



Digital Reporting Tool

*Step-by-step instructions on how to create accounts
and connect to organizations*



Contents

A. Accessing the Digital Reporting Tool	3
B. Creating an account with GRI	3
C. Connecting or creating to an Organization.....	4
D. Requesting Reporter 1 or Reporter 2 access	5
E. You are a Reporter 1 and want to give access to the 2nd reporter.....	6
F. Editing your account details.....	6



A. Accessing the Digital Reporting Tool

You can access the tool using the following link: <https://digital.globalreporting.org>.
When accessing the tool, you will be re-directed to the login page.

If you already have an account, then please include your email and password and push the *Login* button.

If you do not have login details, then you will have to create one so please use the *Sign up*. See Part B where 'creating an account with GRI' is explained.

The tool can only be accessed by 2 users for one reporting organization. In the tool the users are called 'Reporter 1' and 'Reporter 2' and the 2 accounts can be set by the users when creating or connecting the user account with the respective reporting organization (see more details on this in section D of this file).

B. Creating an account with GRI

When signing up, you will be asked to include your First name, Last name, Country and create your login details (email and password). Please review the [GRI Privacy](#) policy to understand how GRI is collecting and using your information.

After you include all the required details and push the *Sign up* button, an automatic verification email is sent by the system to your email address, hence please check carefully the email address that you provide during the signing up process. Your account will be created only after you verify your email address through the link on the email received.

When verifying your email address, you will be re-directed to a page where you will be able to connect your newly created account with the reporting organization.



C. Connecting or creating to an Organization

You have a **Search area** where you can type in your organization name.

Your organizations

Here you can connect to an organization that is already registered in the GRI system.

Connect to an organization

Search organizations

1. If you find your organization in the search results, click on the box in front of the organization name and click on the *Connect & next* button – see an example in the image below:

Your organizations

Here you can connect to an organization that is already registered in the GRI system.

Connect to an organization

Global reporting initi [Create new organization](#)

	Organization name	Legal name	Country
<input type="checkbox"/>	GRI	Stichting Global Reporting Initiative	Netherlands
<input checked="" type="checkbox"/>	Global Reporting Initiative		Netherlands

Showing 1 to 2 of 2 entries [Previous](#) **1** [Next](#)

[Connect & add another](#) [Connect & next](#)

After connecting you will have to *Request Reporter Access* for the selected reporting organization from the *Connected Organizations* section on **Manage your settings** page (see blue button in the image below). To understand how this request works, please see Section D of this file.



Global Reporting Initiative

Reporter status
None

EDIT ORGANIZATION DETAILS REQUEST REPORTER ACCESS

If you have not requested the access, the Digital tool page will show you that you do not have enough rights (see image below). You can request access from **My Settings** page that can be opened via the *Update my profile* button.



Not enough rights

You must have reporter rights or at least one organization in order to access DRT.
Please visit My Settings and update your profile.

[Update my profile →](#)

2. If you cannot find your organization in the search results, then you can create it by clicking on the *Create new organization* button next to the Search area.

When creating the organization, you will be asked to include a few general details about your organization such as the organization legal name, organization PR name, sector (optional), size (optional), address and phone. When all the required details are completed, you can click on the *Save & next* button.

After finishing connecting to a newly created organization, you will automatically become Reporter 1 and you will be re-directed to the Digital tool.

D. Requesting Reporter 1 or Reporter 2 access

You can request access to be a Reporter 1 or Reporter 2 for your organization via the **My Settings** page. Both types of reporters have similar rights when it comes to using the Digital Reporting Tool, however, Reporter 1 has the overall rights to select the Reporter 2 for the reporting organization.



1. When creating a new organization, you automatically become Reporter 1. You will see this indication via a message on the top area of the page (green ribbon), as well as under the Connected Organizations area – your reporter status is marked as *Reporter 1*.
2. When you connect to an existing organization, you must request access and if you are the first contact to request this type of access, you will automatically be set as a Reporter 1.

If the organization already has a Reporter 1, then an automatic email will be sent by the system to the current Reporter 1 of the organization (see the notification banner).

A reporter access request has been sent to the current reporter.

When the current Reporter 1 will give you the access, you will be able to use the Digital tool. Until then, you won't have enough rights to do so. Therefore, you need to connect with your colleagues to understand who has this access. In case the contact no longer works in the organization, please contact digital@globalreporting.org.

E. You are a Reporter 1 and want to give access to the 2nd reporter

When you are a Reporter 1 for the reporting organization, you can provide Reporter 2 access to the 2nd user that connects to your organization.

You will be alerted of such request by an automatic email (A user has requested DRT access) where it is mentioned which user wants this access. You will have to click on the *Go to MySettings* button from the email and will be re-directed to the **Edit organization** page. On this page, you will be able to select that user as *Reporter 2* by selecting the user's name from the drop-down list from under *Reporter 2* field. Once the user is selected, click on the *Save* button to allow the access to be granted.

F. Editing your account details

You cannot edit user profile or organization details directly from the Digital Reporting Tool. However, you may do so through the **Manage your settings** page from the GRI website. The link to this page is found in the Digital tool under **My Organization** and **My profile** pages.