

Member's Guide to my.OE-A – the member area of OE-A

**Benefits of the exclusive Members Area
How to register?**

**OE-A
Frankfurt, Germany
www.oe-a.org**

Exclusive services for members only!



Benefits of the exclusive Members Area:

- » You will get access to all valuable contents and downloads such as
 - Minutes of the OE-A Meetings
 - Presentations of OE-A Seminars at Trade Shows and Conferences
 - Presentations and Streamings of our OE-A Web-Seminars
 - Documents of our OE-A Working Groups, e.g. the OE-A Roadmap White Paper
 - Information material on OE-A

My.OE-A – How to register?

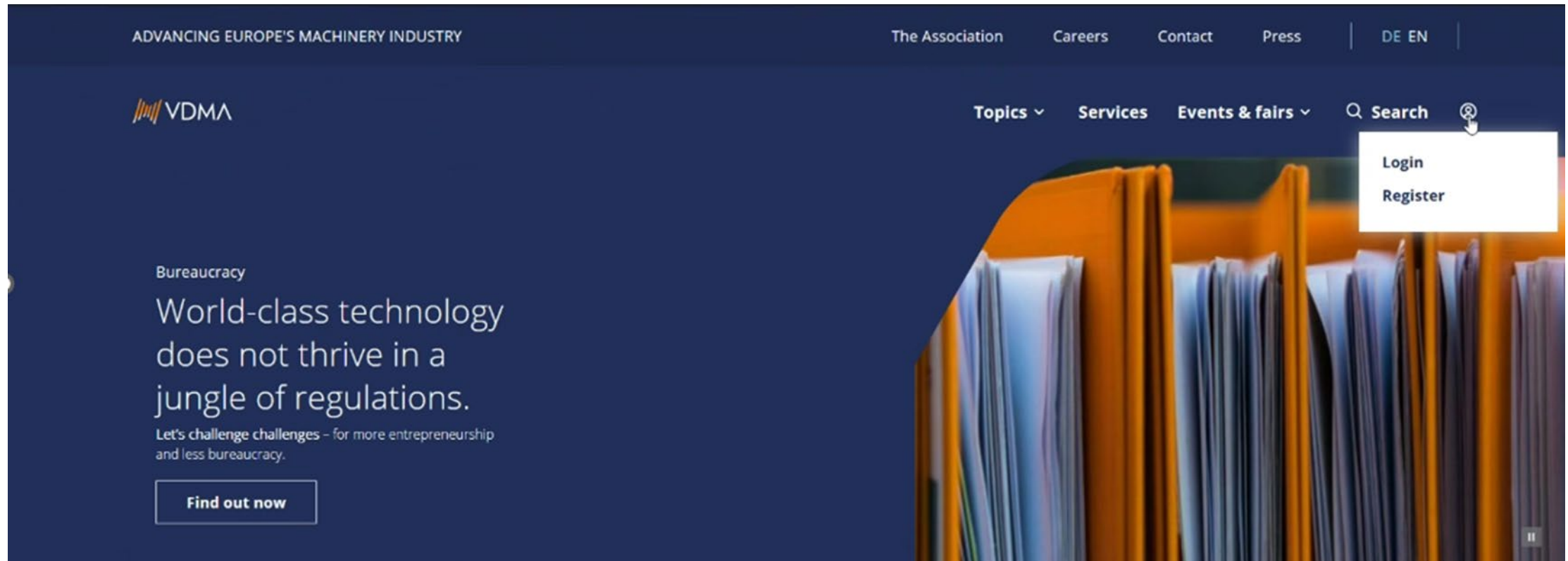


Important information:

