

# IRP onboarding checklist

## Contractual procedure

Completed	Topic
<input type="checkbox"/>	Return LOI completed and signed If client cannot sign the acceptance form in a timely manner
<input type="checkbox"/>	Complete <a href="#">registration form</a> with company details, technical data and billing details
<input type="checkbox"/>	Sign acceptance form

## Training

Completed	Topic
<input type="checkbox"/>	Register Power Users for training courses
<input type="checkbox"/>	Training followed by the different types of users within the company (Power Users during group session on location / other users online)

## Technical

Completed	Topic
<input type="checkbox"/>	Preconfiguration according to NxtPort instructions in the IRP Message Implementation Guide (MIG): <input type="checkbox"/> IRP <input type="checkbox"/> C-point <input type="checkbox"/> (My)Alfapass
<input type="checkbox"/>	Configuration according to NxtPort instructions in the IRP Message Implementation Guide (MIG) (Deadline: 2 weeks before testing)
<input type="checkbox"/>	Testing completed (Deadline: depending on onboarding in wave 1 or wave 2)

## Financiële regeling

Completed	Topic
<input type="checkbox"/>	First invoice paid (Deadline: see general terms and conditions)