جهــاز أبـوظبي للاسـتثمـــار
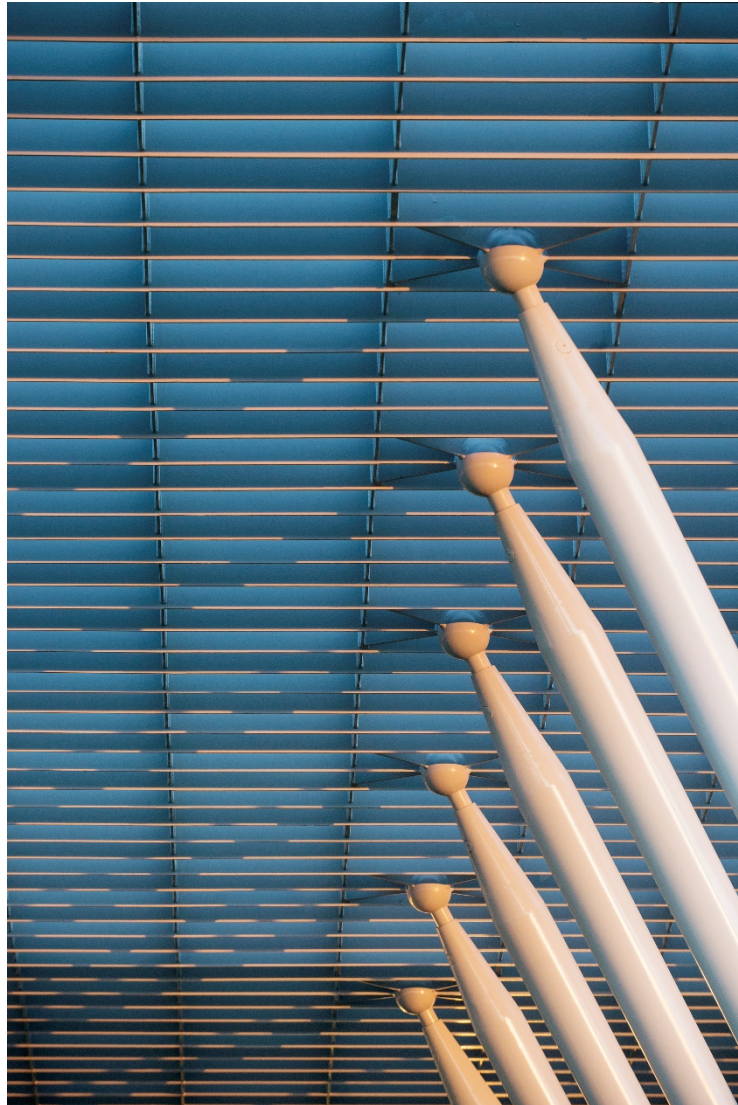**Abu Dhabi Investment Authority**

# ADIA Real Estate



# External Information Provider (EIP) - User Guide

## EIP Portal Logon Instructions

In order to log onto the EIP portal please follow the steps detailed below;

**Step 1**
Open Internet Explorer browser and enter the following web address:

https://realestate-eip.adia.ae

The EIP portal is supported in Microsoft Windows platforms, with Internet Explorer version 10 and above. The system will not work well in other browsers, there are known issues in Mozilla Firefox and Google Chrome. Any other browser except Internet Explorer is not supported by ADIA IT HelpDesk.

The pop-up blockers in your browser should be disabled for the portal web address.

**Step 2**
The page shown in Figure 1 below will appear.
Please enter your user name provided to you by IT Service Desk for EIP enrolment and enter and your PIN (for first time log in, your default PIN is 1234).



*Figure 1: EIP Login Page*

**Step 3 (only required the first time you log on)**

You will be asked to enter a new PIN.
"To continue you must enter a new PIN. Are you ready to enter a new PIN? (y/n)) [n] Type in "y" and click "Sign in". Please enter a new PIN and click "Sign in". PINs can be alpha, numeric or alphanumeric.
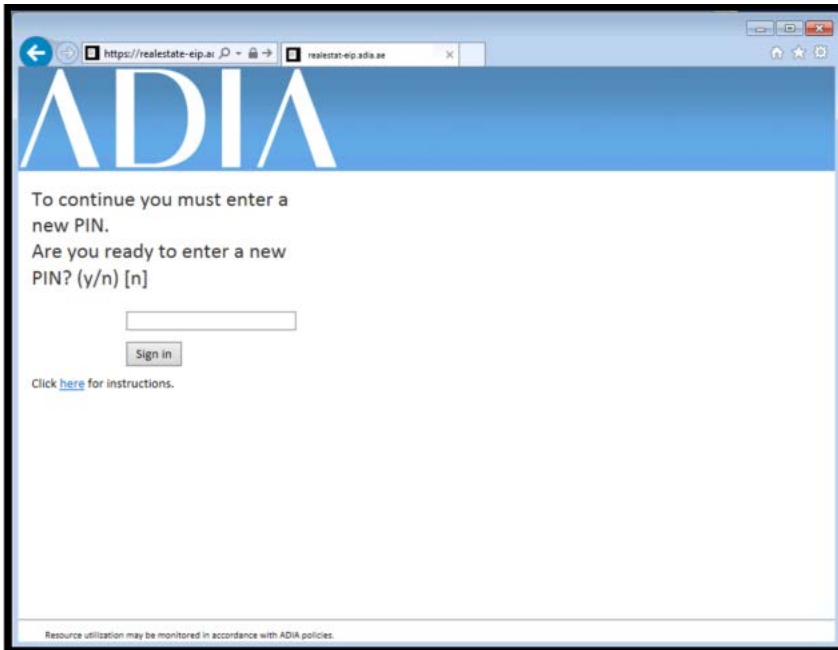
جهـــاز أبـوظبي للاسـتثمـــار
Abu Dhabi Investment Authority



