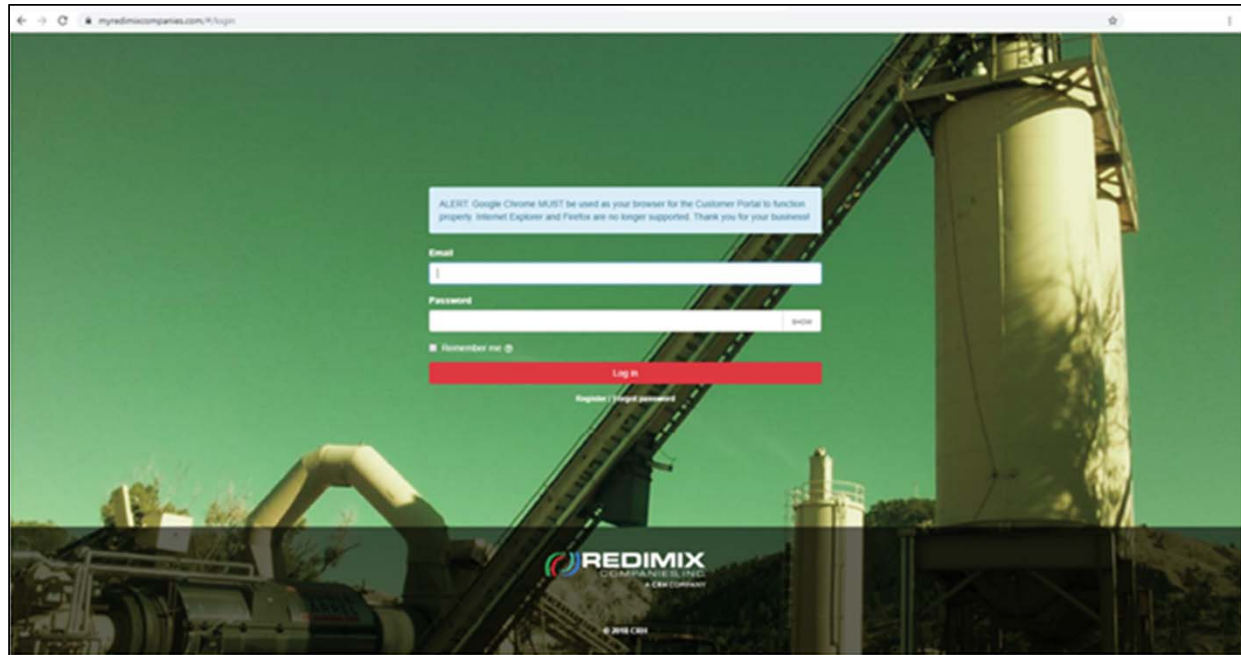


# Customer Portal New User Registration



# Welcome

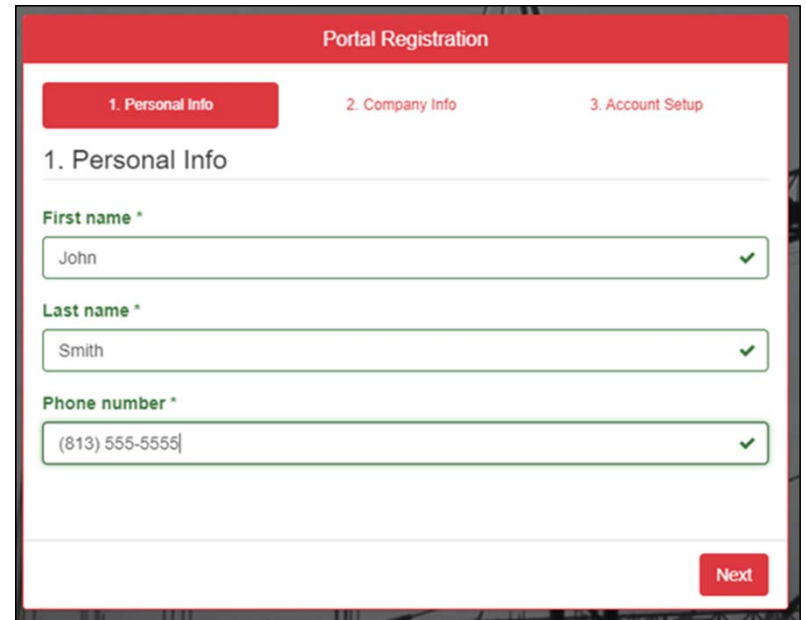
- Thank you for Choosing to sign up for our Customer Portal
- To begin; Click the “Register” link under the login button.



# 1. Personal Tab Information

The Portal Registration form will appear:

- Complete the Personal Info fields on the form (all fields are required).
- Click the Next button.



The screenshot displays the 'Portal Registration' form with three tabs: '1. Personal Info' (active), '2. Company Info', and '3. Account Setup'. The '1. Personal Info' section contains three required fields, each with a green checkmark indicating successful input: 'First name \*' with the value 'John', 'Last name \*' with the value 'Smith', and 'Phone number \*' with the value '(813) 555-5555'. A red 'Next' button is located at the bottom right of the form.

