



**SAMSUNG**

**Request an Account  
through our Online Platform**



1

To request an account, simply visit the ESN platform [here](#) and select the **'CREATE ACCOUNT'** option from the top right of the menu bar.



2

Then simply input your user details into the appropriate fields of the Customer Onboard form, making sure that you check **'ESN'** beneath **'Account Type'**.

3

Beneath **'Organisations Details'**, ensure that every mandatory field marked \* is completed accurately. If you are a public body, and therefore, do not have a Company Registration Number, please enter **"NA Public Body"** beneath **'Company Registration Number'**.

*Note: If your organisation is not listed in the dropdown beneath **'3ES Organisation'**, please type your official ESN approved organisation name beneath the **'Other Organisation Name'** field, ensuring this is typed accurately.*

4

When creating an account, it is essential that we have a Primary and Secondary contact, as well as a contact for Accounts and IT Support. Therefore, beneath **'Contact Type'** you must assign each of these options to a user, whether that is all four to User 1, or split according to role across multiple users.

*Note: More than one contact type can be assigned to one user.*





5

Make use of the **'Add User'** option located beneath the **'User Accounts'** information section to increase the number of user's associated to your requested account.

Email \*  
Tel (Mobile) \*  
Tel (Landline)  
User Access \*  
- Select -  
[Add User](#)  
SUBMIT

6

Once you have input all of the requested information, click **'Submit'** at the bottom of the form.

Tel (Landline)  
01234 56789  
User Access \*  
Procurement Manager  
[Add User](#)  
SUBMIT

7

Following your submission, you will receive a confirmation email while our ESN security operations team review your request. You will be notified of the outcome via a confirmation email, and if approved your account and each user you have requested will be contacted for on boarding.

8

Each user associated to the account will then receive a welcome email. From here, follow the **'Click here to on-Board'** link to complete account setup.



