

For the technical administrator

## Steps in IAMconnected

### Link to organization

As the administrator of the sFTP connection, make sure you have a personal IAMconnected account and link it to the appropriate organization.

Link your account to an organization for access to services.

Your account is not yet linked to an organization.

- Is your organization already using IAMconnected? Link your account to your organization.
- Is your organization not yet using IAMconnected? Have a main administrator register your organization.

Register new organization

Link to existing organization

[Log in with your personal IAMconnected account](#) and link your account to the organization. Click on 'link to existing organization'.

### No IAMconnected account yet?

[Create an account](#)

[Learn more about creating an account here.](#)



## Safely connecting to Portbase

### Maintain the sFTP connection

Portbase is renewing its technical landscape with the project '**Safely connecting to Portbase**'. This means that we will be working with authenticated identities that manage the system connection(s) themselves. This way you can easily make changes such as changing the password or adding/removing users.

### Search organization

To which already registered organization do you belong?

Organization name \*

Cargo Handling Agent 5 (Cargo Handling Agentlaan 5, Cargo Handling Agentdorp)

#### Cargo Handling Agent 5

Cargo Handling Agentlaan 5  
Cargo Handling Agentdorp

Organization role(s)

Select the roles that are part of your position

Link me to this organization

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Find the organization you manage the sFTP connection for. And click on 'Organization role(s)'.

### Search organization

To which already registered organization do you belong?

Organization name \*

Cargo Handling Agent 5 (Cargo Handling Agentlaan 5, Cargo Handling Agentdorp)

#### Cargo Handling Agent 5

Cargo Handling Agentlaan 5  
Cargo Handling Agentdorp

Employee (IAMconnected)

Select the roles that are part of your position

Link me to this organization

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Select the role 'Employee (IAMconnected)'. Then click on 'Link me to this organization'.

*Your request will now be reviewed by the main administrator of that organization.*

### For the main administrator:

Via email and in IAMconnected you will receive a notification with the link request. After you have approved the request, the connection is successful.