

STEP-BY-STEP MANUAL

Creating an Account and Setting Up Your Firm on OLi

Step 1: Open Your Browser and Go to OLi's Website

- Open your preferred web browser.
- Type in the address: app.oli.com.ph and press Enter.

Step 2: Sign Up for an Account

- If you don't have an account yet, click on the "Sign Up" button.
- Enter your name (e.g., "tester") and any required information.
- Click "Sign Up."
- Check your email for a confirmation message from OLi.

Step 3: Confirm Your Account

- Open the email from OLi.
- Click on the confirmation link provided in the email.
- This will open a new tab in your browser.
- You can now close the email tab.

Step 4: Log In to Your Account

- Return to the original browser where you signed up.
- Click on the "Log In" option.
- Enter your credentials (email and password) and click "Log In."

Step 5: Setting Up Your Firm

- Once logged in, Choose the relevant category for your firm (e.g., Corporation).
- Enter additional details such as the firm name (e.g., "ABC Company").
- Click "Save" to apply the changes.

Step 6: Verify Firm Setup

- Confirm that your firm details are correctly saved.
- Review the information and make any necessary adjustments.

Step 7: Completion and Additional Information

- Congratulations! You have successfully created an account on OLi and set up your firm.
- If you encounter any issues or have questions, contact OLi's support team at support@oli.com.ph.
- Explore more features and functionalities in future videos.

Note: Ensure that you keep your login credentials secure and follow any additional instructions provided by OLi for optimal use of their platform.