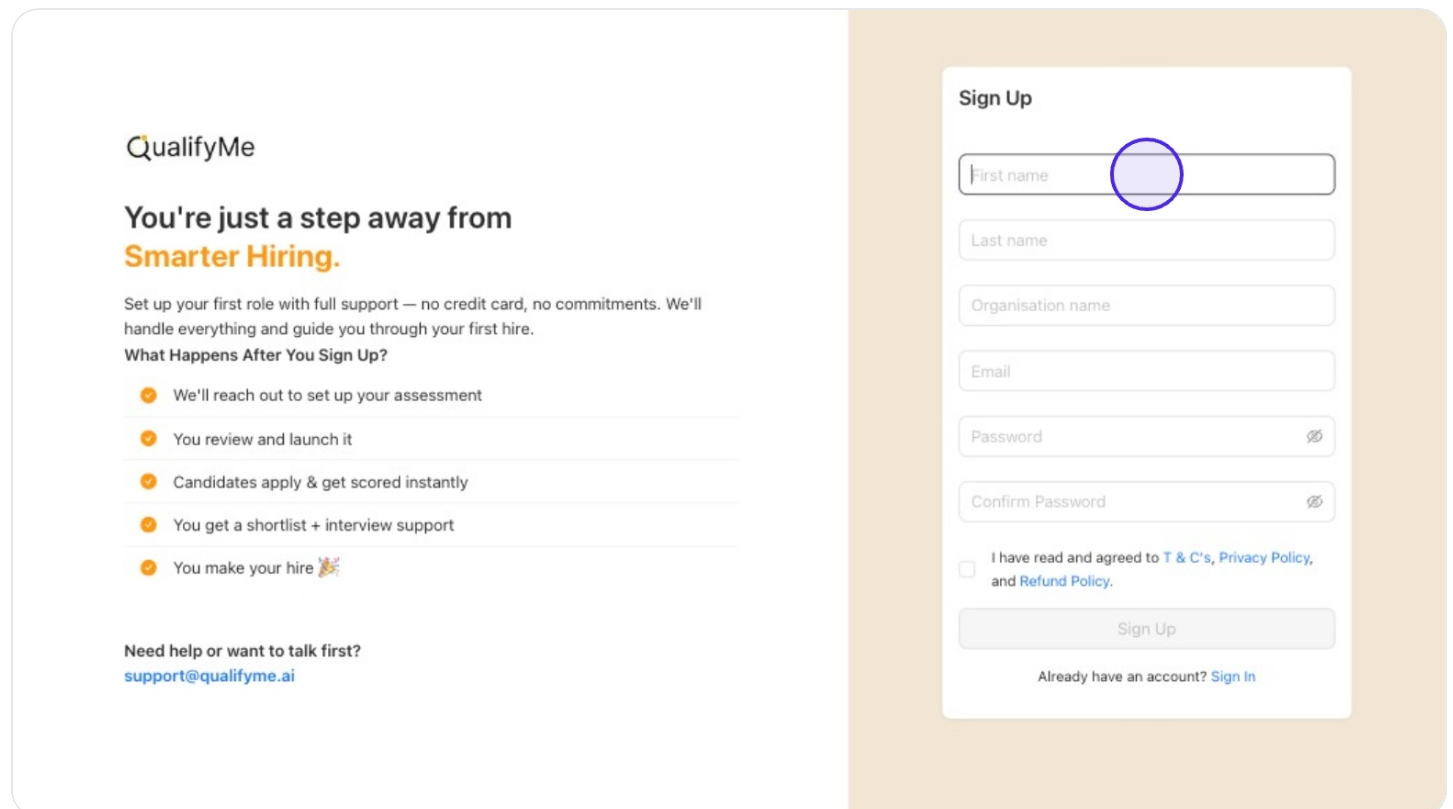


How to Complete the QualifyMe Sign-Up and Organization Setup Process

This guide details the steps required to **sign up for QualifyMe**, **enter your user details**, and **complete the initial organization setup**.

It will walk you through each stage — from creating your account to setting up your organization profile — ensuring a smooth onboarding experience.



Enter First Name

Click on the first name field and enter your first name.



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Set up your first role with full support — no credit card, no commitments. We'll handle everything and guide you through your first hire.