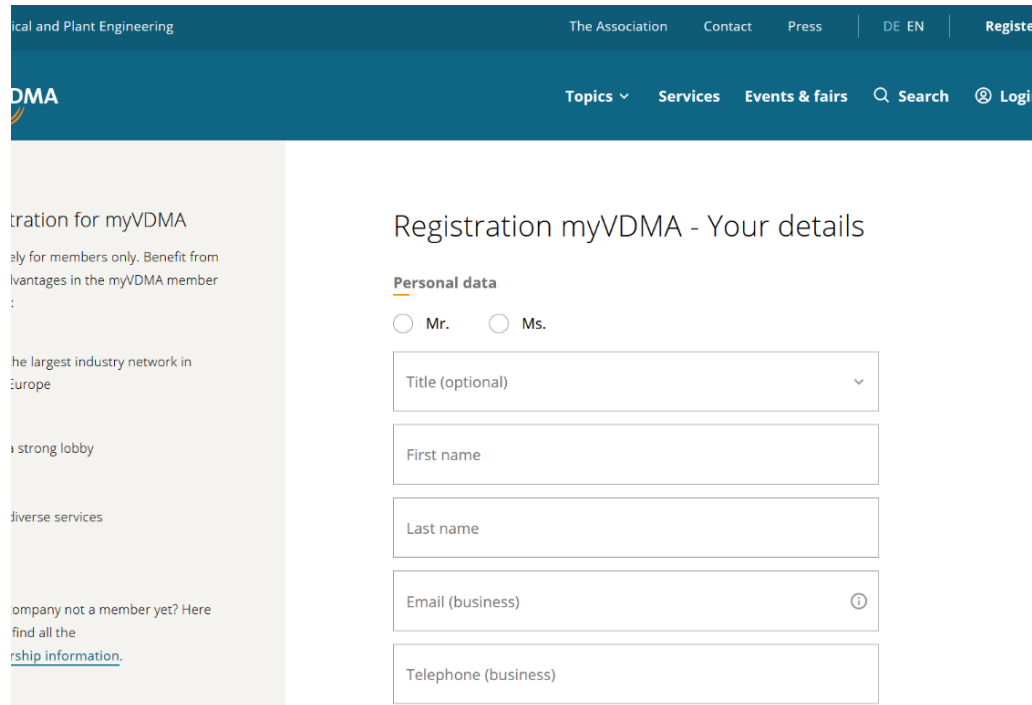
We use **MS Teams** as a basis for my.OE-A. To enter the my.OE-A platform a **VDMA log-in is mandatory to get connected with the VDMA tenant/environment.** Therefore, we would like to ask you to create a VDMA log-in (in case you do not have one, yet), when logging-in the first time. Please follow the steps on the next pages to get connected with my.OE-A.



1. Open <https://vdma.eu>, click on the icon on the left to choose "Register"



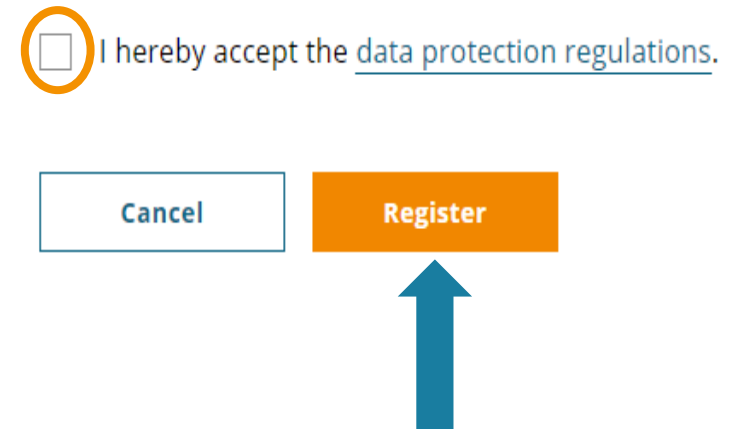
2. Fill out the myVDMA registration form, accept the privacy policy and complete the process by clicking on “register”



The screenshot shows the myVDMA registration page. The header includes navigation links: 'The Association', 'Contact', 'Press', 'DE EN', and 'Register'. Below the header, there's a sidebar on the left with text about myVDMA benefits and a link to 'membership information'. The main content area is titled 'Registration myVDMA - Your details' and contains a 'Personal data' section. This section has radio buttons for 'Mr.' and 'Ms.', a dropdown for 'Title (optional)', and input fields for 'First name', 'Last name', 'Email (business)', and 'Telephone (business)'. The 'Email (business)' field has an information icon.

Please note:

creating a VDMA log-in only works out with your **personal company e-mail address** (no private e-mail address).



This section shows the final step of the registration process. It features a checkbox with a label 'I hereby accept the data protection regulations.'. Below this, there are two buttons: a white 'Cancel' button and an orange 'Register' button. A large blue arrow points upwards towards the 'Register' button.

General information about the scope of the processing of your personal data and about your data protection rights can be found under <https://www.vdma.org/privacy>.

