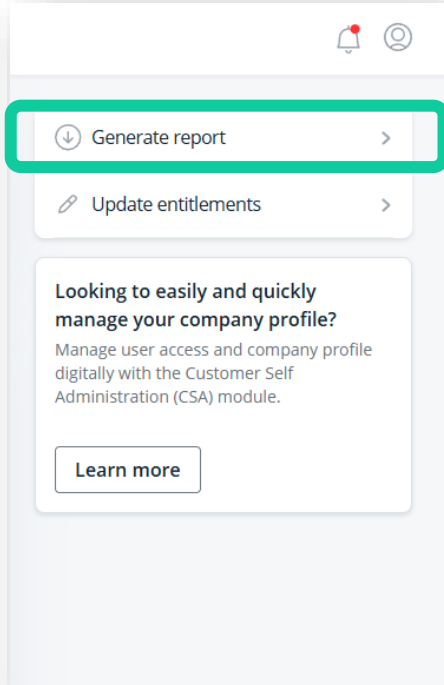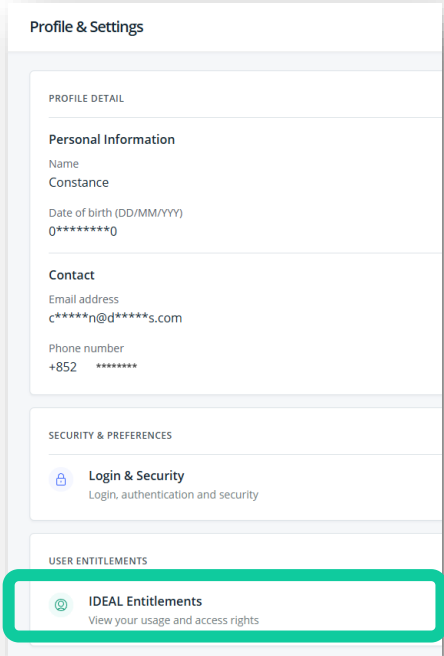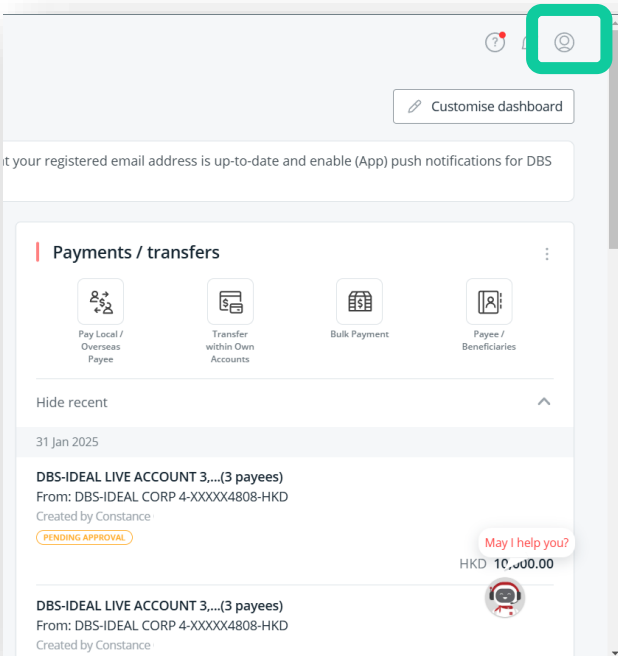**DBS**

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How to Find Your Organisation ID & User ID

Step-by-step Guide

How to Find Your Organisation ID & User ID

1. Log in to IDEAL and go to **Profile and Settings**

2. Click **IDEAL Entitlements**

3. Click **Generate Report**

4. For Organisation ID, refer to the 6-8 alphanumeric string in bracket next to the company name (Orange).

   For User ID, refer to the string under IDEAL settings – User ID (Red).