

1.1 Website Password

- When granted user rights to RIM's website, you will be sent an email to your inbox.
- Search your email inbox for an email titled, **Welcome to RIM's Member Access**.
- This email contains your login credentials (the email account you signed up with) as well as a link to set up your password.
- Click the link within the email to change your password.

Your account has been created

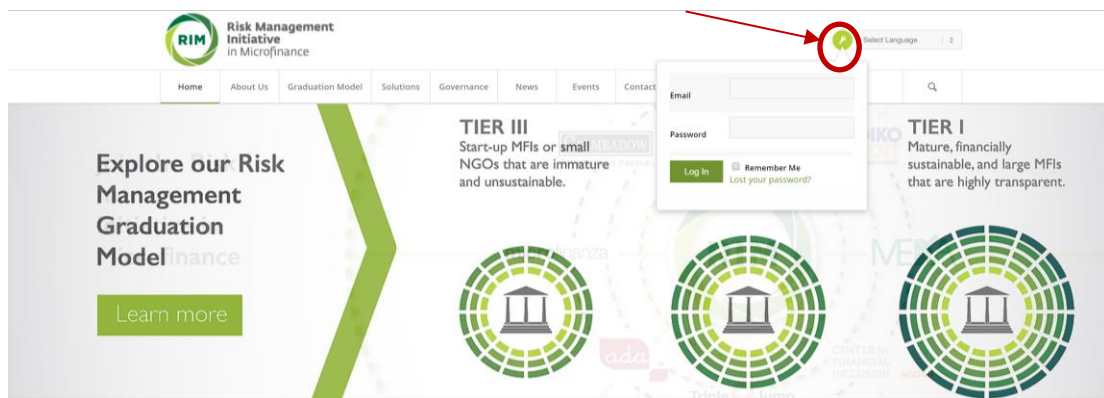
Your login is: kevin.aja.fryatt@gmail.com

And you can set up your password by going here: <http://www.riminitiative.org/wp-login.php?action=rp&key=yyvjaGFWcyroOWKfrCLv&login=kevin.aja.fryatt%40gmail.com>

- Change your login password.

1.2 Website Password

- Navigate to www.riminitiative.org
- Click the key icon at the top right corner of the home page.

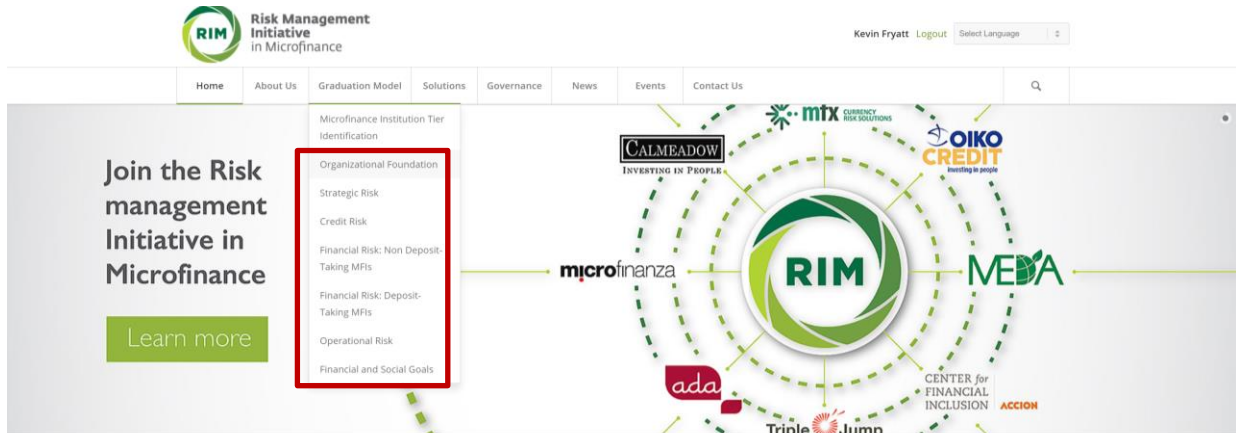


RIM is a collaborative market strengthening initiative aimed at promoting and supporting the implementation of stronger, more appropriate risk management in the microfinance sector.

