



BioEx Registration and Login Guide

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1. General information

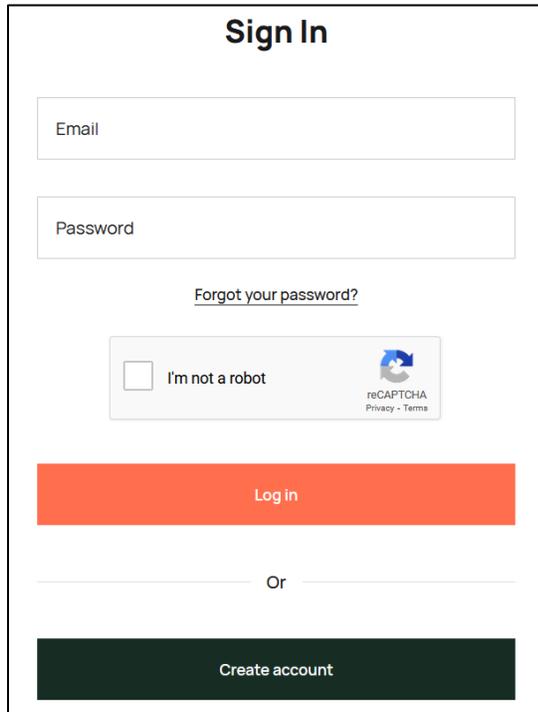
BioEx platform is an electronic trading system designed to place orders for buying and selling of wood fuel (wood chips). BioEx automatically matches Buy and Sell orders to make the best deal for all parties.

There are 2 types of BioEx users: Buyers and Sellers. Only one role for each company is available.

This user guide describes authentications processes: registration, login and password recovery.

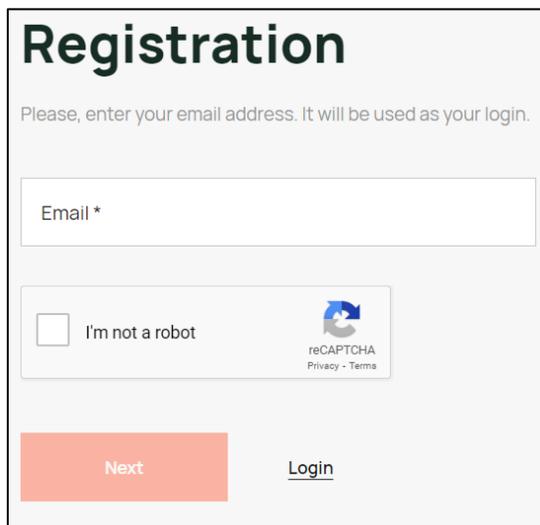
2. Registration

To start registration, click the “Create account” button on the BioEx home page.

A screenshot of the "Sign In" form. It features a title "Sign In" at the top. Below the title are two input fields: "Email" and "Password". A link for "Forgot your password?" is positioned below the password field. A reCAPTCHA widget is present, containing a checkbox labeled "I'm not a robot" and the reCAPTCHA logo with links for "Privacy - Terms". At the bottom of the form, there is a prominent orange "Log in" button, a horizontal line with the word "Or" in the center, and a dark green "Create account" button.

Registration consists of 4 steps:

1. Verification. On this step, you should provide and verify your email address and phone number. To do this, you should:
 - Enter your email and provide reCAPTCHA by selecting the “I’m not a robot” checkbox. Click “Next” to continue;

A screenshot of the "Registration" form. The title "Registration" is at the top in a large, bold, dark font. Below the title is a grey instruction box: "Please, enter your email address. It will be used as your login." The form contains an "Email *" input field. Below the input field is a reCAPTCHA widget with a checkbox labeled "I'm not a robot" and the reCAPTCHA logo with links for "Privacy - Terms". At the bottom, there is an orange "Next" button and a "Login" link.



- You will receive an email with confirmation code. Enter it in the appeared form.

Registration

A letter with a secret code was sent to you. Please enter this code here.