What Happens After You Sign Up?

- ✓ We'll reach out to set up your assessment
- ✓ You review and launch it
- ✓ Candidates apply & get scored instantly
- ✓ You get a shortlist + interview support
- ✓ You make your hire 🎉

Need help or want to talk first?
support@qualifyme.ai

Sign Up

☐ I have read and agreed to [T & C's](#), [Privacy Policy](#), and [Refund Policy](#).

Sign Up

Already have an account? [Sign In](#)

Enter Last Name

Click on the last name field and enter your last name.

QualifyMe

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Enter Organization Name

Click on the organization name field and enter your organization name.

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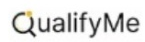
☐ I have read and agreed to [T & C's](#), [Privacy Policy](#), and [Refund Policy](#).

Sign Up

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Enter Email address

Click on the email field and enter your email address



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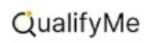
☐ I have read and agreed to [T & C's](#), [Privacy Policy](#), and [Refund Policy](#).

Sign Up

Already have an account? [Sign In](#)

Enter Password

Click on the password field and enter your password.



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Sign Up

Already have an account? [Sign In](#)

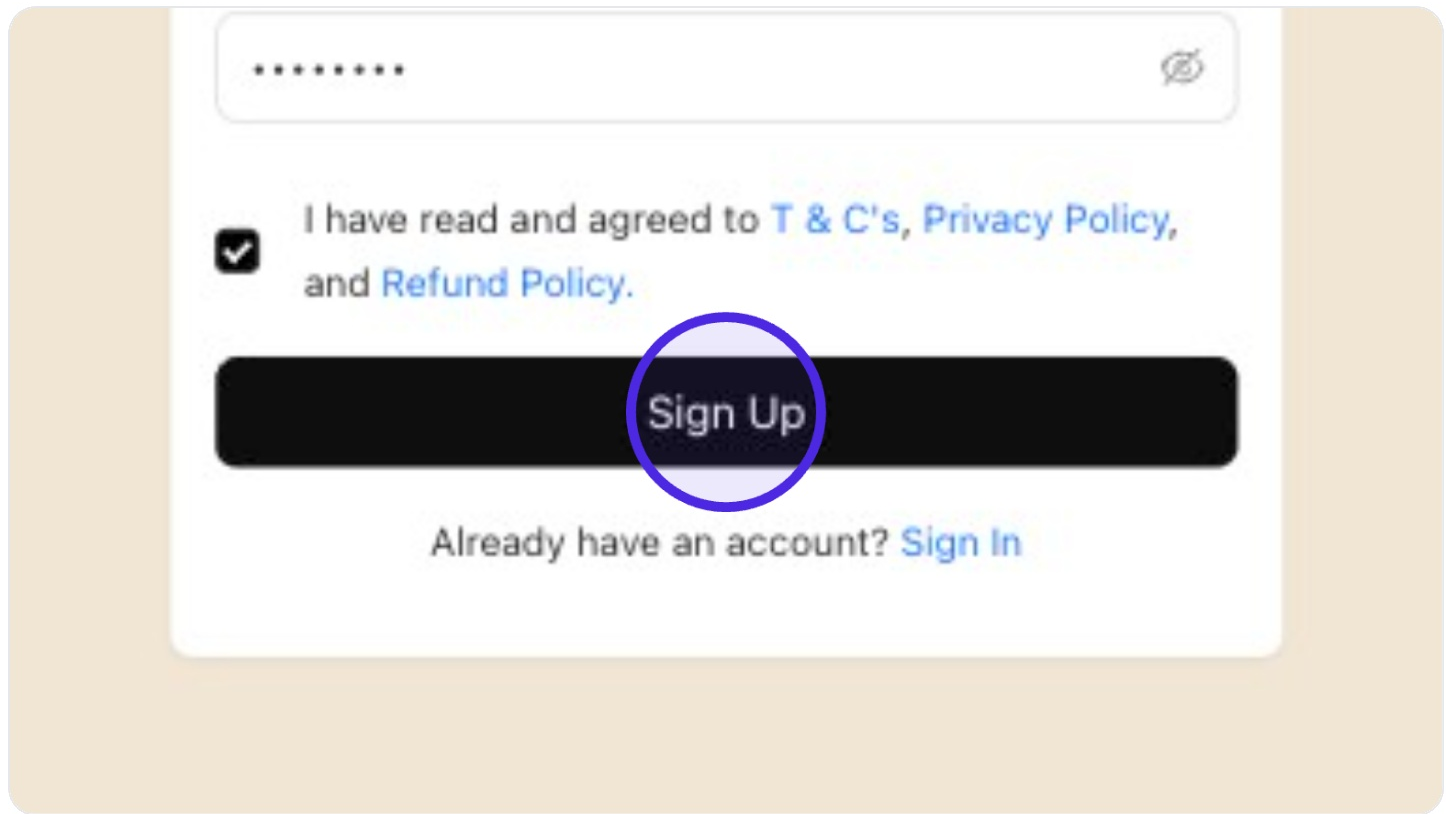
Password Confirmation

Click on the confirm password field and re-enter your password.

The image shows a sign-up form with two password input fields, each with a strength indicator icon. Below the fields is a checkbox labeled "I have read and agreed to T & C's, Privacy Policy, and Refund Policy". A blue circle highlights the checkbox. Below the checkbox is a "Sign Up" button. At the bottom, there is a link that says "Already have an account? Sign In".

Accept Terms and Policies

Checked the box indicating agreement to the T & C's, Privacy Policy, and Refund Policy.



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☒ I have read and agreed to [T & C's](#), [Privacy Policy](#), and [Refund Policy](#).

