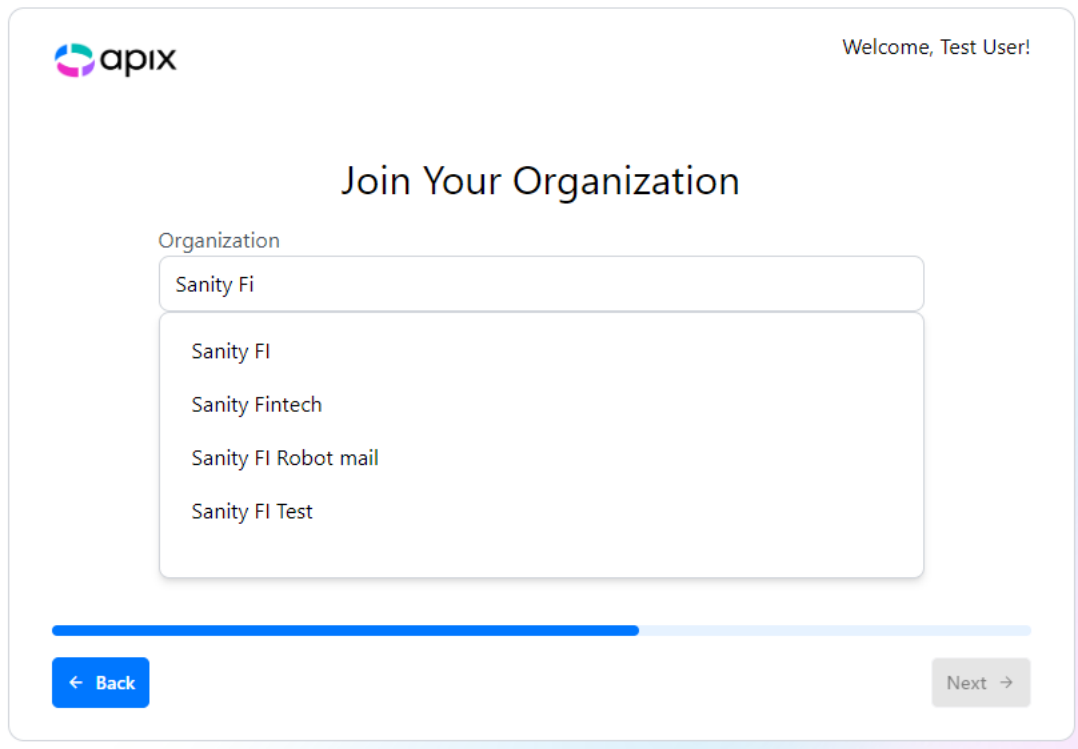
8. Join your Organization

On the Join your Organization, click on Create New Organization CTA to register a new organization.



The screenshot shows a web interface for joining an organization. At the top left is the Apix logo, and at the top right is the text "Welcome, Test Fintech Dec!". The main heading is "Join Your Organization". Below it is a text input field labeled "Organization". Under the input field is a link that says "Can't find your organization? [Create new organization](#)". At the bottom, there is a progress bar that is partially filled with blue. Below the progress bar are two buttons: a blue "← Back" button on the left and a grey "Next →" button on the right.

Enter the name of the organization that you want to join.

