


AHA Supplier Portal Guide: Additional Contact Registration


Contact Registration

Step	Description
1	<ul style="list-style-type: none">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 <div data-bbox="292 315 1380 556"><p>Dear Gary Jones,</p><p>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.</p><p>Click to Create Your User Account</p></div>
2	<ul style="list-style-type: none">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:<ul style="list-style-type: none">Register Now: Click on this button if this is the first time you or your company is registering on the SMART by GEP platformI 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 <div data-bbox="256 819 1421 1102"><p>Hi Gary Jones ,</p><p>You have been invited by American Heart Association to be a supplier and represent Technology Partners LLC</p><p>Register Now I have a SMART by GEP account</p><p>Thanks, SMART by GEP Team</p></div>
3	<ul style="list-style-type: none">A registration form will display with 3 sections to completeThe 1st section is Account Credentials where you will need to complete the following:<ul style="list-style-type: none">Username: Enter a Username you would like to use as your Login CredentialPassword: Enter a Password for you would like to use for your credentialConfirm Password: Re-enter the Password entered above <div data-bbox="256 1291 1421 1648"><p>Account Credentials</p><p>Username * <input type="text"/> ⓘ</p><p>User Email * ahageptest+garyjones@gmail.cor</p><p>Password* <input type="password"/> Password strength: Too short ⓘ</p><p>Confirm Password* <input type="password"/> ⓘ</p><p>Mobile Number <input type="text"/> Select ISD Code ▾ <input type="text"/></p></div>

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4	<ul style="list-style-type: none"> The 2nd section is Contact Information where you will complete the following: <ul style="list-style-type: none"> Primary Business Phone Number: The phone number you primarily use, enter numbers only without any special characters (ie: dashes, parenthesis, spaces) Time Zone: Select the time zone you are located in <div data-bbox="256 344 1424 873" style="border: 1px solid black; padding: 10px;"> <p>Primary Contact Information</p> <p>First Name* Gary i</p> <p>Last Name* Jones i</p> <p>Company Email * ahageptest+garyjones@gmail.cor i</p> <p style="border: 2px solid orange; padding: 2px;">Primary Business Phone Number* _____ i Extension _____</p> <p>Contact's Business Region _____ globe i</p> <p>Contact's Category Consulting - IT, _____ tag i</p> <p style="border: 2px solid orange; padding: 2px;">Time Zone (UTC-06:00) Central Time (US & Canada) ▾ i</p> </div>
5	<ul style="list-style-type: none"> The final section you will need to agree to GEP's Terms & Conditions and Privacy Policy <ul style="list-style-type: none"> Click on the checkbox to left of the statement Click on the Submit button when you are ready to submit the form <div data-bbox="261 999 1419 1304" style="border: 1px solid black; padding: 10px;"> <p><input style="border: 2px solid orange;" type="checkbox"/> I have read and agree to GEP Terms & Conditions & Privacy Policy. *</p> <p style="text-align: right; border: 2px solid orange; padding: 5px; display: inline-block;">Submit</p> </div>
6	<ul style="list-style-type: none"> 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. <div data-bbox="261 1430 1419 1728" style="border: 1px solid black; padding: 10px;"> <p>Dear Gary Jones,</p> <p>Thank you for completing your registration for the American Heart Association's Supplier Portal. Before you can access AHA's Supplier Portal, you need to activate your account by clicking on the link below.</p> <p style="border: 2px solid orange; padding: 2px;">Click to Activate Your Account</p> <p>Please note, you must complete this step in order to access our Supplier Portal. This step only needs to be performed once.</p> </div>

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7	<ul style="list-style-type: none">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 <div data-bbox="261 279 1422 543" style="border: 1px solid black; padding: 10px;"><p data-bbox="524 285 808 321">Congratulations!!!</p><p data-bbox="524 338 914 363">You have successfully activated your account.</p><p data-bbox="524 369 1417 422">Now you can log on to SMART by GEP to get some great benefits which will help you grow your business further.</p><p data-bbox="524 428 683 453">Click Here to login</p><p data-bbox="524 491 703 543">Thanks, SMART by GEP Team</p></div> <ul style="list-style-type: none">You can access the supplier portal at any time by going to https://smart.gep.com.