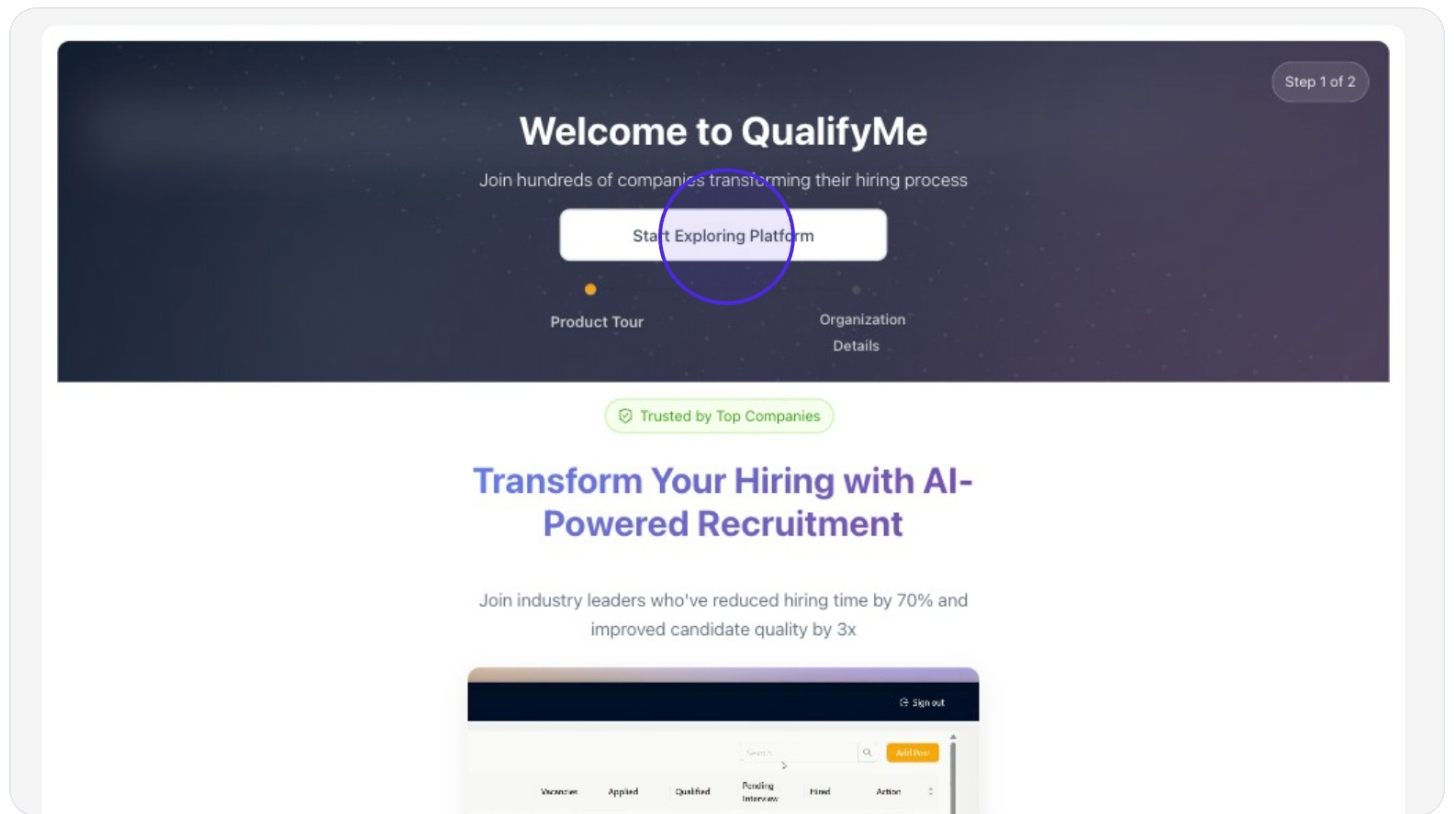
Sign Up

Already have an account? [Sign In](#)

The image shows a registration form on a light beige background. At the top is a password field with eight dots and a toggle icon. Below it is a checkbox with a checkmark, followed by the text 'I have read and agreed to T & C's, Privacy Policy, and Refund Policy.' The 'Sign Up' button is a black rectangle with white text, circled in purple. At the bottom, it says 'Already have an account? Sign In'.

Finish Signing Up

Click the Sign Up button to complete your registration.



Set Up Your Organization

Click on 'Start Exploring Platform' to begin your organization setup.

