Registration & Login

Documentation · https://viaspaces.com/Documentation/registration_and_login/

Before you can work with documents in ViaSpaces, **you need to register and create a user profile**.

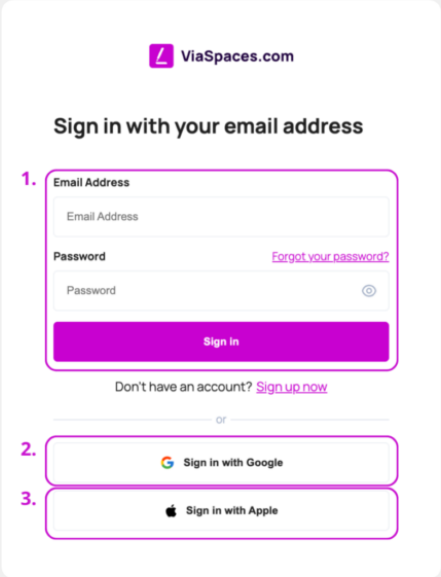
You can sign up and register using the following ways:

- **Email and a password**
- **Google Account**
- **Apple ID**

It's important to remember what method you used to sign-up, that's the method you will use to log in.



Hint: The **easiest way** to register is to sign up using your **Google account**.



Note: Signing up creates your **user profile** — your personal login to ViaSpaces. From your profile you then **create an account**, either **Business** for a company or **Personal** for an individual.

Sign Up With Email and Password

1. Click **Sign up now**.
2. Enter the email address.
3. Click **Send verification code**.
4. Retrieve the code from the mailbox.
5. Enter the code and click **Verify code**.
6. Enter **New Password** and **Confirm New Password**.

7. Complete the profile fields.
8. Click **Create**.

Field	Value
Email	Address that receives the verification code.
Verification Code	Code sent to the entered address.
New Password, Confirm New Password	Password for local sign-in. Both entries match.
City	City of the user.
Country/Region	Country or region of the user.
Display Name	Name shown in the application.
Given Name	First name.
Surname	Last name.

Sign Up with Google

1. Click the **Google** logo.
2. Select the Google account.
3. Complete Google authentication.
4. Click **Send verification code**.
5. Retrieve the code from the mailbox, enter it, and confirm.
6. Complete the profile fields: **City**, **Country/Region**, **Display Name**, **Given Name**, **Surname**.
7. Click **Continue**.

Fields prefilled from the Google profile remain editable during registration.

Sign In

You login into the plaform using the same method you used during the registration.

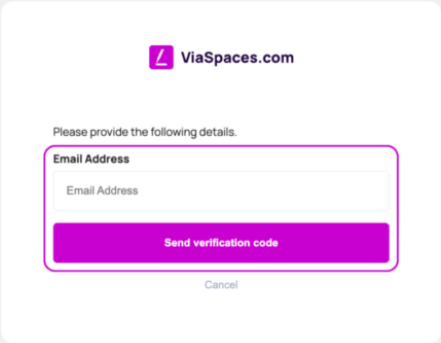
If for example you have registered using your Gmail, then you login using your Gmail. If you have registered using your email and a password, then use those to login.

Password Reset

Password reset applies to a profile registered with email and password.

1. Click **Forgot your password?**
2. Enter the email address.
3. Retrieve the code from the mailbox and enter it.
4. Set the new password.
5. Sign in with the new password.

A profile registered with Google/Apple holds its password in Google/Apple and is reset there.


ViaSpaces.com
Please provide the following details.
Email Address
Email Address
Send verification code
Cancel