

# Air Liquide

E-collaboration platform user guide

myALmyShare2025

# Content



Setting up  
your account



Proofread a  
PDF file



Upload a PDF  
to the  
platform



Final  
validations

# Where to find this guide?

On the connection page.



Please enter your **email** and **password**

Login

Password:

(Captcha bypassed)

☐ Je ne suis pas un robot 

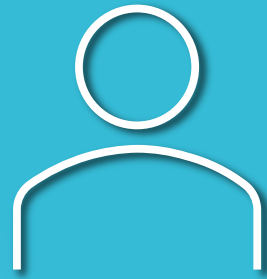
OK

>>> Create or change your password

>>> **Download the user guide**

On the top right corner in the Homepage after logging in.

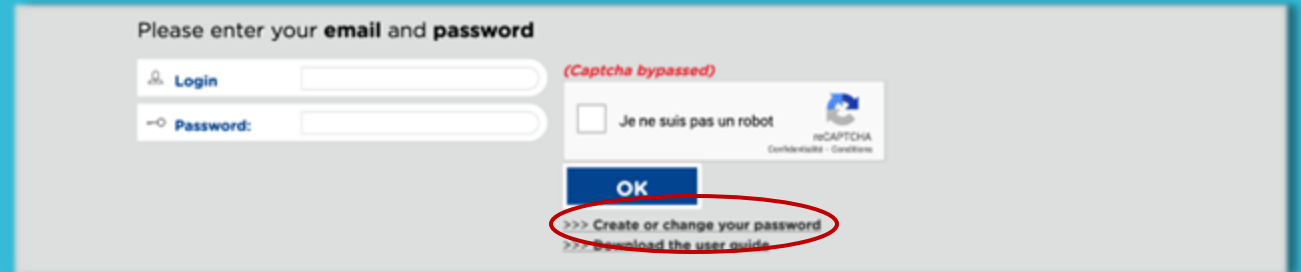




Setting up your account

# HOW TO CREATE OR/AND CHANGE YOUR PASSWORD?

- I. Go to link
- II. Click on “Create or change your password?”
- III. Enter your email
- IV. Fill the captcha and click on SEND



Please enter your **email** and **password**

Login

Password:

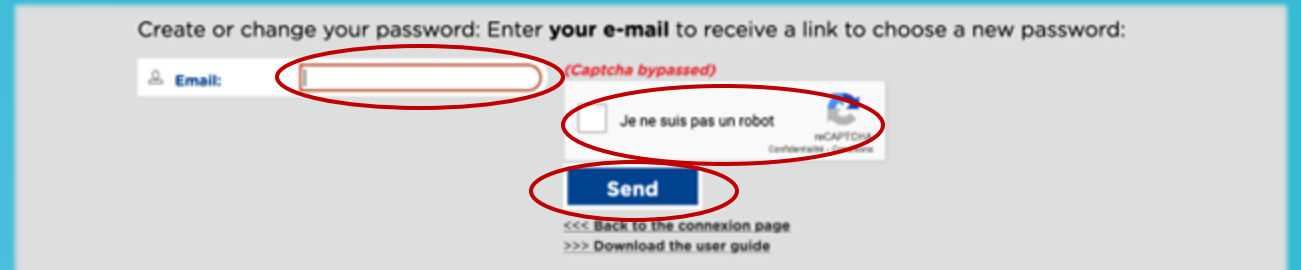
(Captcha bypassed)

☐ Je ne suis pas un robot

OK

>>> Create or change your password

>>> Download the user guide



Create or change your password: Enter **your e-mail** to receive a link to choose a new password:

Email:

(Captcha bypassed)