3. Confirm your registration



You will receive an email from the VDMA to verify your e-mail address.

After verification, the data provided will be checked and you will receive a final confirmation of your registration by e-mail.

Note: Occasionally, the registration confirmation may end up in your spam folder!



4. Wait for the next day

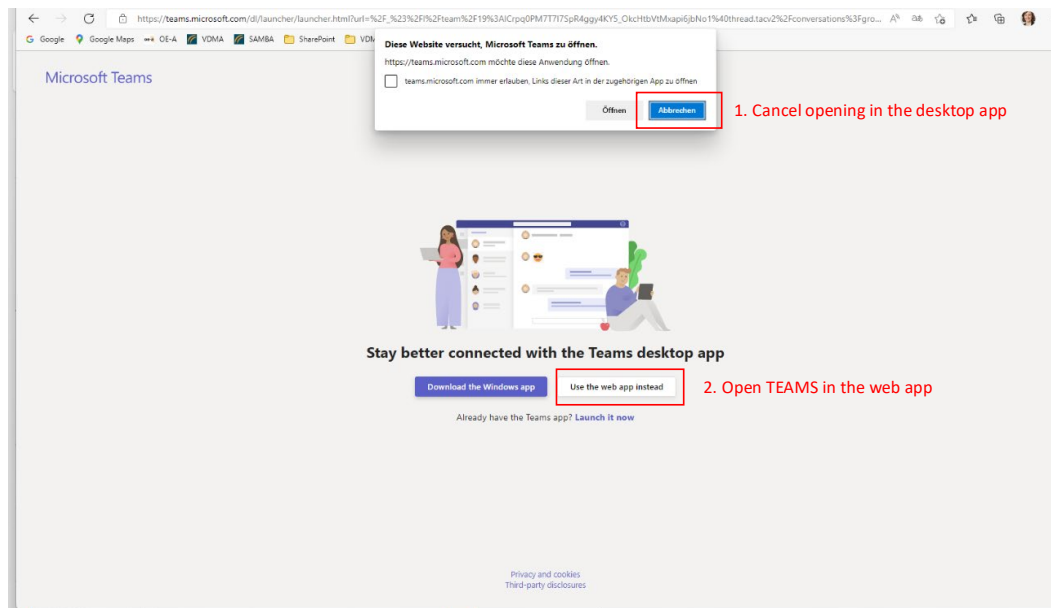
Please wait for the next day until your data is synchronized and imported into all systems.

If there is any document(s) you need urgently, please contact patricia.seizer@oe-a.org