Complete your setup in just a few minutes

Product Tour

Organization Details

Complete Your Organization Setup

This information helps us personalize your hiring experience and ensure accurate billing

* Organization Name

XYZ Org

Website Link (Optional)

https://yourcompany.com

* Time Zone

Asia/Calcutta

This helps us schedule interviews at convenient times for your team

* Currency

India (INR)

This will be used for all billing and pricing displays

* Support Email

Enter your organization's support email

Candidates will use this email to contact your organization.

Industry (Optional)

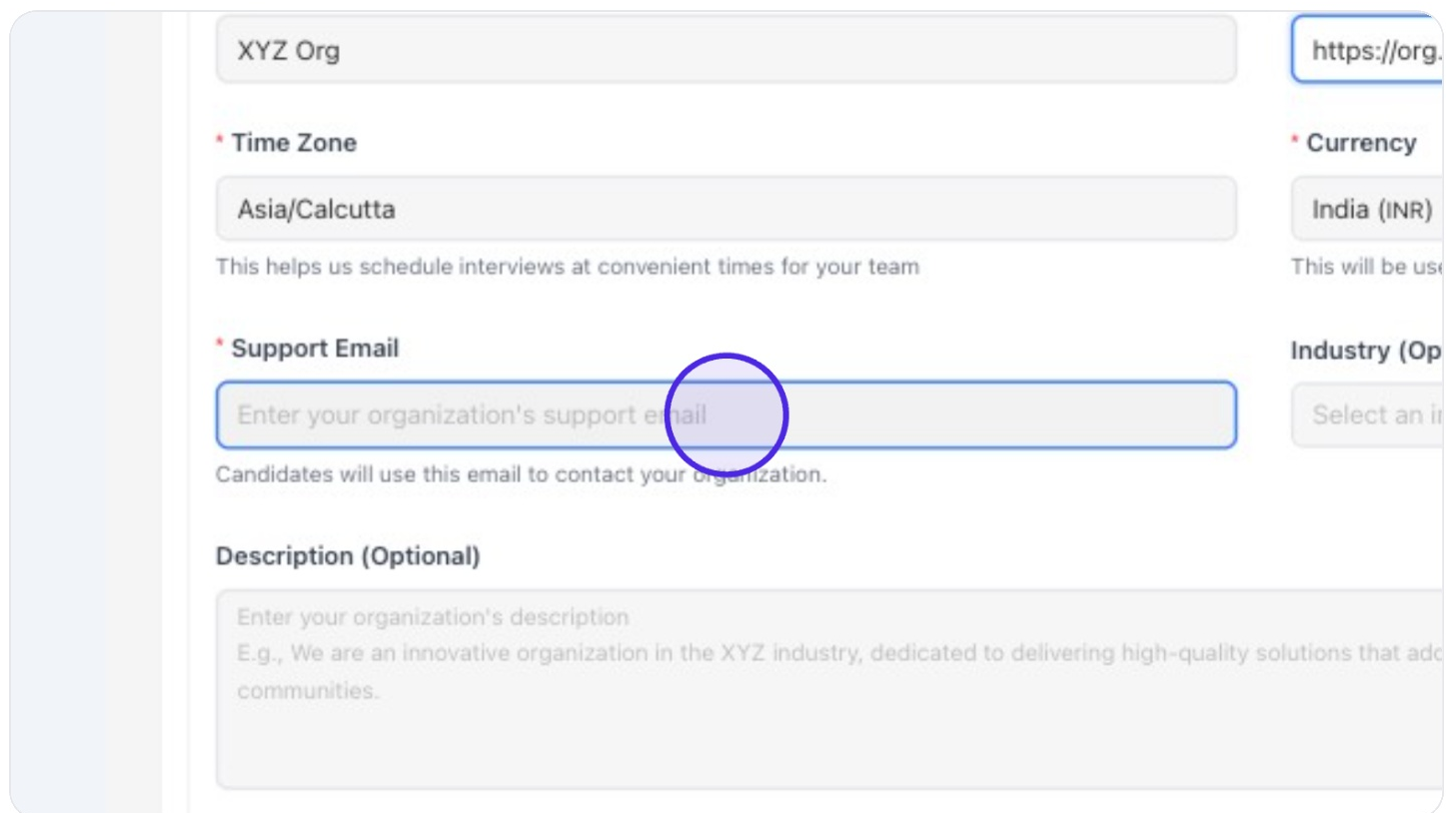
Select an industry or type to add your own