☐ Je ne suis pas un robot

Send

<<< Back to the connexion page

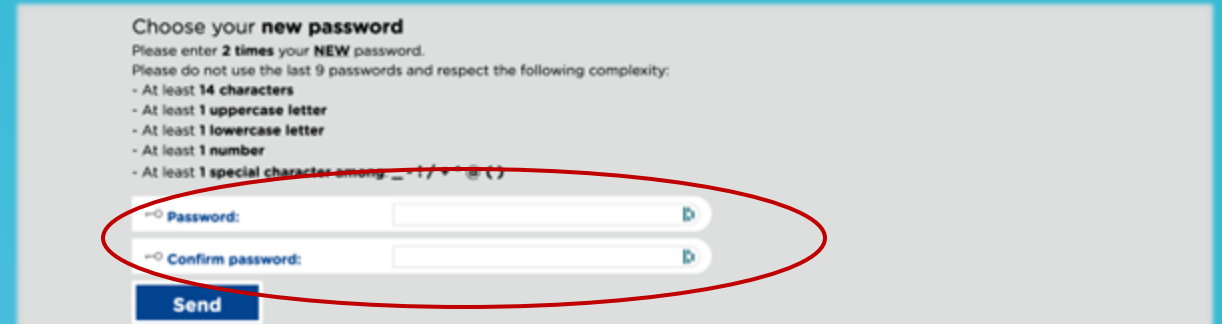
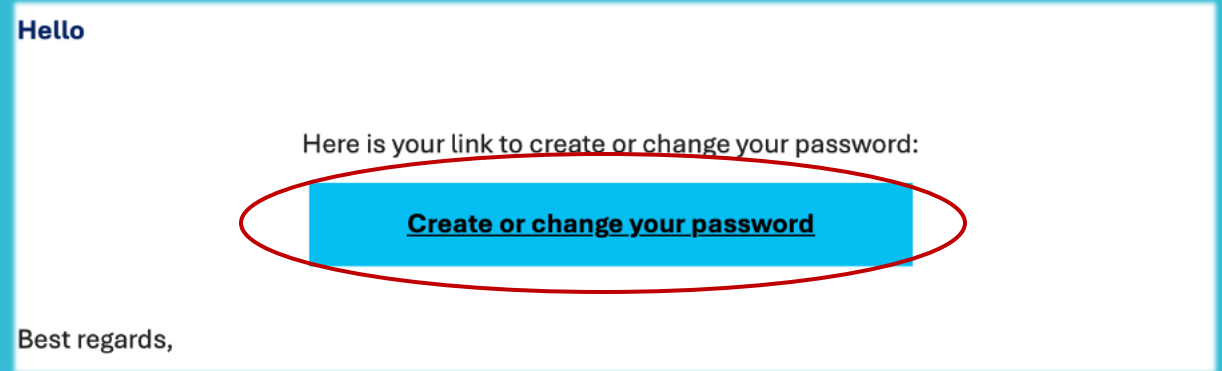
>>> Download the user guide

# HOW TO CREATE OR/AND CHANGE YOUR PASSWORD?

- V. Check your email inbox for the automatic email from the platform
- VI. Click on the link in the email
- VII. Enter your chosen password
- VIII. Click on “SEND”

Your password is now set.

Go back to the connection page to log in.