- Enter your email address and password.
- Click 'Log in'

1.3 Navigating to Knowledge Base

- On RIM’s homepage, hover your mouse over the Graduation Model menu and select a menu item relating to a portion of the risk management house (ie. Organizational Foundation through Financial and Social Goals):



RIM is a collaborative market strengthening initiative aimed at promoting and supporting the implementation of stronger, more appropriate risk management in the microfinance sector.

- For this example, we have selected Credit Risk/Portfolio Risk/Risk Monitoring Tools.

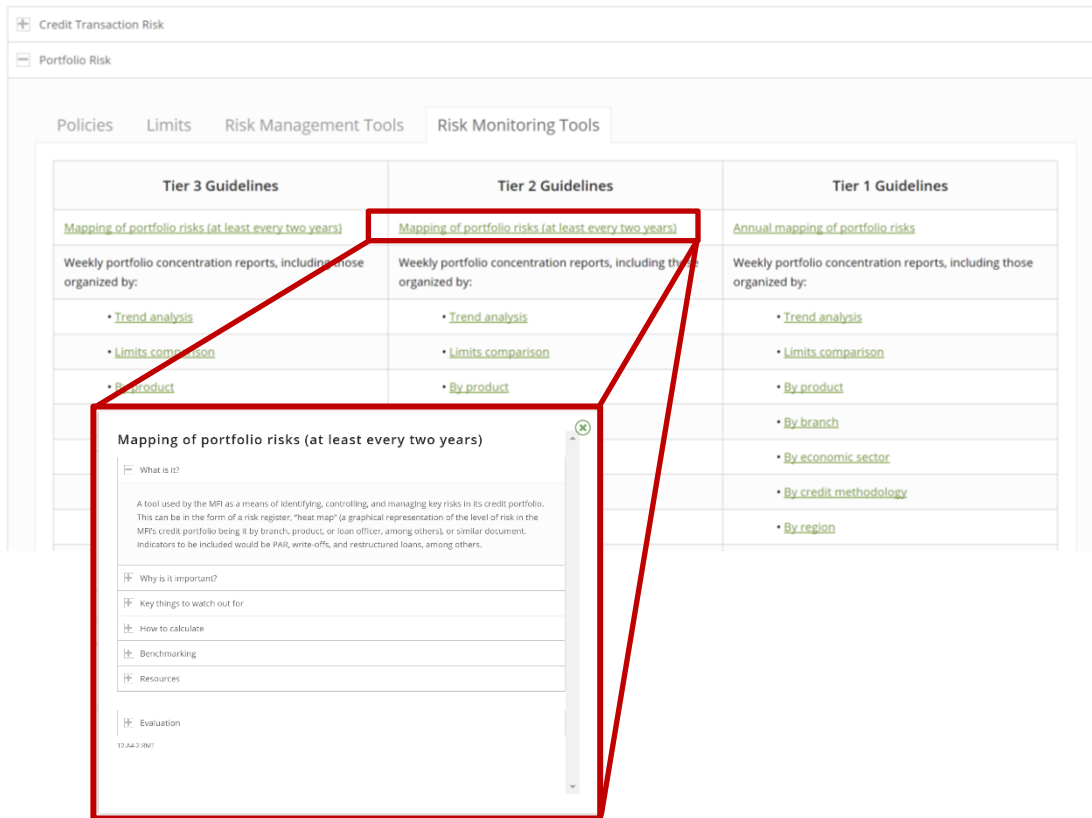
Credit Transaction Risk

Portfolio Risk

Policies Limits Risk Management Tools Risk Monitoring Tools

Tier 3 Guidelines	Tier 2 Guidelines	Tier 1 Guidelines
Mapping of portfolio risks (at least every two years)	Mapping of portfolio risks (at least every two years)	Annual mapping of portfolio risks
Weekly portfolio concentration reports, including those organized by:	Weekly portfolio concentration reports, including those organized by:	Weekly portfolio concentration reports, including those organized by:
• Trend analysis	• Trend analysis	• Trend analysis
• Limits comparison	• Limits comparison	• Limits comparison
• By product	• By product	• By product
• By branch	• By branch	• By branch
	• By economic sector	• By economic sector
		• By credit methodology
		• By region

