

USER MANUAL

To access the CONNECTIO platform and enjoy the services it offers, you will need to have a user account created in the Barcelona Activa *Espai Personal*.

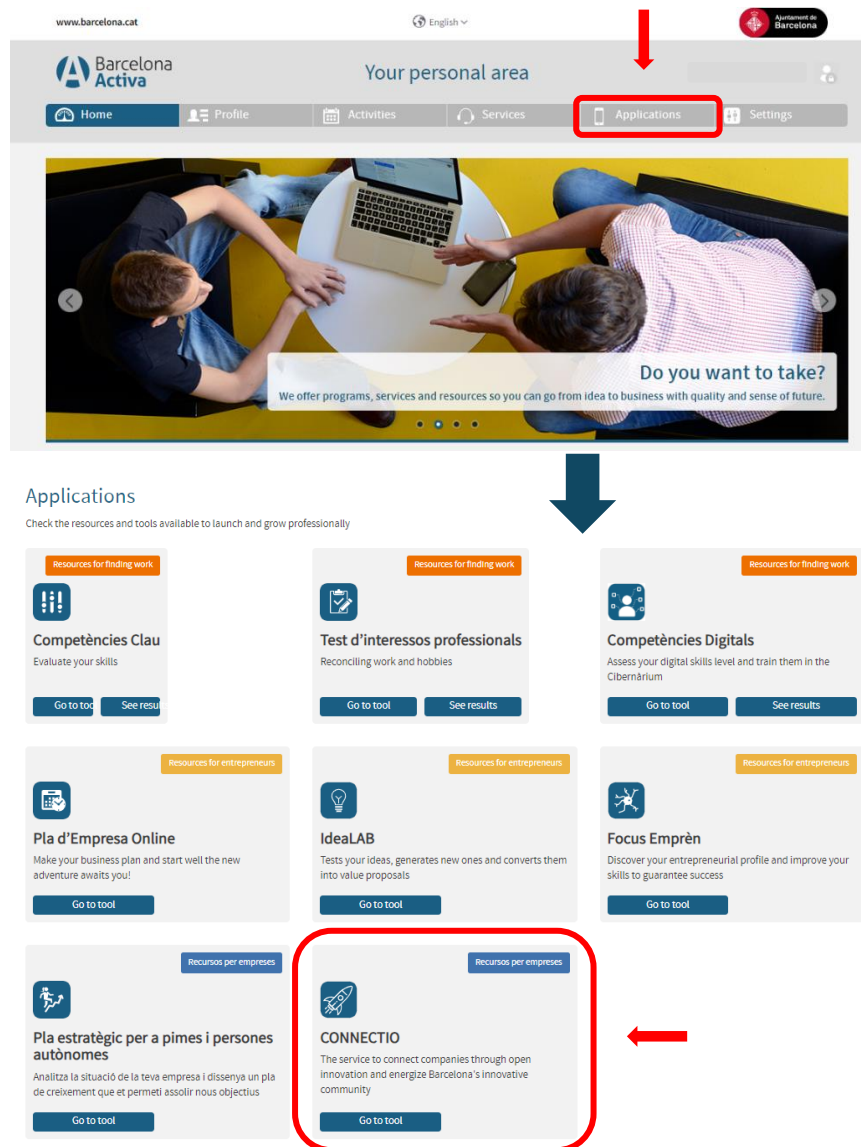
Below are the steps to follow:

1. Register in the Barcelona Activa *Espai Personal*

How to do it: Access the Barcelona Activa portal through this [link](#) and complete the required fields to create your personal account.

2. Access to CONNECTIO

- If you are already registered in the Barcelona Activa *Espai Personal*, access CONNECTIO through the *Applications* section.



- Once in CONNECTIO, you will need to complete the registration by filling in any missing information in your profile.

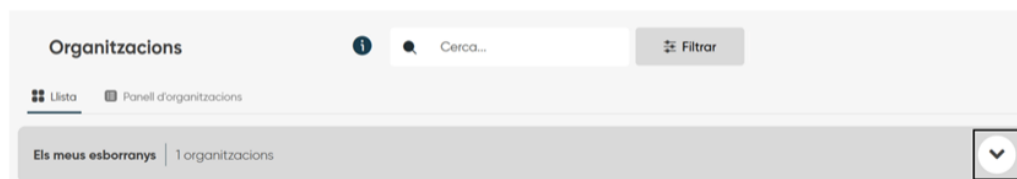
Notice: The data entered in the *Espai Personal* cannot be modified from CONNECTIO. To do so, you will need to return to the Barcelona Activa *Espai Personal*.

3. Company Creation and Linking

- **Don't have any company created in *Espai Personal*?** To create an organization, you can register it through the following [link](#). Once created, it can be linked to your user account.
- **Already have a company created in *Espai Personal*?** If you are already linked to a company within the *Espai Personal*, you will need to select the company/ies that you want to appear on the CONNECTIO platform.
- It is very important to select "**Yes**" for "**I want the company to be in Connectio.**" Once the connection is made, you should see it as follows:



- After creating and linking the company, you will be able to access the [CONNECTIO](#) platform. In the "[Organizations](#)" section, you will find the draft of your company. Click on the arrow to access it and complete the required information to finish setting up the company profile.



- The first time you access CONNECTIO, the company will appear as a draft. You will need to complete some additional information to finish the company profile.

NOTICE: Once you select the company/ies you want to appear on CONNECTIO from the *Espai Personal*, it will take 24 hours to show up on the platform. To make it appear immediately, exit and re-enter to *Espai Personal* to make it effective.

NOTICE: If at any time you want to change the company information you entered in the *Espai Personal*, you will need to send an email to CONNECTIO indicating the changes to connectio@barcelonactiva.cat