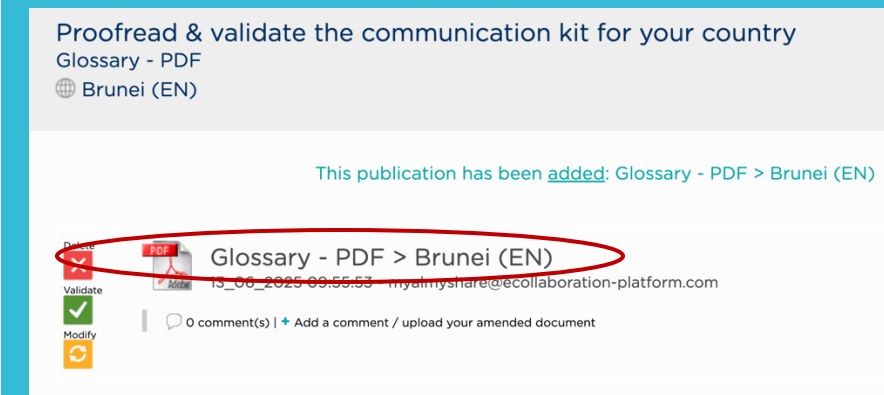
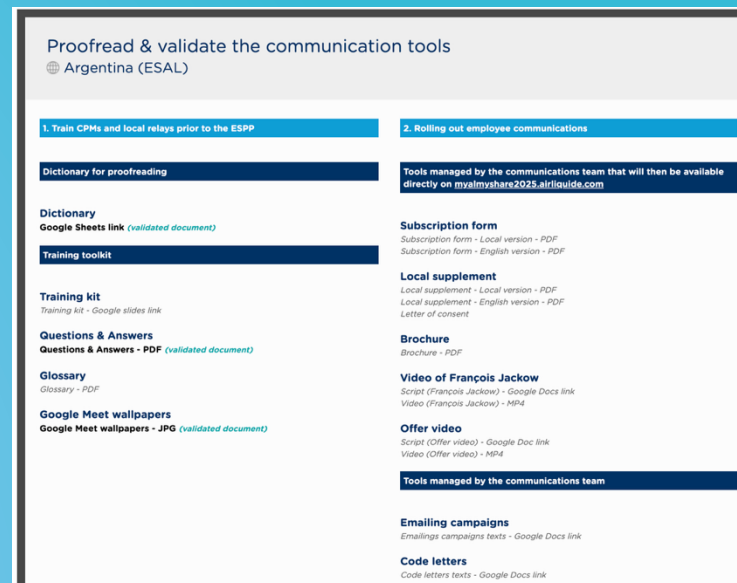
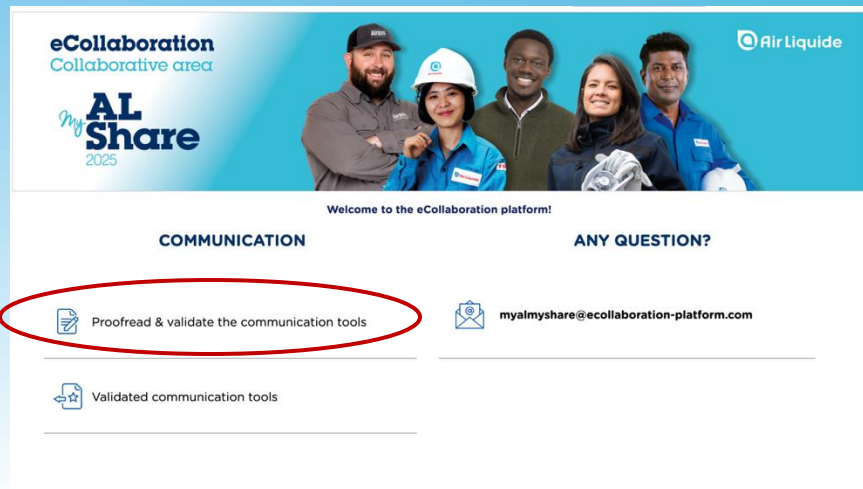
This image shows a password creation form on a light gray background. The title is "Choose your new password". Below it, instructions state: "Please enter 2 times your NEW password. Please do not use the last 9 passwords and respect the following complexity:". A list of requirements follows: "At least 14 characters", "At least 1 uppercase letter", "At least 1 lowercase letter", "At least 1 number", and "At least 1 special character among \_ ! / \* @ ( )". Below the list are two input fields: "Password:" and "Confirm password:", each with a small eye icon to its right. Both input fields are circled with a red oval. At the bottom, there is a blue "Send" button.