Description (Optional)

Enter your organization's description
E.g., We are an innovative organization in the XYZ industry, dedicated to delivering high-quality solutions that address complex challenges and create lasting impact for our clients and communities.

Enter Organization website URL

Click on the website field and enter your organization's website URL.

A screenshot of a web form with a light gray background and rounded corners. On the left is a vertical light blue sidebar. The form contains several input fields and labels. At the top, a field contains 'XYZ Org'. Below it, a label '* Time Zone' is followed by a field containing 'Asia/Calcutta'. To the right, a label '* Currency' is followed by a field containing 'India (INR)'. Below the time zone field is the text 'This helps us schedule interviews at convenient times for your team'. Below the currency field is the text 'This will be use'. Further down, a label '* Support Email' is followed by a large text input field containing the placeholder text 'Enter your organization's support email'. A purple circle is drawn around the right side of this input field. Below this field is the text 'Candidates will use this email to contact your organization.'. At the bottom, a label 'Description (Optional)' is followed by a large text area containing the placeholder text 'Enter your organization's description' and 'E.g., We are an innovative organization in the XYZ industry, dedicated to delivering high-quality solutions that ad communities.'. On the right side of the form, there is a label 'Industry (Op' followed by a dropdown menu showing 'Select an i'.

Enter Support Email

Click on the support email field and enter your organization's support email address.

*** Currency**

India (INR) ▼

This will be used for all billing and pricing displays

Industry (Optional)

Select an industry or type to add your own

- Information Technology
- Healthcare
- Finance
- Education
- Manufacturing
- Retail
- Telecommunications
- Transportation & Logistics

Select Industry Type

Click on the industry type dropdown and select your organization's industry.

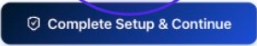
experience and ensure accurate billing

* Organization Name XYZ Org	Website Link (Optional) https://org.xyz
* Time Zone Asia/Calcutta This helps us schedule interviews at convenient times for your team	* Currency India (INR) This will be used for all billing and pricing displays
* Support Email xyz@support.com Candidates will use this email to contact your organization.	Industry (Optional) Information Technology

Description (Optional)

Enter your organization's description
E.g., We are an innovative organization in the XYZ industry, dedicated to delivering high-quality solutions that address complex challenges and create lasting impact for our clients and communities.





