

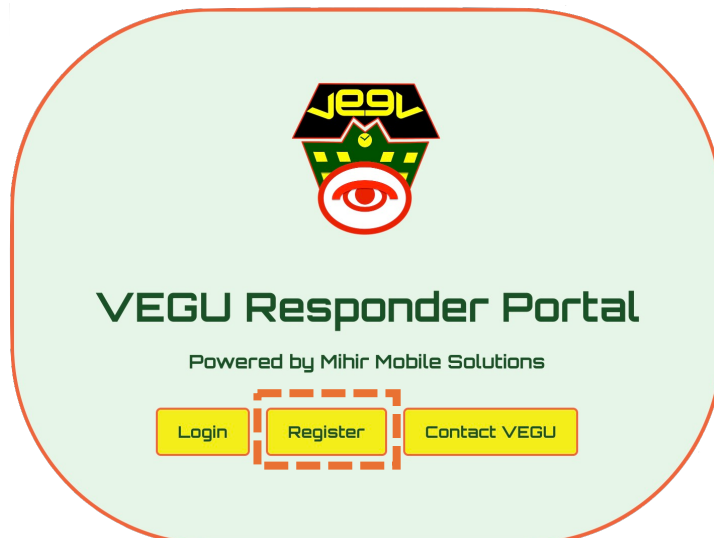


## VEGU RESPONDER PORTAL REGISTRATION – INSTRUCTIONS Version 2.1

1. Go to <https://responder.vegu.me>



2. Click on “Register”.



3. Read the Welcome Message and Click on “Continue to Registration”.



4. Enter the designated Email address of the Responder for your Institution. Review EULA, Accept EULA, and Click on "Send OTP".

## Registration of Responder

Email\*

I accept the [VEGU Responder EULA](#)

**Send OTP**

## Registration of Responder

Email\*

I accept the [VEGU Responder EULA](#)

**Send OTP**

5. Enter the One-time Password (OTP) sent to your designated email address and click on "Verify Email". The email would arrive from "[VEGU OTP Service](mailto:otp@vegu.me)" <otp@vegu.me>. You may need to check your Junk/Spam folder if the email doesn't land in your inbox. The OTP expires in 5 minutes. You'll have the option to resend the OTP and enter a new OTP if the previous one expires.

## Registration of Responder

Enter the 5-digit OTP sent to  
**responder@YourInstitution.com**

Email OTP

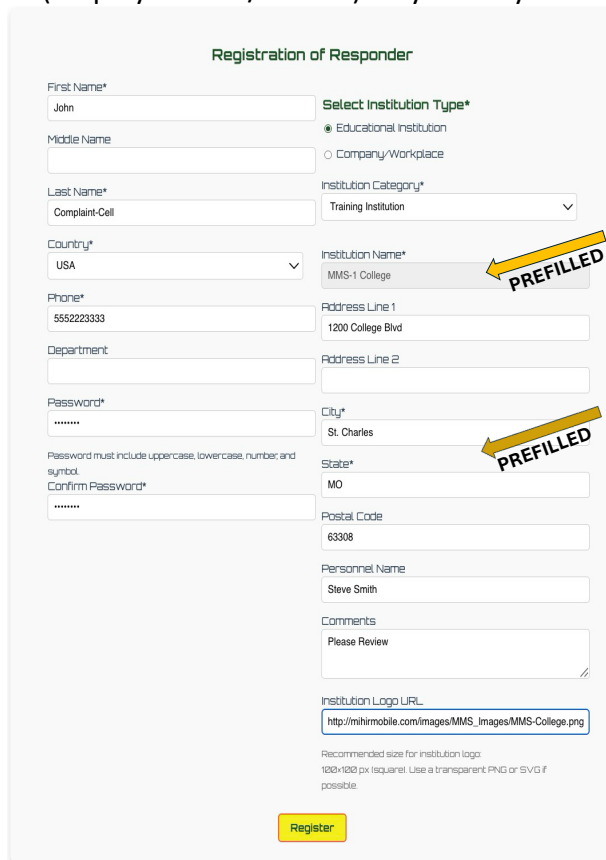
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**Verify Email**

*Please allow up to 5 minutes for the email to arrive.  
Also check your Spam or Junk folder before resending the OTP.*

Resend in 17s

6. Next, enter all relevant and mandatory fields (marked with \*) with valid information. In some cases, some of the information may have been prefilled in the Registration form, because your users (employees and/or staff) may already be using VEGU.



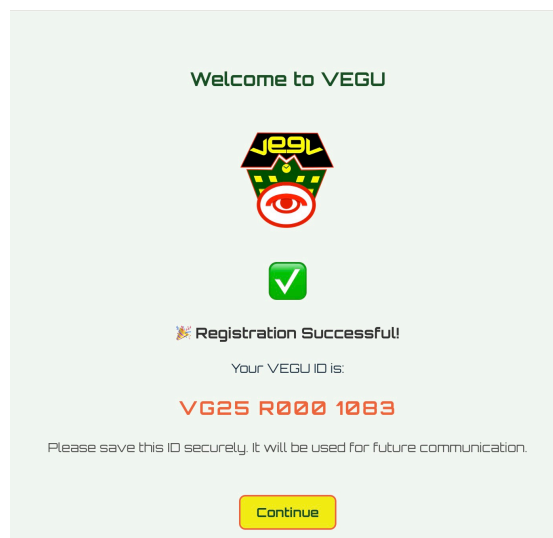
The image shows a web form titled "Registration of Responder". It contains several input fields and dropdown menus. Fields marked with an asterisk (\*) are mandatory. Some fields are pre-filled with information, indicated by yellow arrows and the word "PREFILLED".

First Name*	John	Select Institution Type*	<input checked="" type="radio"/> Educational Institution
Middle Name			<input type="radio"/> Company/Workplace
Last Name*		Institution Category*	Training Institution
Country*	USA	Institution Name*	MMS-1 College
Phone*	5552223333	Address Line 1	1200 College Blvd
Department		Address Line 2	
Password*	.....	City*	St. Charles
Confirm Password*	.....	State*	MO
		Postal Code	63308
		Personnel Name	Steve Smith
		Comments	Please Review
		Institution Logo URL	http://mihimobile.com/images/MMS_images/MMS-College.png

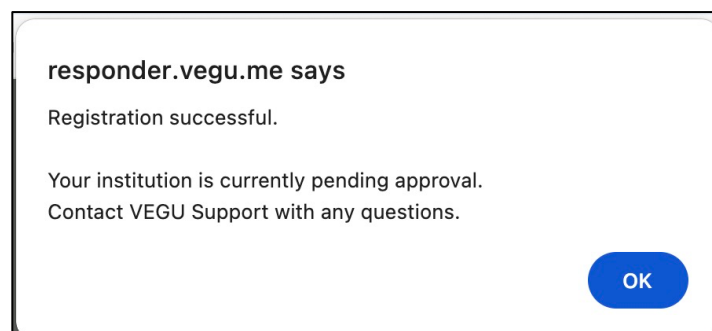
Recommended size for institution logo: 100x100 px (square). Use a transparent PNG or SVG if possible.

**Register**

7. Upon successful registration of Responder, the following message will be displayed. You will also receive a welcome email with confirmation.



8. Every new registration of an institution would have to be validated by VEGU Team. Depending on the status of your institution, you may see this message, which will also be communicated in the welcome email.



9. [Contact VEGU](#) with any questions.