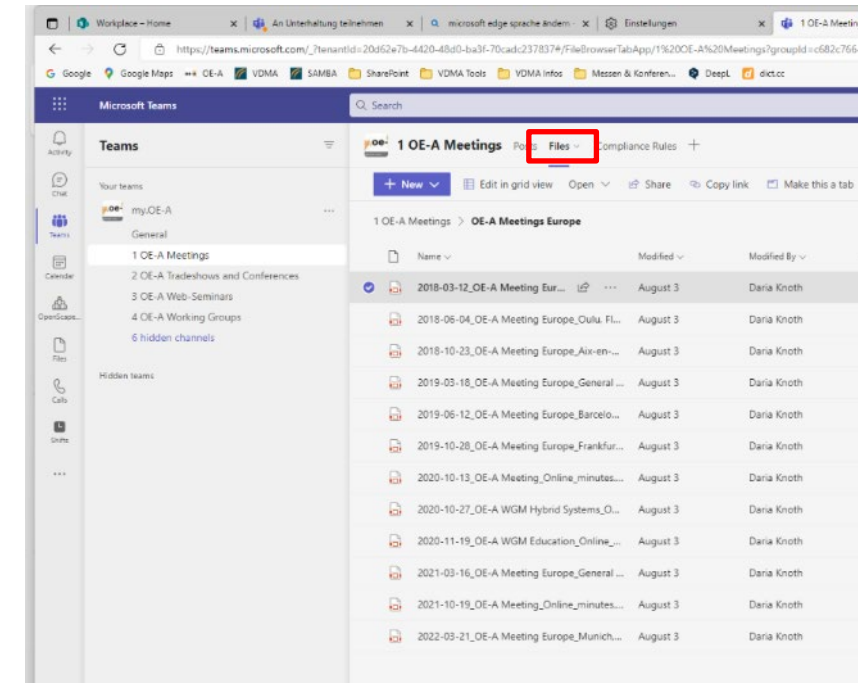
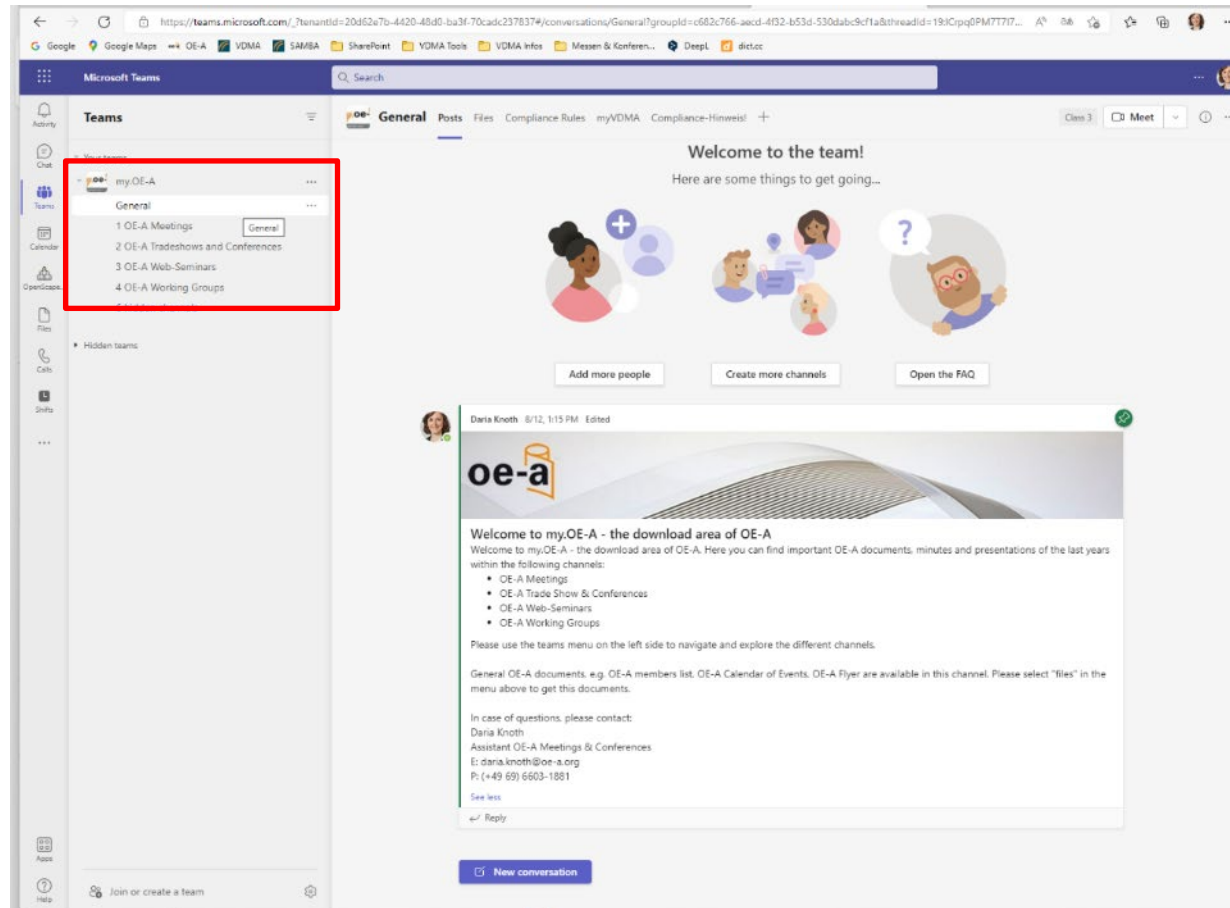


5. Open my.OE-A in the web app

- » Copy the following link to your internet browser:
https://teams.microsoft.com/l/team/19%3aIcRpg0PM7T7I7SpR4ggy4KY5_OkcHtbVtMxapi6jbNo1%40thread.tacv2/conversations?groupId=c682c766-aecd-4f32-b53d-530dabc9cf1a&tenantId=20d62e7b-4420-48d0-ba3f-70cadc237837
- » Cancel opening TEAMS in the desktop app
- » Open TEAMS in the web app instead



6. Browse the my.OE-A channels and download documents



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