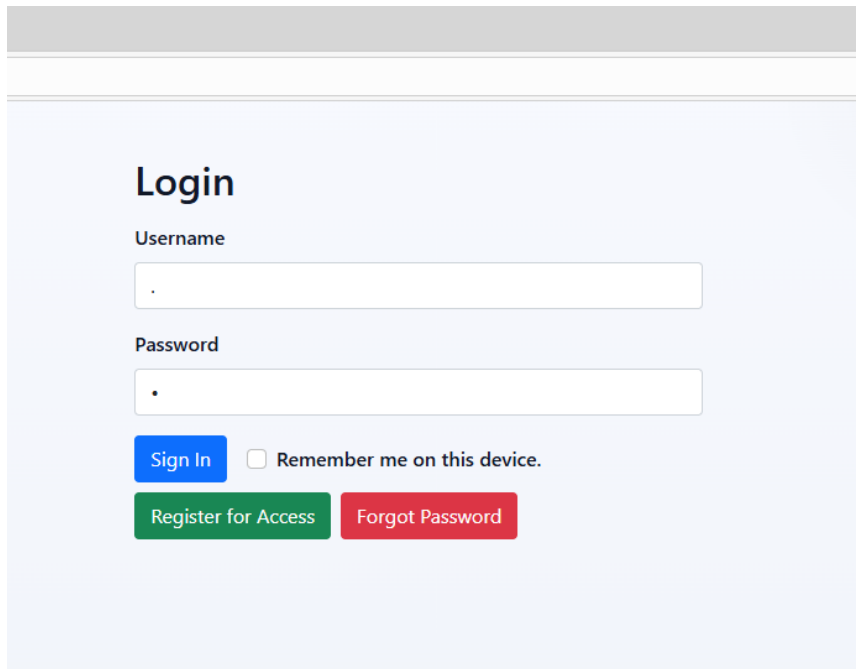


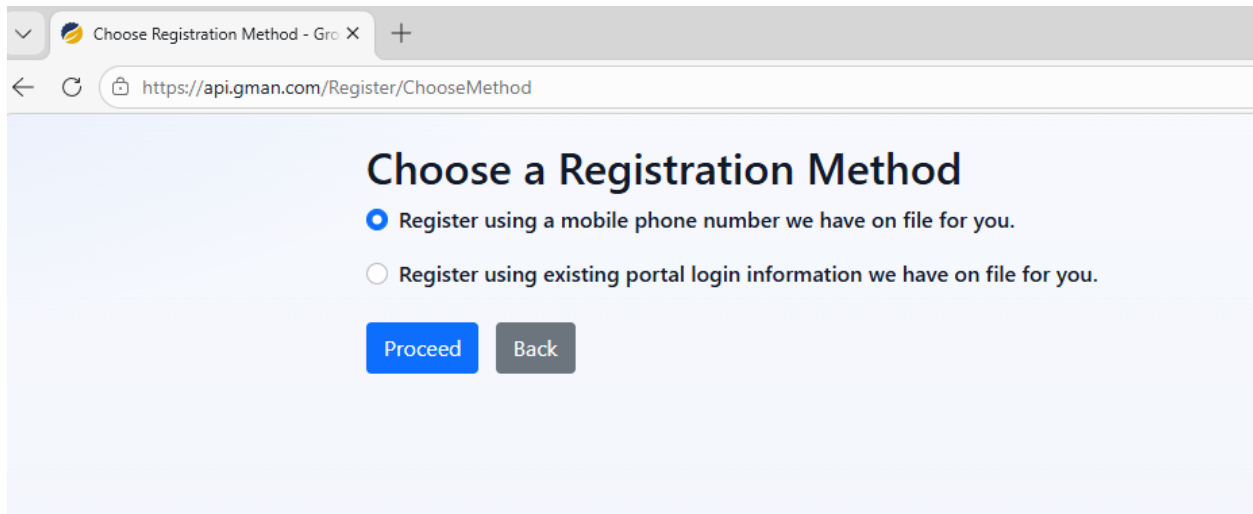
Self-Registration for a Portal Account (Rev. 3.0)



The screenshot shows a login interface with the following elements:

- Login** (Section Header)
- Username** (Label) with a text input field containing a single dot.
- Password** (Label) with a text input field containing a single dot.
- Sign In** (Blue button)
- Remember me on this device.** (Text)
- Register for Access** (Green button)
- Forgot Password** (Red button)

1. Select **Register for Access** from the login screen.



The screenshot shows a browser window with the following elements:

- Browser tab: Choose Registration Method - Grc X
- Address bar: <https://api.gman.com/Register/ChooseMethod>
- Choose a Registration Method** (Section Header)
- Register using a mobile phone number we have on file for you.**
- Register using existing portal login information we have on file for you.**
- Proceed** (Blue button)
- Back** (Grey button)

2. Select the authentication method you would like to use to register. You may use a **mobile phone number** we have on file for you, your **login credentials** from our legacy portal, or **login credentials** we have provided to you.

