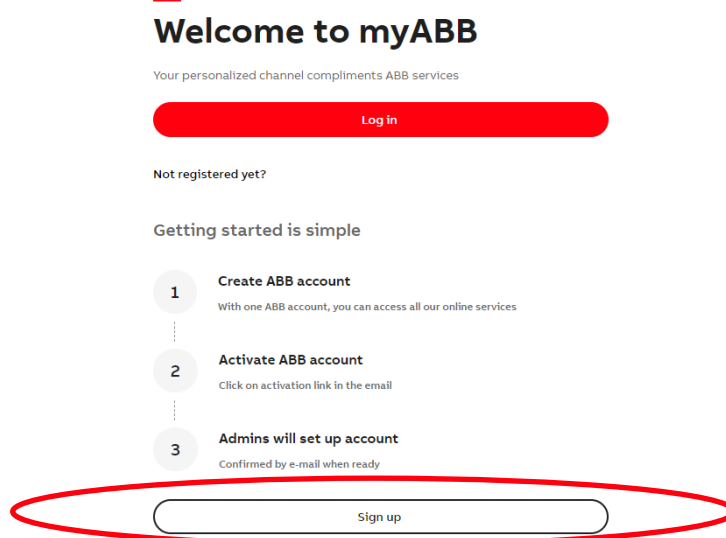# Self-Registration Guide: Access for I-Reps/Agents

To get access to ABB Resources as an **external contact**, we are requiring external emails to be registered with an 'Active' Guest User Account (stored in Microsoft Azure).

This instructional guide provides the required steps to "Self-Register". Successful Self-Registration (along with SAI-360 training) **confirms that you actively represent ABB, which verifies your access to resources** like ABB online services such as Power BI, Distribution Lists, Empower, Workflows, ELSA, Salesforce, ELIS-Secure Web Portal (PDD, TOPS, TnB & more) etc.

1. Go to https://myportal.abb.com
2. The following page should look something like this. Click 'Sign up'.

3. Fill out the following information. **The E-mail address needs to be the business domain E-mail that corresponds with the legal entity you represent** (no personal E-mail addresses like @yahoo, @aol, @comcast). Once the 'Additional Information' (select Business) and 'Security' sections are filled out, click 'Submit'.

4. After clicking 'Submit', you should get a screen directing you to activate your account

Activate account

You need to activate your account to start using ABB services. To activate your account, go to your registered mailbox, open the e-mail from ABB and click on the activation link in the email.

5. Open the email for activation which will come from 'no-reply@abb.com'. Click the 'Activate Account' button in the email.

ABB

Activation of your new ABB account

Dear Jennifer Hackett,

You have signed up for an ABB user account.

To confirm your e-mail address and activate your user account, please go to:

ACTIVATE ACCOUNT

ACTIVATE ACCOUNT If the button does not work, please click on the following link:

https://www.usermanagement.abb.com/account/Confirm?username=west.hartland@gmail.com&accode=AC_qzU3bRgzB5CnhIU3RqM5waqxDUQXBc&sn=Kt71Mn5mpcneKjnyGhPVlih1BKcBp0

You have 72 hours to activate your account.

If you do not activate your account within this time, you will have to re-initiate the process from:
https://www.usermanagement.abb.com/account/Confirm?username=west.hartland@gmail.com

Best regards,
ABB User Administration Team

6. After activation, you will see this confirmation that your account is activated. You will then be redirected to the https://myportal.abb.com website to Log In, using the email and password you set up above.

Account activated

Your account has been fully activated. You now have access to all ABB functionalities.

In 2 seconds, you will be redirected to the original website:
https://myportal.abb.com

GO BACK TO THE ORIGINAL PAGE.

Self-Registration is now complete! Thank you for your continued partnership with ABB