Sign-up Guide

Caresoft ®

Steps to Sign - up

1. Open the web browser and navigate to **https://iceberg3.caresoftglobal.com**.

2. Choose your preferred language from the available options (English is selected by default).

3. Click the Sign Up button to create a new account.

Sign-Up Form Instructions

4. In the Sign-Up Form, enter the following information:

    - First Name, Last name and Display Name

    - Business Email Address (e.g., username@domain.com)

5. Send OTP

    - Click Send OTP (Please select the check box to accept the Terms and Conditions before clicking Send OTP.)

    - An email containing a One-Time Password (OTP) will be sent to your provided email address. (Can't find the email? Click here for help)

6. Verify OTP

    - Enter the OTP received in your email in the OTP verification field.

    - Click Verify OTP and proceed to next step.

7. Enter the following information.

    •   Password and Confirm Password as per the suggested password policy.

    •   Select your Company, Department, Division and Country.

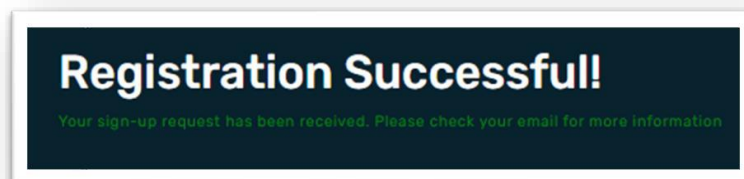8. Click 'Create Account', to complete the sign up process

9. On successful completion of registration below message will be displayed.

10. A confirmation email with link to login will be sent to your registered Email address.

(Can't find the email? Click here for help)

From: ICEBERG
Sent: 08 February 2023 02:13 AM
To: [   ]
Subject: Iceberg - Account Created

Account creation Email

Hello [   ]

Welcome to Iceberg!

Your account has been created successfully.

Click here to log in to the application – – –▶**Click on the link to login to your account**

Note: If you did not sign-up/request for the Iceberg account, no action is required.

Thank you,
Iceberg Support Team.
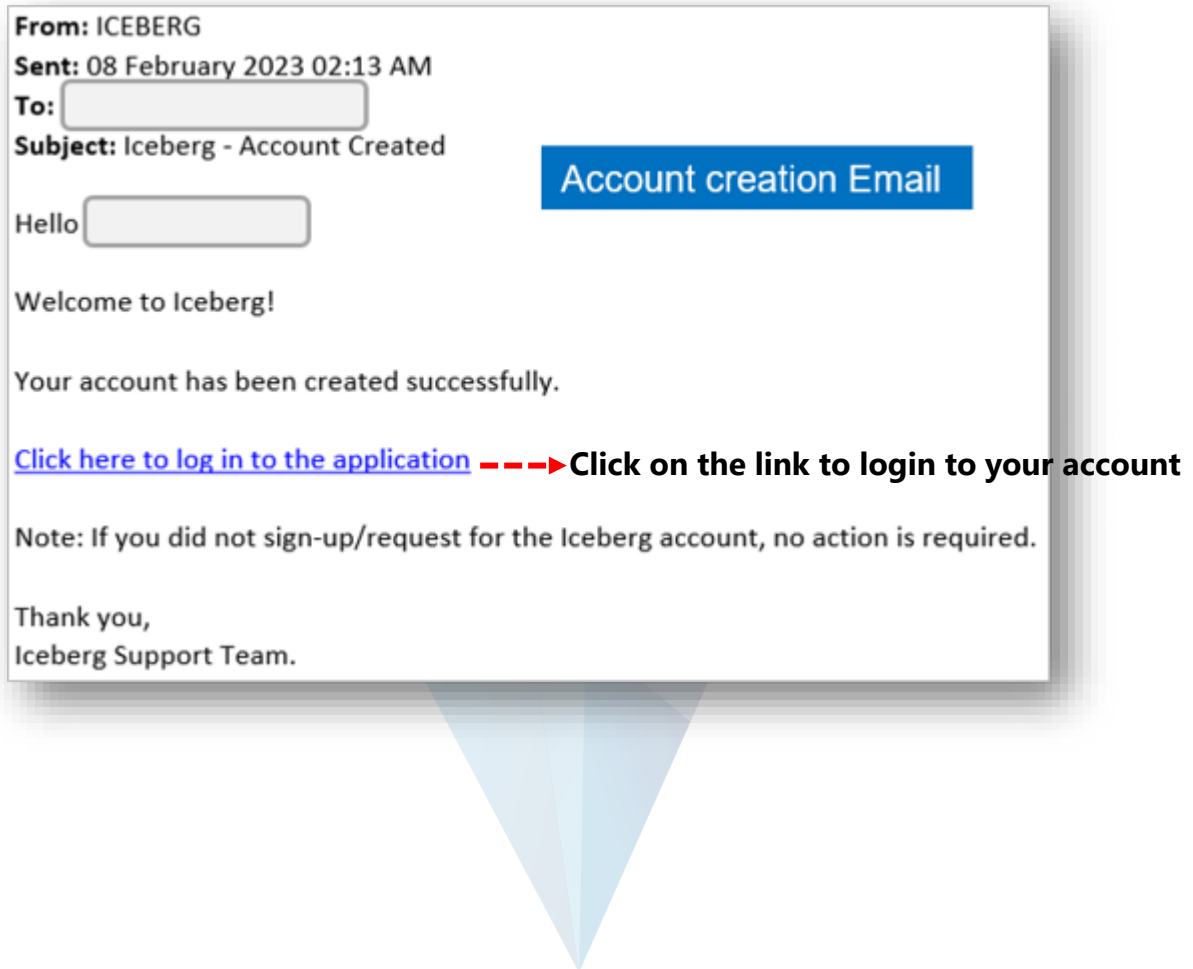
Steps to Find or Recover the Email

The system-generated email from **iceberg@caresoftglobal.com** may be delivered to your Spam folder. If you do not see the email in your inbox:

- Check your Spam folder.

- Mark the email as **Not Spam** or move it to your **Inbox**.

- Add **iceberg@caresoftglobal.com** to your contacts or safe senders list.

- If you still cannot find the email, contact your IT support team—they can check if the email was blocked or filtered by your organization and whitelist the sender.