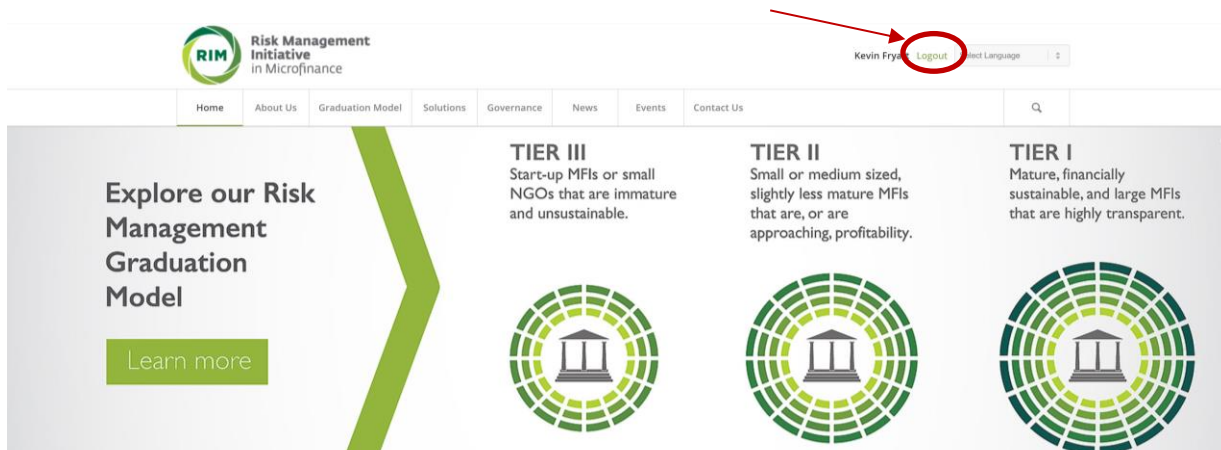
- Selecting any of the guidelines in the Graduation Model will bring up the Knowledge Base, a navigable resource which will assist you in understanding each guideline within the Graduation Model.



The screenshot shows a web interface for 'Credit Transaction Risk' and 'Portfolio Risk'. It features a navigation menu with 'Policies', 'Limits', 'Risk Management Tools', and 'Risk Monitoring Tools'. Below this is a table with three columns: 'Tier 3 Guidelines', 'Tier 2 Guidelines', and 'Tier 1 Guidelines'. Each column lists various guidelines, with 'Mapping of portfolio risks (at least every two years)' highlighted in red in the Tier 2 and Tier 3 columns. A red box highlights the detailed view of this guideline, which includes sections for 'What is it?', 'Why is it important?', 'Key things to watch out for', 'How to calculate', 'Benchmarking', 'Resources', and 'Evaluation'.

1.4 Website Logout

- On RIM's homepage, click the 'logout' icon at the top right corner of the home page.

