



How to log in to ZORMD (Donesafe)

A quick reference guide for Supplier Representatives

August 2023



What is ZORMD?

ZORMD is Z's Organizational Risk Management Digital tool. The service is provided by HSI Donesafe. It hosts our integrated Supplier Management process.

As a Supplier of Z, you are expected to use this tool for the following:

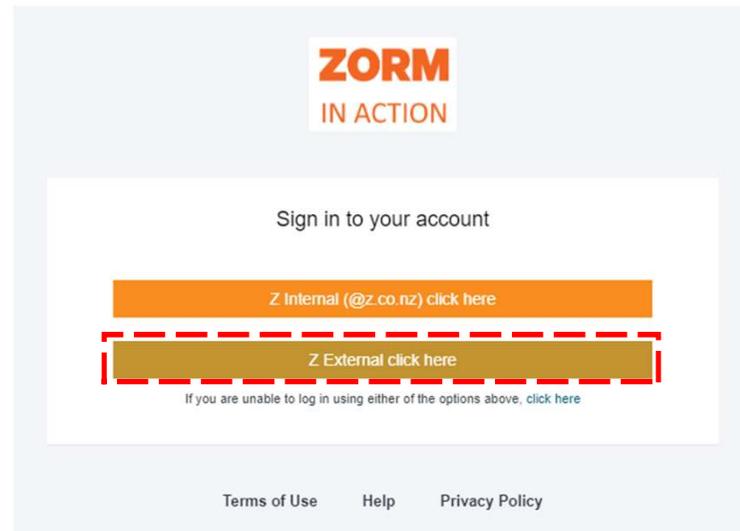
- 1) Maintaining your company information (including assurance of capabilities and risks management) and your contract information
- 2) For your onboarding process as an organization/partner to Z's context, systems and expectations, so that we can achieve a successful partnership
- 3) Conduct and document contract and performance monitoring conversations with your Z Contract Manager

You will need to sign up before you can sign in. Use this pack to know how you can do this and how you can manage your account log in details.



How to sign up in ZORMD?

1. Copy this link https://zormd.donesafe.com/users/sign_in into your browser and Click the “Z External” button



How to sign up in to ZORMD?

2. Click on “Sign up now”



Sign in with your email address

[Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up now](#)

3. Type in your Email address and click on Send verification code (Hint: you should use the email address that is registered in ZORMD)

< Cancel



Verification is necessary. Please click Send button.

[Send verification code](#)

[Create](#)

How to sign up in to ZORMD?

4. You will receive an email with a code

zenergy-d-b2c-01 account email verification code  

 Microsoft on behalf of zen...
to me  

Verify your email address

Thanks for verifying your account!

Your code is: 618839

Sincerely,
zenergy-d-b2c-01

This message was sent from an unmonitored email address. Please do not reply to this message.



5. Enter this code into the Verification code box and click “Verify code”



Verification code has been sent to your inbox. Please copy it to the input box below.

@gmail.com

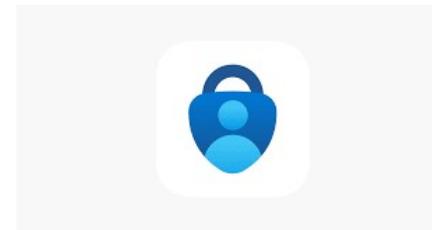
Verification code

Verify code Send new code

How to sign up in to ZORMD?

6. Your email address is now verified, complete the rest of the form and click “Create”

7. Download **Microsoft Authenticator** on your phone. Go to either the Play store (Android) or the App store (Apple) and search for Microsoft Authenticator. The icon looks like the below.



Registration Complete.

