

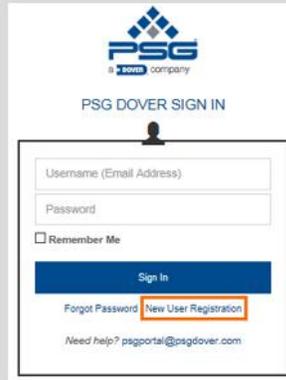
# PSG EnviroGear Distributor Portal

## USER REGISTRATION GUIDE

You only need to do this once, no matter how many PSG brands you carry.

### STEP 1:

Go to <https://portal.psgdover.com/> and click on **New User Registration** link:



The image shows the 'PSG DOVER SIGN IN' page. At the top is the PSG logo with the tagline 'a Dover company'. Below the logo is the title 'PSG DOVER SIGN IN'. The form contains two input fields: 'Username (Email Address)' and 'Password'. There is a checkbox labeled 'Remember Me'. A blue 'Sign In' button is positioned below the fields. Below the button are two links: 'Forgot Password' and 'New User Registration', with the latter highlighted by a red box. At the bottom, there is a link for help: 'Need help? psportal@psgdover.com'.

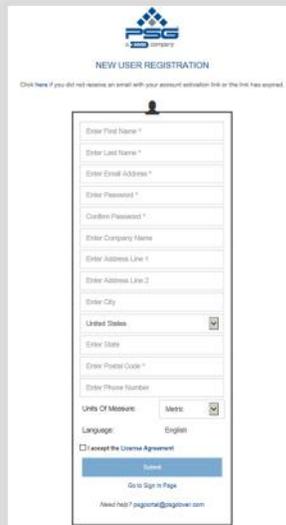
### STEP 2:

Complete and submit the new user registration form.

Make sure to use your **business email address** (e.g. [myname@mycompany.com](mailto:myname@mycompany.com)) as it is key to determining your PSG brands and providing you with appropriate access level.

**Do NOT register** with email addresses like @gmail.com, @yahoo.com, @hotmail.com, @aol.com and so on.

Your password must have a minimum of 8 characters with at least one upper case and lower case letter, special character and a number.



The image shows the 'NEW USER REGISTRATION' page. At the top is the PSG logo with the tagline 'a Dover company'. Below the logo is the title 'NEW USER REGISTRATION'. A small note says 'Click here if you did not receive an email with your account activation link or the link has expired.' The form contains several input fields: 'Enter First Name \*', 'Enter Last Name \*', 'Enter Email Address \*', 'Enter Password \*', 'Confirm Password \*', 'Enter Company Name', 'Enter Address Line 1', 'Enter Address Line 2', 'Enter City', 'United States' (dropdown menu), 'Enter State', 'Enter Postal Code \*', and 'Enter Phone Number'. There are also dropdown menus for 'Units Of Measure' (Metric) and 'Language' (English). A checkbox for 'I accept the Terms Agreement' is present. A blue 'Submit' button is at the bottom. Below the button are links for 'Go to Sign in Page' and 'Need help? psportal@psgdover.com'.

You will see the following message upon successful submission of the form.

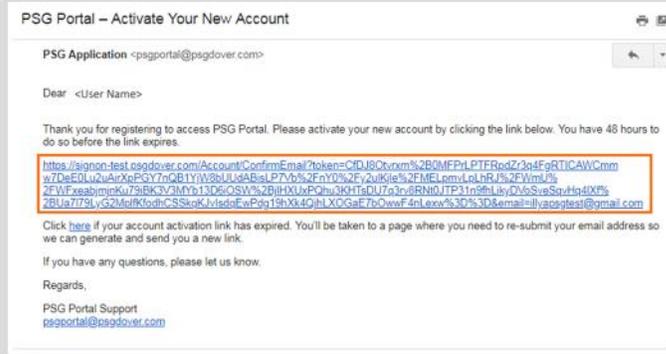


The image shows a confirmation message for 'NEW USER REGISTRATION'. At the top is the PSG logo with the tagline 'a Dover company'. Below the logo is the title 'NEW USER REGISTRATION'. The message reads: 'Thank you for registering your new account on the PSG Dover Portal! Please check your inbox for an email confirmation with a validation link and make sure to click it to activate your account. You have 48 hours to do so before the link expires. Click here if you do not receive the email.'

### STEP 3:

Check your email and look for a new message with subject line **“PSG Portal – Activate Your New Account”**.

Click on the activation link – it will take you to the same sign-in page as in STEP 1.



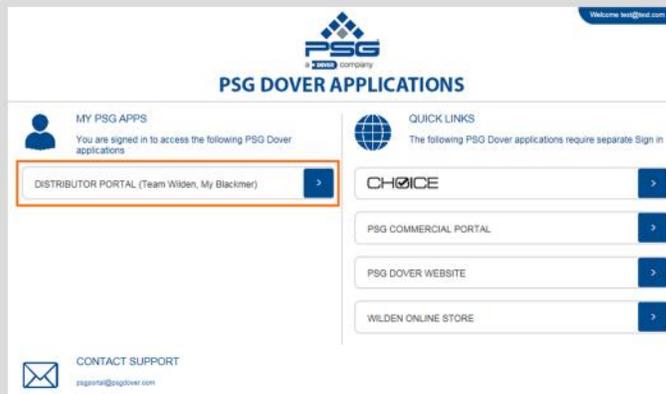
Sign in to verify your email address and complete your account setup.



### STEP 4:

You will land on the following page upon successful sign-in to your new account.

Click on **DISTRIBUTOR PORTAL** link to proceed to the brand sites (subject to your PSG brand access level).



Enjoy your visit and email us with your feedback to [psgportal@psgdoover.com](mailto:psgportal@psgdoover.com).

Thank you