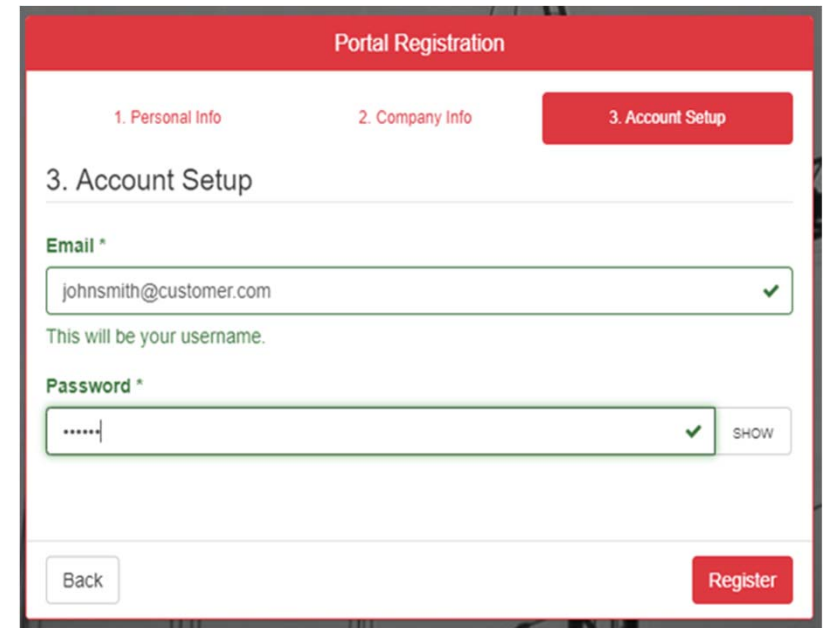
## 2. Company Information

- Check the radio button next to Redimix Companies in the Company section.
- Enter your Customer.  
If you are uncertain of this number please call 603-527-5100
- Click the Next button.

The screenshot shows a web form titled "Portal Registration" with a red header. Below the header are three tabs: "1. Personal Info", "2. Company Info" (which is highlighted in red), and "3. Account Setup". The "2. Company Info" section contains two fields: "Company \*" and "Customer # \*". The "Company \*" field has a radio button selected next to "Redimix Companies" and a green checkmark to its right. The "Customer # \*" field is a text input box containing "123456" and a green checkmark to its right. At the bottom of the form are two buttons: "Back" on the left and "Next" on the right.

# 3. Account Setup Tab

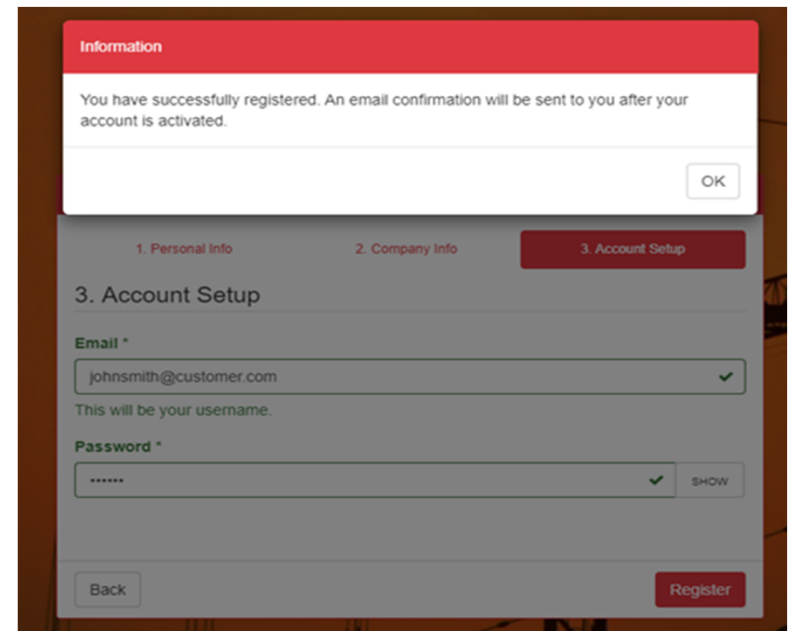
- Enter your email address.  
This will be your Customer Portal username for login.
- Create a Password – other than requiring at least 6 characters, there are no special password requirements, but it is case sensitive.
- Click the Register button.



The screenshot shows the 'Portal Registration' form with three steps: 1. Personal Info, 2. Company Info, and 3. Account Setup. The 'Account Setup' step is active and highlighted in red. It contains two input fields: 'Email \*' with the value 'johnsmith@customer.com' and a green checkmark, and 'Password \*' with a masked password '.....' and a green checkmark. Below the password field is a 'SHOW' button. At the bottom of the form are 'Back' and 'Register' buttons.

# Confirmation of Success

- A pop-up message confirming your successful registration will appear.
- Notification to activate the new user will be sent to a Portal Administrator at Redimix Companies.
- An email from Redimix Companies will be sent once the new user has been activated.
- Access to account information via the Customer Portal is immediate upon user activation.



The image shows a screenshot of a web application interface. At the top, there is a red header bar with the word "Information" in white. Below this, a white pop-up message box contains the text: "You have successfully registered. An email confirmation will be sent to you after your account is activated." and an "OK" button. Below the pop-up, the main form is visible, showing a progress indicator with three steps: "1. Personal Info", "2. Company Info", and "3. Account Setup". The "3. Account Setup" step is highlighted in red. The form fields include "Email \*" with the value "johnsmith@customer.com" and a checkmark, and "Password \*" with a masked password "\*\*\*\*\*" and a "SHOW" button. At the bottom of the form, there are "Back" and "Register" buttons.

**Questions?**

**Contact us at 603-527-5100**

