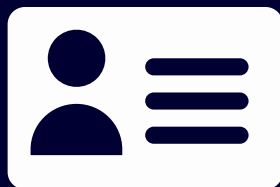




**New to INDIGO? Our team has got you covered!**  
**We are currently working on a set of brand new video tutorials, and we would like to share our first BETA versions with you.**

## Step 1

### Registration



Only one-time registration required per payroll administrator.

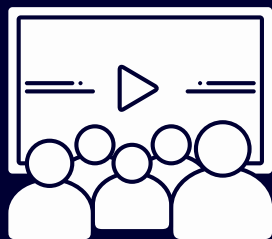
[Click here](#) to go to the registration page.

## Step 2

### Access Portal

#### Chapter 2

Navigate through:  
Leave entitlements  
and leave records



We suggest that you allocate a total of 45 minutes for Chapter 2.

Your learning area will be available, at all times and your progress saved.

## Step 3

### Complete Questionnaire

Your **feedback** is valuable to us



After completing all videos we kindly ask you to fill in the questionnaire.

This can be done once by clicking on the **exit** button on the bottom left.