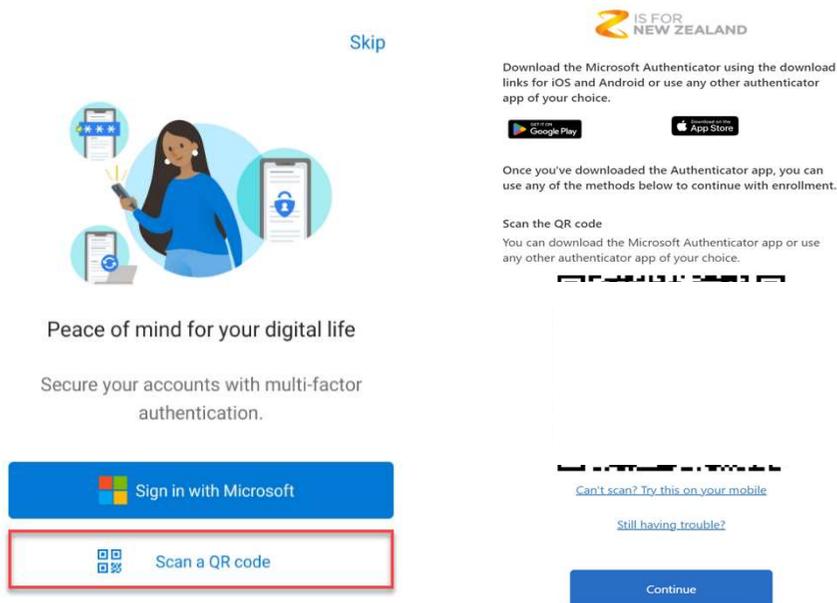
Follow next these steps to access ZORMD.



How to sign up in to ZORMD?

8. Once you have opened it, Accept the privacy policy and click continue.

Select the option to “Scan a QR Code” and scan the onscreen code that looks like this.



Skip

Download the Microsoft Authenticator using the download links for iOS and Android or use any other authenticator app of your choice.

Once you've downloaded the Authenticator app, you can use any of the methods below to continue with enrollment.

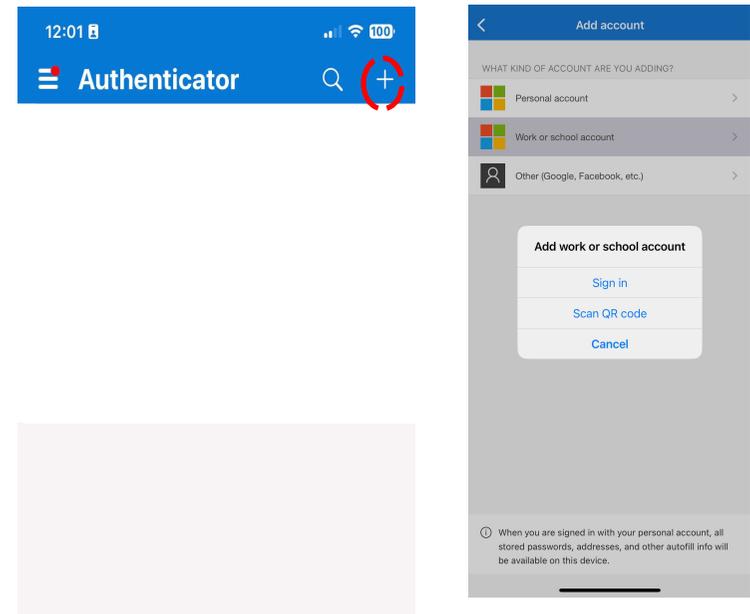
Scan the QR code
You can download the Microsoft Authenticator app or use any other authenticator app of your choice.

Can't scan? Try this on your mobile

Still having trouble?

Continue

8a. If you already have the Microsoft authenticator app on your phone, click the + at the top of the screen and choose Work or School account then click “Scan a QR Code”. Then scan the QR code on screen.



12:01

Authenticator

100

WHAT KIND OF ACCOUNT ARE YOU ADDING?

Personal account

Work or school account

Other (Google, Facebook, etc.)

Add work or school account

Sign in

Scan QR code

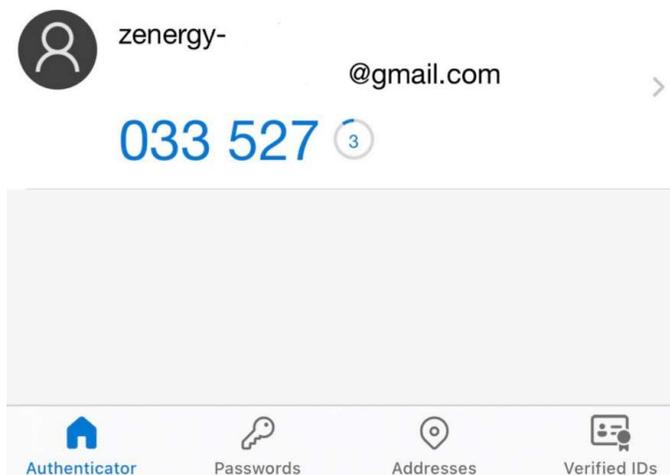
Cancel

When you are signed in with your personal account, all stored passwords, addresses, and other autofill info will be available on this device.