Figure 2.1: PIN change prompt on the Secure Access screen on first login

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Figure 2.2: Prompt to enter new PIN on the Secure Access screen on first login.

**Step 4 (only required the first time you log on)**

You will be redirected to the login screen again. Enter your user name and new PIN, however if you are not redirection in 10 seconds, kindly click here to login.
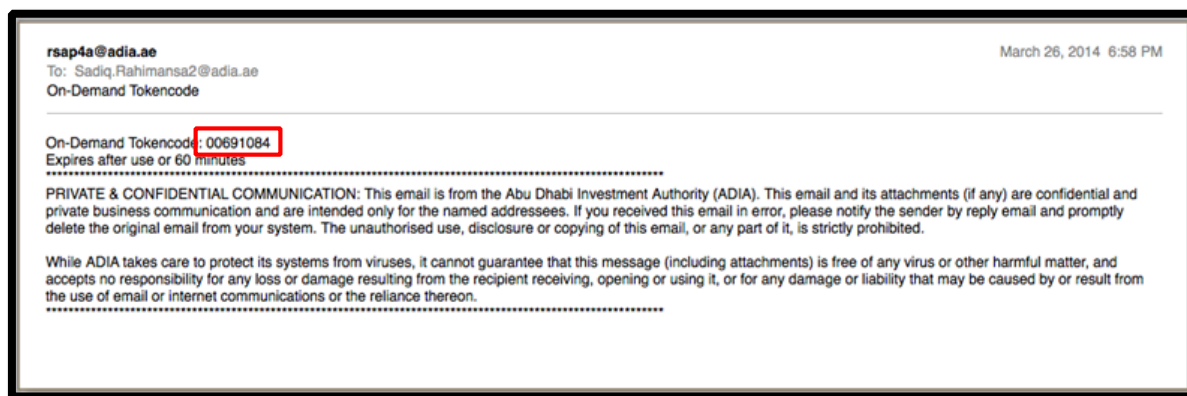


*Figure 3: Re-direction to login page after creating a new PIN on first login*

**Step 5**

You will be asked to enter the tokencode as shown in the screenshot below.
The tokencode will be emailed to your registered email address.
Upon receipt of the email enter the tokencode into the appropriate field.

جهـــاز أبـوظبي للاسـتثمــار
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*Figure 4a: Secure Access login screen where tokencode needs to be entered*



*Figure 4b: Tokencode received by email which needs to be entered into the Secure Access login screen*

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If you forget your PIN or have any other issues logging on to the EIP portal please contact ADIA IT HelpDesk at EIPPortal@adia.ae

## Step 6

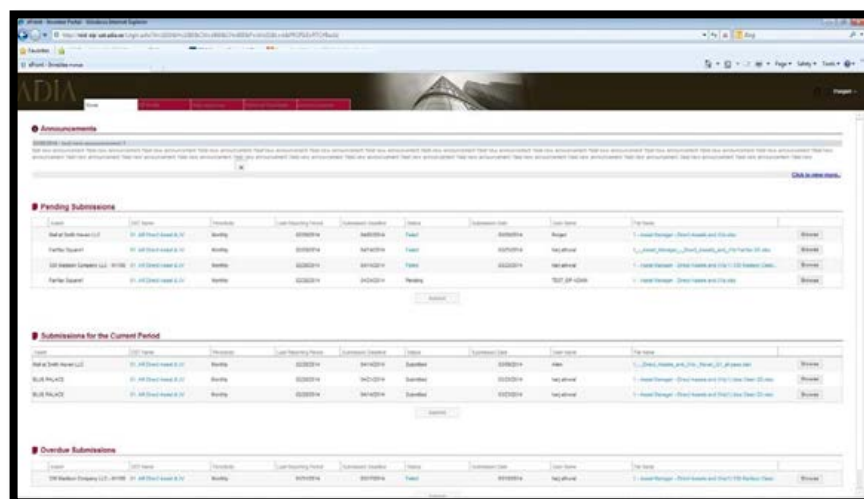You have successfully logged onto the ADIA Real Estate EIP portal and will be taken to the home page.



*Figure 5: EIP portal homepage (Note: The Homepage is customized to show only the assets and templates applicable to your organisation)*