

# Tenant Registration for EdgeXperience Capture Service

## Overview:

The EdgeXperience Capture Service is a PFU America, Inc. (“PAI”) SaaS offering that enables you to scan documents directly to select cloud services, eliminating the need for a dedicated PC and enabling immediate use of optimized images and data in the cloud.

This how-to guide will show a user how to register a tenant for access to EdgeXperience Capture Service.

## Objective:

Register to create a tenant for access to EdgeXperience Capture Service.

## Reference:

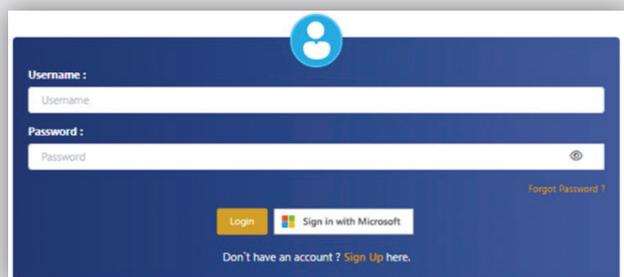
EdgeXperience Capture Service [User’s Guide](#)

## Prerequisites:

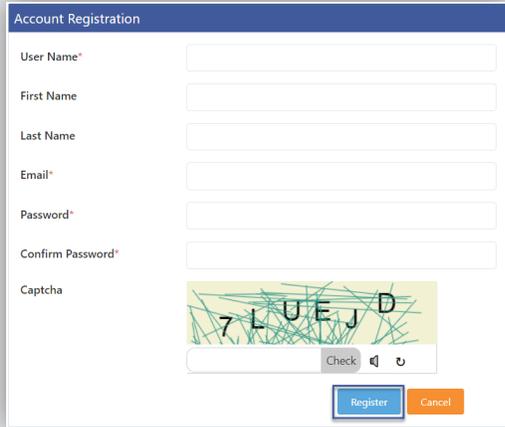
1. An fi-7300NX Scanner with Firmware version 0M00 that is connected to the internet
2. Microsoft Entra ID Administrator that can grant access to create the Azure tenant
3. A 7-character reference code (XXXX-XXX)
4. A Microsoft Entra ID Login Name ([A User Principal Name](#))
5. A Contact Email

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## Objective: Register to Create a Tenant for Access to EdgeXperience Capture Service



1. From a browser (Edge or Chrome preferred) launch the following web page:  
[EdgeXperience Login Page](#)



Account Registration

User Name\*

First Name

Last Name

Email\*

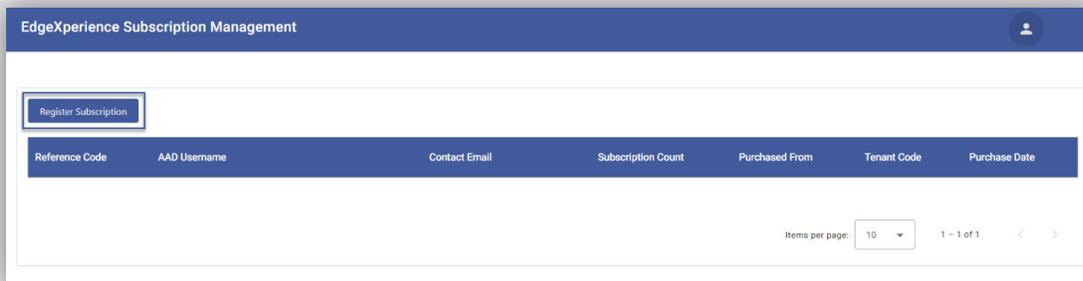
Password\*

Confirm Password\*

Captcha

- If necessary, sign up for an account by clicking the signup link. Fill in all fields in the popup and click **Register**.

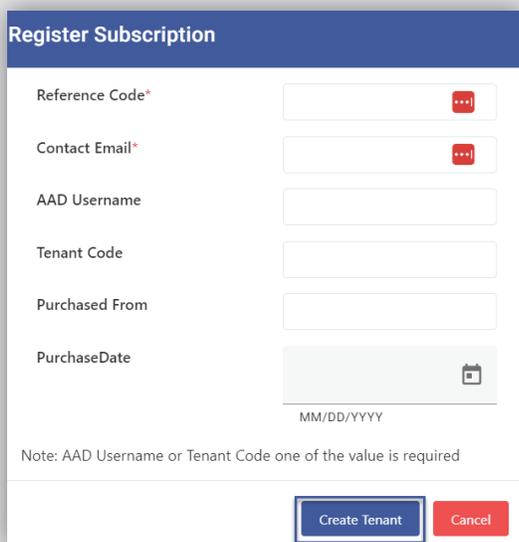
- After signing in, click on the **Register Subscription** button.



