**Contact Registration**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1 | - Click on the **Click to Create Your User Account** link within the email you received from support@gep.com inviting you register in the Supplier Portal  

Dear Gary Jones,

You have been invited as an additional contact for Technology Partners LLC to register on the American Heart Association Supplier Portal, hosted on SMART by GEP.

[Click to Create Your User Account]

| 2 | - A web page should open with an on-screen message, similar to the one below, giving you two options to register into the Supplier Portal:  
  - **Register Now:** Click on this button if this is the first time you or your company is registering on the SMART by GEP platform  
  - **I have a SMART by GEP Account:** Click on this button if you or your company is already registered on the SMART by GEP platform for another customer and you want to use your existing account credentials |

| 3 | - A registration form will display with 3 sections to complete  
  - **Account Credentials** where you will need to complete the following:  
    - **Username:** Enter a Username you would like to use as your Login Credential  
    - **Password:** Enter a Password for you would like to use for your credential  
    - **Confirm Password:** Re-enter the Password entered above  

[Account Credentials]
4. **The 2nd section is Contact Information** where you will complete the following:
   - **Primary Business Phone Number**: The phone number you primarily use, enter numbers only without any special characters (i.e., dashes, parenthesis, spaces)
   - **Time Zone**: Select the time zone you are located in

5. **The final section** you will need to **agree** to GEP’s Terms & Conditions and Privacy Policy
   - Click on the checkbox to left of the statement
   - Click on the Submit button when you are ready to submit the form

6. **Go into your email and find a new message from support@gep.com with instructions to activate your account for the Supplier Portal.**
   - **Click on the Activate Your Account** link within the email.
## AHA Supplier Portal Guide: Additional Contact Registration

### Step 7 Description

- An on-screen message will display confirming your account activation.
- If you would like to log into the Supplier Portal, **click on the Click Here link**

```
Congratulations!!!
You have successfully activated your account.
Now you can log on to SMART by GEP to get some great benefits which will help you grow your business further.

[Click Here](https://smart.gep.com) to login

Thanks,
SMART by GEP Team
```

- You can access the supplier portal at any time by going to [https://smart.gep.com](https://smart.gep.com).