 [Login](#)

- Enter your phone number. Click “Next” to continue;

Registration

Please, enter your phone number. This number will be used to contact you and to send security codes.

 [Login](#)

- You will receive SMS with confirmation code. Enter it in the appeared form.

Registration

An SMS with a secret code was sent to you. Please enter this code here.

 [Login](#)



2. Providing company information. With this step you should provide information about the company you are representing. You must enter:

- Company email address;
- Company name;
- Company phone;
- Company registration number;
- Company VAT number;
- Bank name;
- BIC;
- IBAN;
- Recipient name;
- Company email address for settlements.

When the form has been filled, click the “Next” button.

A screenshot of a web form with a light grey background. The form is divided into three main sections: "Company information", "Bank details", and "Additional".
- "Company information" section contains five input fields: "Company email address *", "Company name *", "Company phone *", "Company registration number *", and "Company VAT number *".
- "Bank details" section contains three input fields: "Bank name *", "BIC *", and "IBAN *".
- "Additional" section contains one input field: "Company email address for settlements *".
At the bottom left of the form is a red button labeled "Next".

3. Providing the platform user's personal information. With this step, you should provide information about yourself or another person who will use the platform. The email address, provided here, will be used as a login and Name and Last name will be used in emails from the platform. You must enter:

- Email (automatically filled with the email address provided on the first step);



- Name;
- Last name;
- Phone number (automatically filled with the phone number provided on the first step);
- Position in the company;
- Basis of representation type:
 - Articles of Association;
 - Other

If the “Other” type is selected, additional fields appear:

- Latvian personal code;
- Date of birth;
- Passport or ID card – upload file (PDF, PNG, JPG);

Please note that it’s enough to provide the Latvian personal code. The date of birth and passport/ID card should be provided only if you don’t have a Latvian personal code.

Personal information of platform user

<input type="text" value="demo@demo.com"/>	<input type="text" value="Other"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<p><small>⚠ You have chosen a other basis of representation, please enter your personal code to include your basis of representation in the Platform Member Agreement. Only if you do not have a personal code issued in Latvia, please enter your date of birth below and attach a copy of your Passport or ID card.</small></p>	
<input type="text" value="+48571913106"/>	<input type="text"/>	
	<input type="text" value="Browse"/> <input type="text" value="Passport or ID card"/>	
<input type="checkbox"/> Platform agreement will be signed by another person		
<input type="button" value="Next"/>		



If the platform agreement will be signed by someone other than the person who will be using the platform, select the “Platform agreement will be signed by another person” checkbox. Additional section “Personal information of platform agreement signatory” will appear. Information provided in this section will be used to generate the platform agreement for your company.

A screenshot of a web form titled "Platform agreement will be signed by another person". The form is titled "Personal information of platform agreement signatory" and contains several input fields: "Email", "Name *", "Last name *", "Phone", "Basis of representation type *" (a dropdown menu with "Other" selected), "Basis of representation document type *", "Position in the company *", and "Basis of representation *" (with a "Browse" button next to it). A red "Next" button is located at the bottom left of the form.

The list of fields in this section is the same as in the previous one, but if the “Other” Basis of representation type is selected, additional fields will be:

- Basis of representation type – text field for filling the type of your basis of representation, that you will upload in the next field;
- Basis of representation – upload file (PDF, PNG, JPG);

When the form has been filled, click the “Next” button.

4. Selecting the participation type. In this section, you must select your role on the platform: Buyer or Seller.

Also, you must select the “Buyer/Seller” type from the drop-down list. List content differs depending on the selected role.

For Buyers:

- Heat producer (regulated)
- Cogeneration (regulated)
- Wood industry manufacturer, where the basic raw material is biomass, including unregulated heat producers and cogeneration



- Another, not producer

For Sellers:

- Biomass holder, producer, transporter
- Biomass producer, transporter
- Biomass producer
- Biomass transporter
- Biomass holder
- Another

If you select the “Another” option, additional text field will appear, so you can enter your Buyer/Seller type.