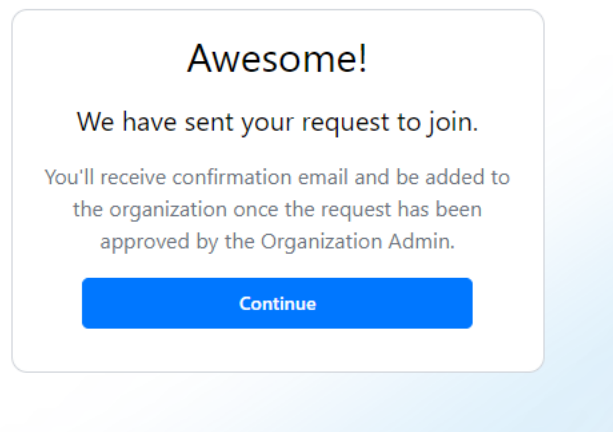


The screenshot shows a web interface for joining an organization. At the top left is the Apix logo, and at the top right is the text "Welcome, Test User!". The main heading is "Join Your Organization". Below this is a label "Organization" followed by a text input field containing "Sanity Fi". A dropdown menu is open, showing a list of suggestions: "Sanity FI", "Sanity Fintech", "Sanity FI Robot mail", and "Sanity FI Test". At the bottom, there is a blue progress bar that is about three-quarters full. Below the bar are two buttons: a blue "← Back" button on the left and a grey "Next →" button on the right.

You will be displayed with the list of organizations. Select the organization that you want to join.

Click on Next.

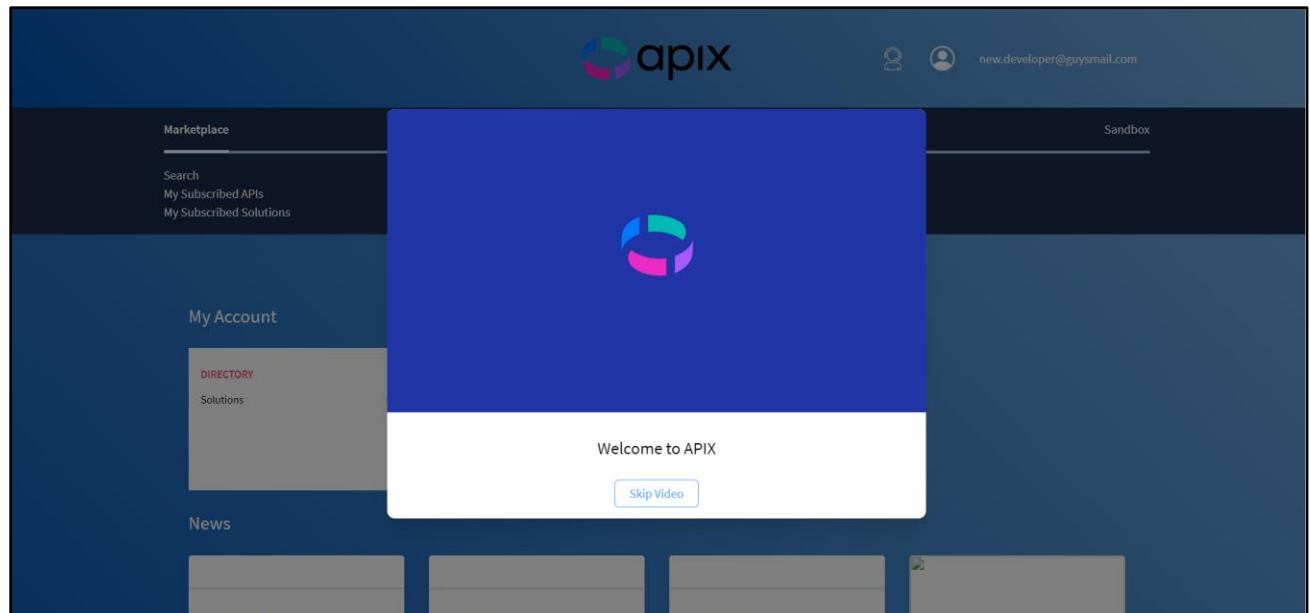
Your request to join the organization is sent to the Org Admin of the organization.



Once the Org Admin approves your request, you will join the organization as a member of that organization.

9. Account created

On clicking on Continue, you will be displayed with the Welcome Video.



Click on Skip Video to skip the video and land on the Dashboard screen.

Your account will be created and will be pending approval to join the Organization from the Org Admin.

10. Additional Notes (Technical Issues)

For technical issues such as the page not displaying or the buttons not working as intended, take a screenshot by pressing (**Windows Key+Shift+S**) and send it to support@apixplatform.com . Press (**Command Key+Shift+5**) for a screenshot for MAC users.

Describe the issue you are facing and attach the screenshot to the email before sending out the email. The support team will get back to you within 1-2 working days.



End of the document