How to sign up in to ZORMD?

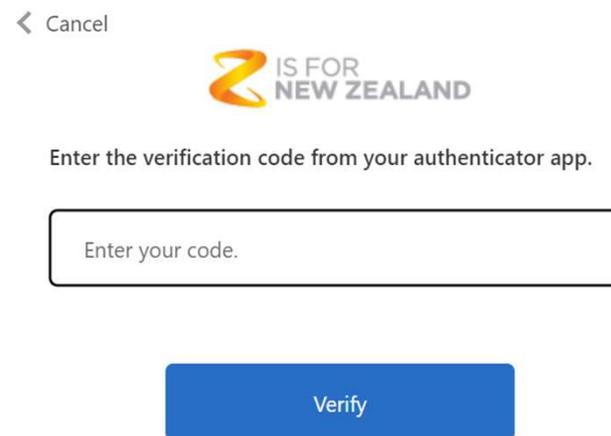
9. Once the QR code has been scanned click Continue.

You will be asked to verify using the Microsoft Authenticator app. Click on the account name you have just created.



10. Enter this code and click Verify

(Note: This code will generate every 30second)



You should have now logged in to ZORMD.

NOTE: If you are taken back to the login screen it means that the email address you've used is not configured for use. Reach out to your Z contact or email ZORM Donesafe at zormdonsafe@z.co.nz



Follow these steps if you forgot your password

1. Click on this link: <https://zormd.donesafe.com/sso/b2c>

2. Click on “Forgot your password?”



The screenshot shows the login interface for 'IS FOR NEW ZEALAND'. At the top is the logo. Below it, the text 'Sign in with your email address' is displayed. There are two input fields: 'Email Address' and 'Password'. A link labeled 'Forgot your password?' is located below the password field and is circled in red.

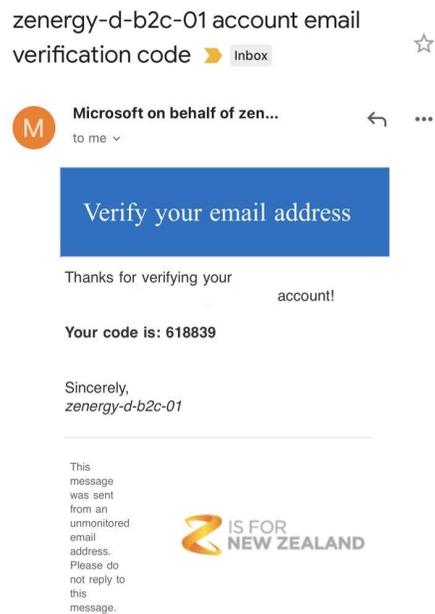
3. Enter your email address and click Send verification code



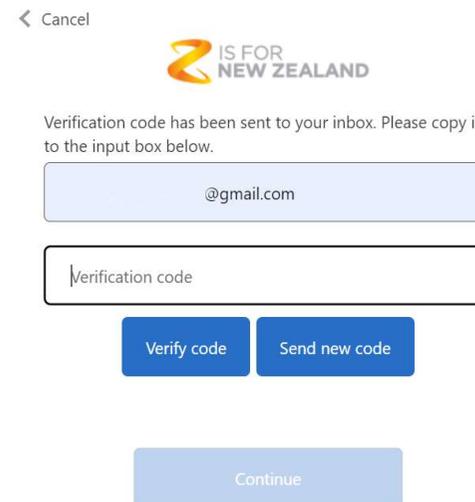
The screenshot shows the verification step of the login process. At the top left is a back arrow and the text 'Cancel'. The logo for 'IS FOR NEW ZEALAND' is at the top center. Below the logo, the text 'Verification is necessary. Please click Send button.' is displayed. There is an 'Email Address' input field and a blue button labeled 'Send verification code'.

Follow these steps if you forgot your password

4. Go to the inbox of your email address and take note of the verification code



5. Enter the verification code and click Verify



Follow these steps if you forgot your password

6. Click “Continue”

< Cancel



E-mail address verified. You can now continue.

██████████@gmail.com

Change e-mail

Continue

7. Then enter a new password and confirm New Password

< Cancel



New Password

Confirm New Password

Continue



Follow these steps if you forgot your password

8. Enter the verification code from authenticator app and click “Verify”

< Cancel



Enter the verification code from your authenticator app.

Verify



Thank you