Option 1: Mobile Authentication Method:

Step 1: Verify Your Account using your Mobile Phone Number

Enter a 10-digit mobile phone number we have on file for you. We will text a temporary security code to that number.

Phone Number

Format: 123-456-7890

[Send Security Code](#)

1. Enter your **10-digit mobile** phone number (which includes the area code) and select **Send Security Code**.

If your **mobile** phone number **does not** exist in our records, you will receive the following message:

Step 1: Verify Your Account using your Mobile Phone Number

Enter a 10-digit mobile phone number we have on file for you. We will text a temporary security code to that number.

The phone number you entered was not found.

Phone Number

Format: 123-456-7890

[Send Security Code](#)

Please contact us to add your mobile phone number to our systems. Please note: it may take up to 30 minutes for your mobile phone number to become active and ready to use in the registration process.

2. If your **mobile** phone number exists in our system, you will receive the following message, along with a text message to your mobile device with a 6-digit security PIN you will need to use to register your account.

Step 1: Verify Your Account using your Mobile Phone Number

Enter a 10-digit mobile phone number we have on file for you. We will text a temporary security code to that number.

A security code has been sent. Enter the code and select your account to continue.

Phone Number

Format: 123-456-7890

[Send Security Code](#)

Security Code

Select Your Name

[Verify and Continue](#) [Send New Code](#)

3. Enter the 6-digit you received in the **Security Code** field.

Security Code

Select Your Name

- Select a customer
- BOB RICHARDS
- GLADYS KNIGHT

4. Select your account name from the **Select Your Name** field and select the **Verify and Continue** button to continue.

Step 2: Create Your User Account

Registering account for: **GLADYS KNIGHT**

Email Address

Password

Show

Confirm Password

Show

Password requirements:

- At least 10 characters
- At least 1 uppercase letter
- At least 1 number
- At least 1 special character

First Name

Last Name

Company

Cell Phone

Format: +1-AAA-BBB-CCCC

Complete Registration

5. Enter the following information to complete your registration:

- **Email address**
- **Password / Confirm Password** (Your password must contain at least 10 characters and contain at least 1 uppercase letter, 1 number, and 1 special character - !@#\$%^&*?, to be accepted)
- **First Name**
- **Last Name**
- **Company** (optional)
- **Cell Phone**

After you enter the required information, please click the **Complete Registration** button to complete your registration.

6. If your registration is **successful**, you will receive a confirmation message. You may use the credentials you created in the last step to login to your portal account by clicking the **Go to Login** button.

Step 2: Create Your User Account

Registering account for: **GLADYS KNIGHT**

Account created successfully

Your account has been created for **soldfield@gman.com**.

You can now sign in with your new email address and password.

[Go to Login](#)

Option 2: Legacy Portal Authentication Method:

Choose a Registration Method

Register using a mobile phone number we have on file for you.

Register using existing portal login information we have on file for you.

[Proceed](#) [Back](#)

1. Select **Register using existing portal login information we have on file for you** and click **Proceed**.

Step 1: Validate Your Account

Enter your Customer Account Number

6975

Enter your Customer Sub Account Number. Enter 0 if you do not have a Sub Account.

0

Enter your Customer Portal Password

Continue

Home Deliveries ▶ Shipments ▶ Accounting ▶

Account # 6975 0 Mobile View

Password ***** Show

Submit

2. Enter **Account #**, **Sub Account #**, and **Password** that you currently use to access the legacy portal into the registration screen and click **Continue**. If you have not used the legacy portal, please use the **Account #**, **Sub Account #**, and **Password** we have provided to you.
3. If the account information entered is **invalid**, you will receive a message: **API Error: Invalid Credentials**.

Step 1: Validate Your Account

Enter your Customer Account Number

6975

Enter your Customer Sub Account Number. Enter 0 if you do not have a Sub Account.

0

Enter your Customer Portal Password

Continue

API Error: Invalid credentials.

4. If the account information entered is **valid**, you will be able to proceed with registration:

Step 2: Create Your User Account

Registering account for: **GLADYS KNIGHT**

Email Address

Password **Confirm Password**

Password requirements:

- At least 10 characters
- At least 1 uppercase letter
- At least 1 number
- At least 1 special character

First Name **Last Name**

Company **Cell Phone**

Format: +1-AAA-BBB-CCCC

5. Enter the following information to complete your registration:

- **Email address**
- **Password / Confirm Password** (Your password must contain at least 10 characters and contain at least 1 uppercase letter, 1 number, and 1 special character - !@#\$%^&*?, to be accepted)
- **First Name**
- **Last Name**
- **Company** (optional)
- **Cell Phone**

- After you enter the required information, please click the **Complete Registration** button to complete your registration.
6. If your registration is **successful**, you will receive a confirmation message. You may use the credentials you created in the last step to login to your portal account by clicking the **Go to Login** button.

Step 2: Create Your User Account

Registering account for: **GLADYS KNIGHT**

Account created successfully

Your account has been created for **soldfield@gman.com**.

You can now sign in with your new email address and password.

[Go to Login](#)