How to Manage Your Account

1- Register/ Create a Profile

To register and create a new profile in the DDx, follow this link and:

1. Click “Create your account.”
2. Enter your name, the email address you would like associated with your account, and set and confirm your password. Your password must:
   a. be at least 8 characters long
   b. contain at least one number
   c. contain at least one symbol
   d. Check the “Accept terms and conditions” box to be able to click the “Create profile” button.
   e. Once you create your profile, you will receive an email to verify your account. Click the link in the email to verify and be able to login to your account!

2- Login

To login to the DDx, follow this link and enter the credentials you created upon registering and creating your account.

3- Password Reset

If you forgot your password:

1. Click “Forgot your password” on the Login page.
2. Enter the email associated with your account in the dialog box and a link will be sent to your email to reset your password. NOTE: This link expires so make sure to click the link within 24 hours.
3. Set and confirm your new password. Remember that your password must:
   a. be at least 8 characters long
   b. contain at least one number
   c. contain at least one symbol

If you would like to change your password:

1. Log in and navigate to the “My account” tile on your portfolio page.
2. Click the “change password” button
3. Enter your old password and set and confirm your new password, keeping in mind the password criteria mentioned above.

4- Join a Company

To join an existing company:

1. navigate to the “My account” tile on your profile page.
2. Under My Company, click “Find my company.” Search using your company’s website URL.
3. Select your company by clicking the “Join” button. Once you request to join your company, your company administrator will receive a notification and must approve your profile for you to be added to the company.

Related articles

- How to Add and Edit Projects
- How to Manage Your Account
- How to Upload a Commitment Letter (for admins)
- How to Create a Profile (Account)
- How to Login to Your Profile (Account)