EdgeXperience Subscription Management

Reference Code	AAD Username	Contact Email	Subscription Count	Purchased From	Tenant Code	Purchase Date

Items per page: 10 1 - 1 of 1



Register Subscription

Reference Code\*

Contact Email\*

AAD Username

Tenant Code

Purchased From

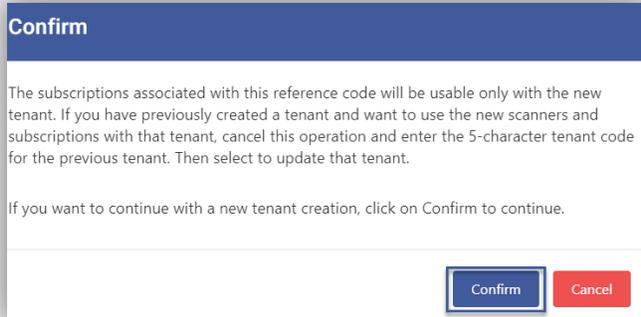
PurchaseDate

Note: AAD Username or Tenant Code one of the value is required

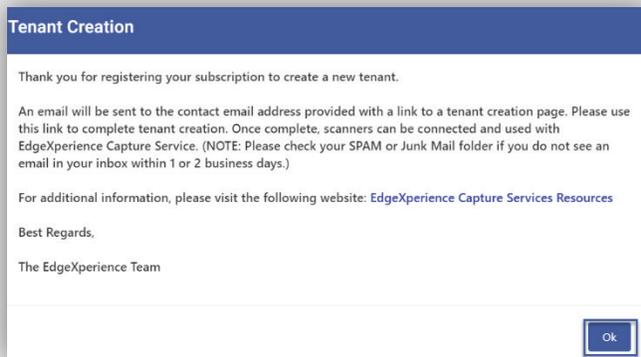
- Enter the reference code, contact email, and the AAD UPN name to administer the EdgeXperience tenant. **If you are creating a tenant for the first time, leave the Tenant Code field blank.**

Fill in the **"Purchased From"** and **"Purchase Date"** Fields.

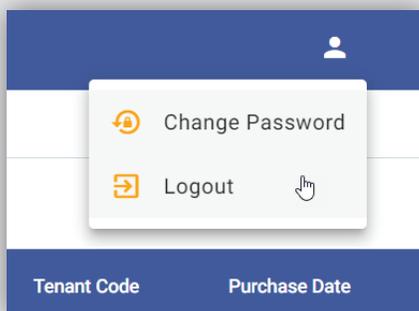
**Click on the Create Tenant button after completing the fields.**



5. Click Confirm to create the tenant.

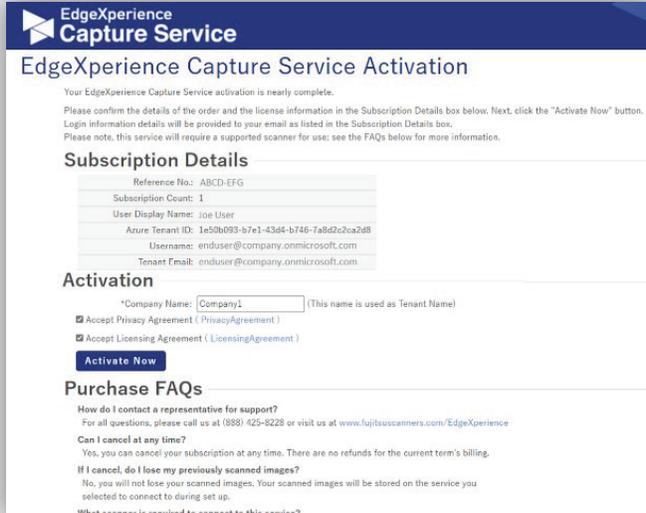


6. Click **OK** to close the dialog box.



7. Logout (from the top right) and close the web page.

The information, as entered, will be sent to the EdgeXperience system. An email will be sent to the contact email address previously provided with a URL to activate the new tenant.



- Click on the URL received in the email. Log in using the Microsoft Entra ID account previously entered. You may be asked to grant administrative consent. Granting consent will allow you to create the tenant.

Enter a company name for the tenant (only letters, numbers, and underscores are permitted).

Click the two check boxes to accept the privacy and licensing agreements.

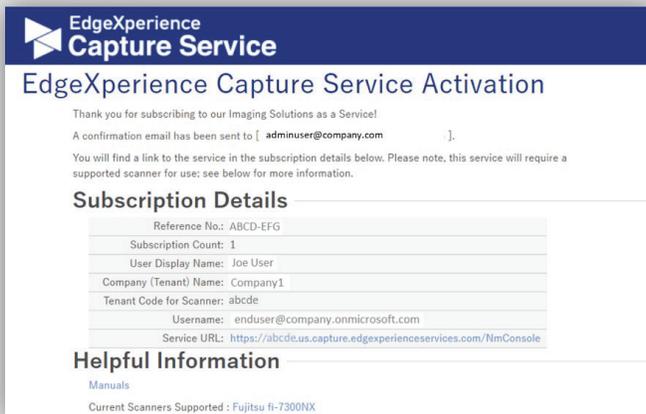
Click on **Activate Now** to activate the tenant.

A second webpage will be created.

We recommend taking a screenshot of this page.

Write and save the tenant code. To link the scanner to the tenant, you will need to enter this information.

Bookmark the Service URL. You'll need this to access the EdgeXperience console.



To access the EdgeXperience console, click on the Service URL and use your Microsoft Entra ID login name from the registration page to manage the tenant.

To obtain comprehensive, step-by-step instructions on configuring EdgeXperience to scan to destinations, click the help button (?) located at the upper right corner of the screen after logging in.