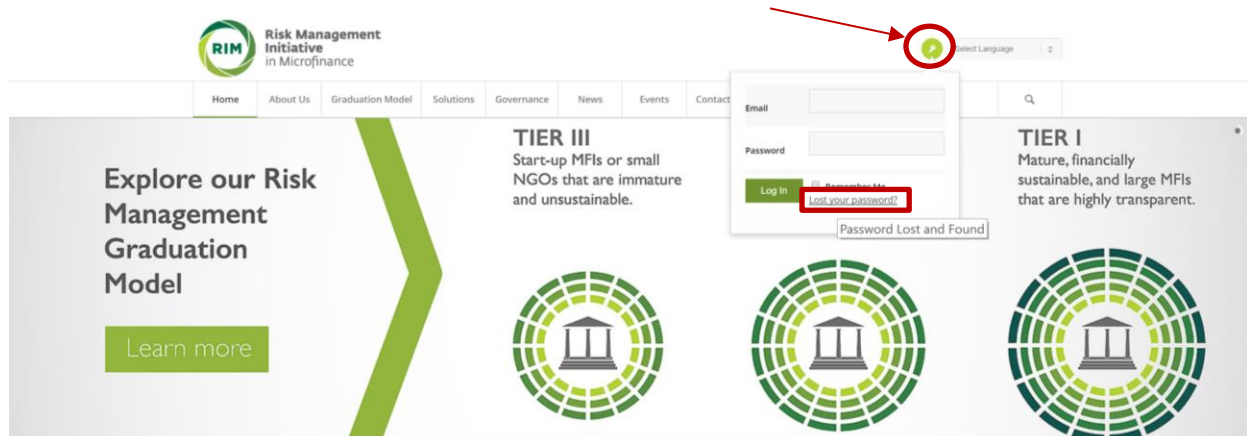


The screenshot shows the RIM homepage. At the top right, the user name 'Kevin Fry' is displayed next to a 'logout' icon, which is circled in red and pointed to by a red arrow. Below the navigation menu, there are three columns representing different tiers of the Graduation Model: 'TIER III Start-up MFIs or small NGOs that are immature and unsustainable', 'TIER II Small or medium sized, slightly less mature MFIs that are, or are approaching, profitability', and 'TIER I Mature, financially sustainable, and large MFIs that are highly transparent'. Each tier is accompanied by a circular graphic with a building icon in the center.

RIM is a collaborative market strengthening initiative aimed at promoting and supporting the implementation of stronger, more appropriate risk management in the microfinance sector.

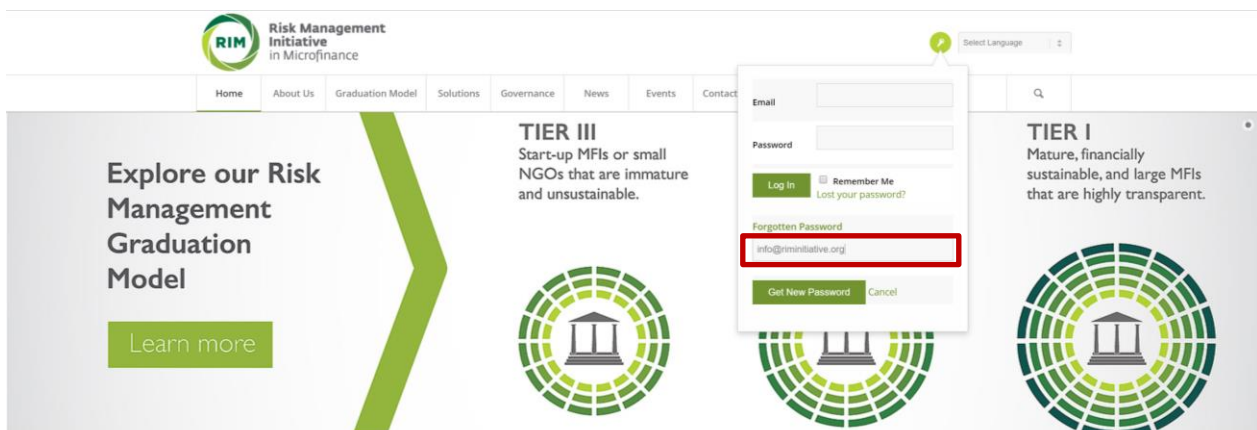
1.5 Forgotten/Reset Password

- If you have forgotten or need to reset your password, click on the login key icon at the top right of our homepage and select 'Lost your password?'.



RIM is a collaborative market strengthening initiative aimed at promoting and supporting the implementation of stronger, more appropriate risk management in the microfinance sector.

- Enter your email address in the Forgotten Password field below and click the 'Get New Password' button.



RIM is a collaborative market strengthening initiative aimed at promoting and supporting the implementation of stronger, more appropriate risk management in the microfinance sector.

- You will receive an email which will allow you to reset your password.