Participant type

Buyer Seller

Buyer type* ▼

Please, read our [Privacy policy](#) and [Trading Platform Code](#).

I agree, that my personal information will be processed by BioEx.
I agree with Privacy policy and Trading Platform Code.

Register

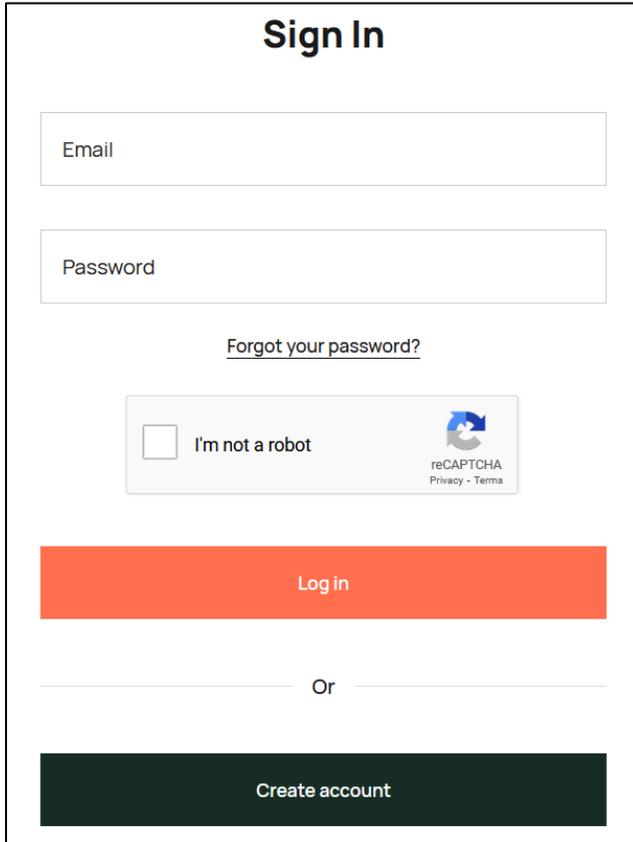
Before you can proceed, you have to select the “I agree, that my personal information will be processed by BioEx. I agree with privacy policy and terms & conditions.” checkbox and the “I’m not a robot” checkbox.

Now you can click the “Register” button to finish the registration.

When your registration is finished, the BioEx operator will check the data you have provided and generate a password for you. You will receive it in the email “Password was generated for you”. When you receive the password, you can proceed to login.

3. Login

When you open the BioEx platform, you will see the Sign In form.

A screenshot of the BioEx Sign In form. The form is titled "Sign In" at the top. It contains two input fields: "Email" and "Password". Below the password field is a link for "Forgot your password?". There is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. Below the reCAPTCHA is a large orange "Log in" button. At the bottom, there is a dark green "Create account" button, separated from the "Log in" button by a horizontal line with the word "Or" in the center.

This page has 2 fields:

- Email – here you must enter the email that you have provided during the registration;
- Password – here you must enter the password that was sent to you in the email named “Password was generated for you”.

When the email and password are filled, click the “Log in” button to continue.



Next step is login confirmation.

Sign In

 A confirmation code has been sent to your phone via SMS.
Please fill it in the field below.

Enter confirmation code.

Send

[Cancel](#)

An SMS with a verification code is sent to your phone number provided during registration.

You must enter the received verification code. If the code is entered correctly, you will be automatically signed in when you enter the last symbol.

Clicking the "Cancel" button will redirect you back to the Sign In form.



4. Password recovery

If you have forgotten your password for BioEx platform, you have to request a password reset.

In the current version of the platform, to reset your password, you must contact the support team (support@bioex.lv) and ask to reset your password.

The BioEx operator will generate a new password for you, and you will receive an email named "Password was generated for you" with your new password.

Please note that the BioEx operator will not know your new password, as it will be generated and sent to you automatically.