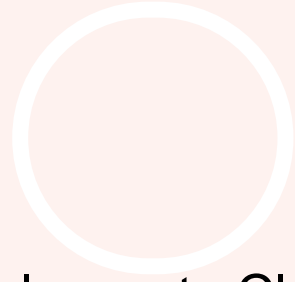




# HOW TO GUIDES

## SIGNUP & ONBOARDING





# SIGNUP GUIDE

Welcome to CloudSocial! Follow these simple steps to get started and maximize your social media management experience.

## Step 1: Sign Up with CloudSocial

Visit the CloudSocial Website

- Open your preferred web browser and go to <https://www.cloudsocial.io>.



# SIGNUP GUIDE

## Step 2: Account Creation

Create an Account

- Click on the "Start Free Trial" button located at the top right corner of the homepage.

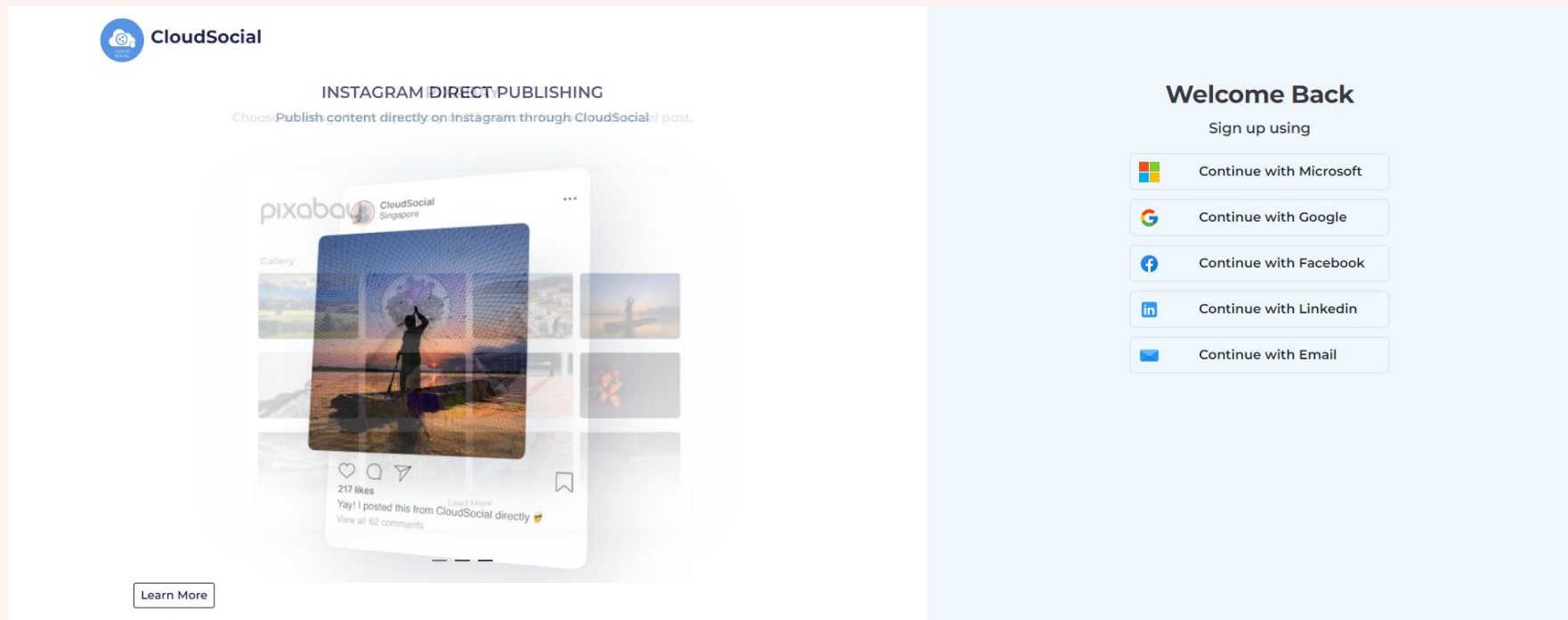


# SIGNUP GUIDE

## Step 3A: Sign Up with CloudSocial (Social Signup)

Create an Account

- Either using your Microsoft, Google, Facebook or LinkedIn account
- Or using Email & password



# SIGNUP GUIDE

## Step 3B: Sign Up with CloudSocial (Email Signup)

### Create an Account

- Enter Email
- Enter Password
- Enter Verification Code
- And Create an account instantly

The diagram illustrates the sign-up process in three stages:

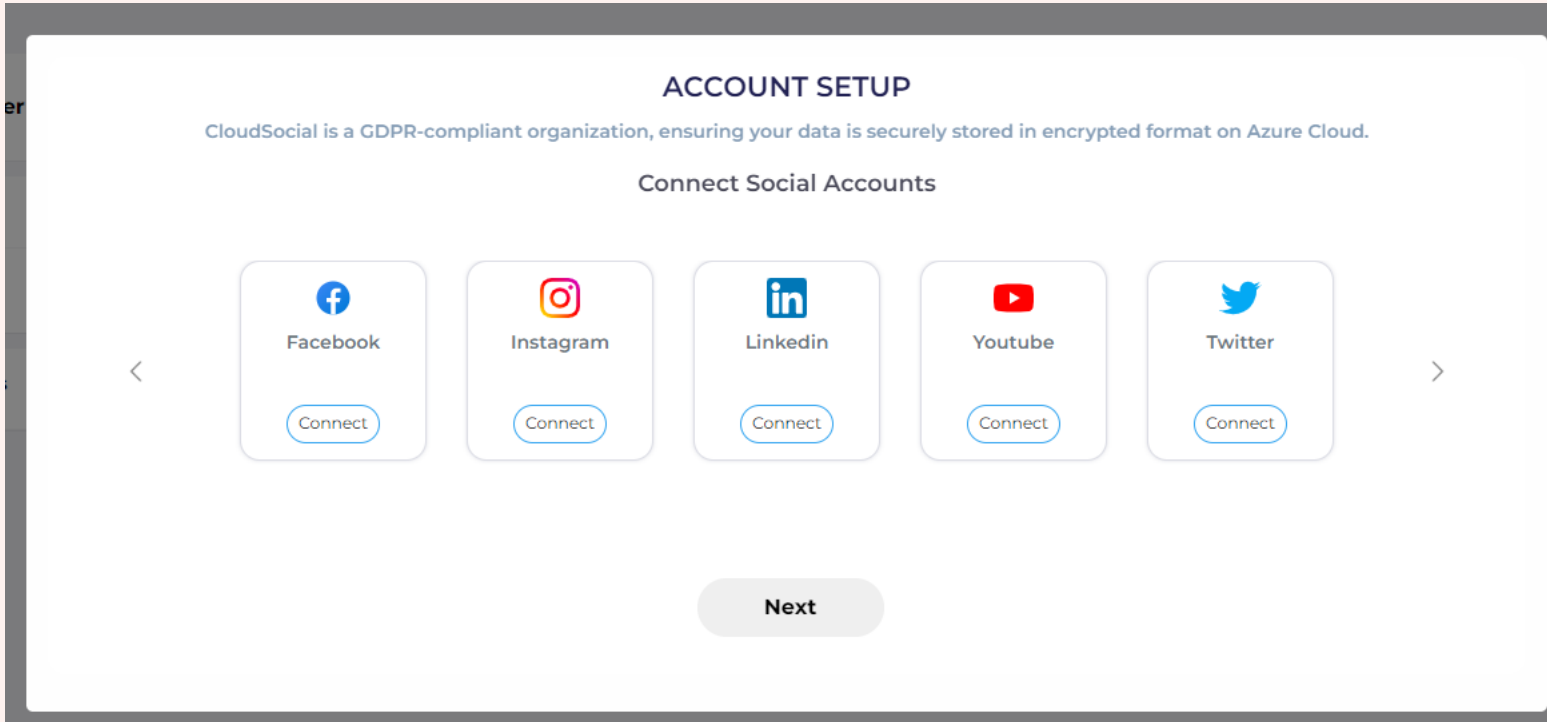
- CloudSocial App Interface:** Shows the CloudSocial logo and the text "INSTAGRAM DIRECT PUBLISHING" with the subtitle "Publish content directly on Instagram through CloudSocial". A sample Instagram post is displayed, showing a sunset scene with a person in a boat. The post has 217 likes and a caption that says "Yay! I posted this from CloudSocial directly". A "Learn More" button is visible at the bottom.
- Continue with email screen:** A screen with a back arrow and the text "Continue with email". Below it, it says "If you do not currently have an account, we will assist you in creating one." There is an input field containing the email "demouser@cloudsocial.io" and a blue "Continue" button.
- Sign up to your account screen:** A screen with a back arrow and the text "Sign up to your account". It features a password input field, a "Confirm Password" field, and a checkbox for "Creating an account means you agree with our Terms of Service & Privacy Policy". A blue "Sign up" button is present, along with a "Log In" link for existing members. Below this, there is an "OR" separator and a "Sign up in with a code instead" button. At the bottom, it says "Go without a password! You will receive an email from us." with a "Forgot password?" link.

# SIGNUP GUIDE

## Step 4: Account Setup

Connect Social Accounts

- Facebook, Instagram, LinkedIn, YouTube, Twitter & more
- Grant Authorisation and your Social Account is connected to CloudSocial



The screenshot displays the 'ACCOUNT SETUP' interface. At the top, it states 'ACCOUNT SETUP' and 'CloudSocial is a GDPR-compliant organization, ensuring your data is securely stored in encrypted format on Azure Cloud.' Below this, the heading 'Connect Social Accounts' is followed by five social media icons: Facebook, Instagram, LinkedIn, Youtube, and Twitter. Each icon is accompanied by a 'Connect' button. A 'Next' button is located at the bottom center of the screen. Navigation arrows are visible on the left and right sides of the social media options.


# SIGNUP GUIDE

## Step 5: Setup Completion

### Landing on Dashboard

- You may connect additional Social Channels
- You may add users depending on Pack eligibility
- You may head to Publish section and create engaging content

The screenshot displays the CloudSocial dashboard for a Guest User. The interface includes a top navigation bar with the CloudSocial logo, a 'Subscribe' button, and the user's name 'Guest User' with a profile icon. A left sidebar contains navigation options: Home, Omnibox, Listen, Publish, Analytics, AI Content, Account, and Help. The main content area shows the user's profile 'Guest User' with 'Tier Selected: Teams' and '7 Days Left'. Below this, there are sections for 'Mentions' and 'Added Social Channels'. The 'Mentions' section has a 'Recent Posts Sort By' dropdown set to 'Newest' and displays 'There are no recent mentions' and 'There are no recent posts'. The 'Added Social Channels' section features an 'Add Social Channel' button. At the bottom, there is a copyright notice: 'Copyright © 2024 CloudSocial Technologies Pte Ltd' and a notification icon with a red '1'.



# CLOUDSOCIAL SUPPORT

[SUPPORT@CLOUDSOCIAL.IO](mailto:SUPPORT@CLOUDSOCIAL.IO)