Proofread a PDF file

# HOW TO DOWNLOAD A DOCUMENT FROM THE PLATFORM?

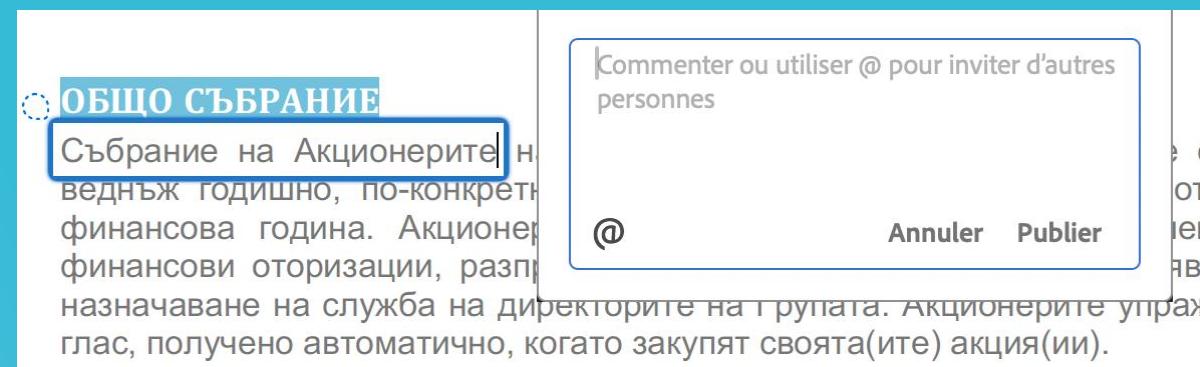
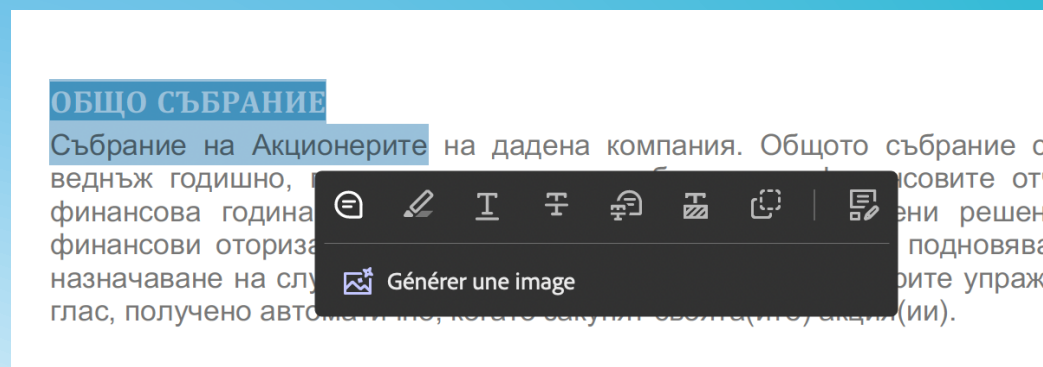
- I. On the home page, click on "Proofread & validate"
- II. Select the document you want to download
- III. Click on the title of the document to download it





# HOW TO ADD COMMENTS TO THE PDF

- I. Open your PDF, highlight some text and double click on it to open the comment section.
- II. Write your comment or correction.



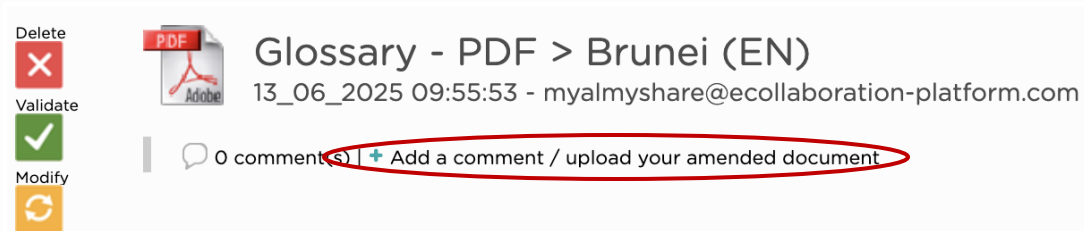


Upload a PDF to the platform

# HOW TO UPLOAD A DOCUMENT YOU HAVE JUST COMMENTED?

- I. Click on “Add a comment / upload your amended document”
- II. Enter a comment to join your document (i.e. complementary information)
- III. Click on “Browse” / “Parcourir” and select the document to upload
- IV. Click on “OK”

*Note: We will receive a notification once you add a comment. We will amend the document/re-upload it accordingly.*



 **Commented post:** " Glossary - PDF > Brunei (EN) "  
**Author:**  
**Publication date:** 13/06/2025 - 09:55

Votre commentaire  
(champ obligatoire) :  
Your comment (required  
field):

Joindre un fichier/Attach a file:  Aucun fichier choisi

**OK**



Final validation

# HOW TO VALIDATE A DOCUMENT?

- I. Click on the version you want to validate
- II. Click on “Validate”, the green tick box


Proofread & validate the communication kit for your country

Glossary - PDF


🌐 Brunei (EN)

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Delete




Validate



Modify





## Glossary - PDF > Brunei (EN)

13\_06\_2025 09:55:53 - myalmyshare@ecollaboration-platform.com

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