Enter Organization Description

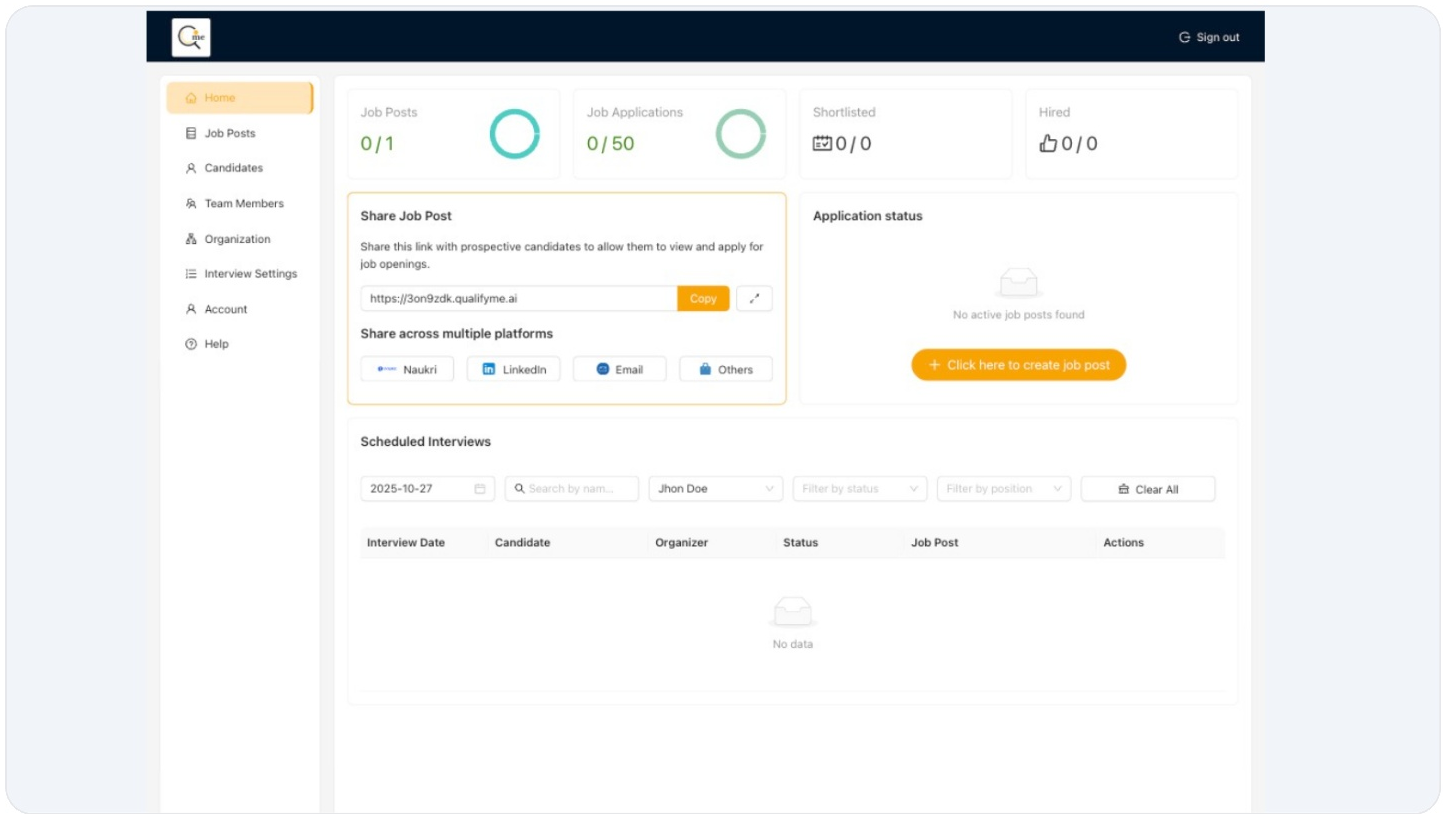
Click on the description box and enter your organization's description.



Complete Setup & Continue

Complete Setup and Continue

Click on 'Complete Setup and Continue' to finish your organization onboarding.



Start Exploring

Congratulations! You’ve successfully completed the setup — start exploring QualifyMe.