

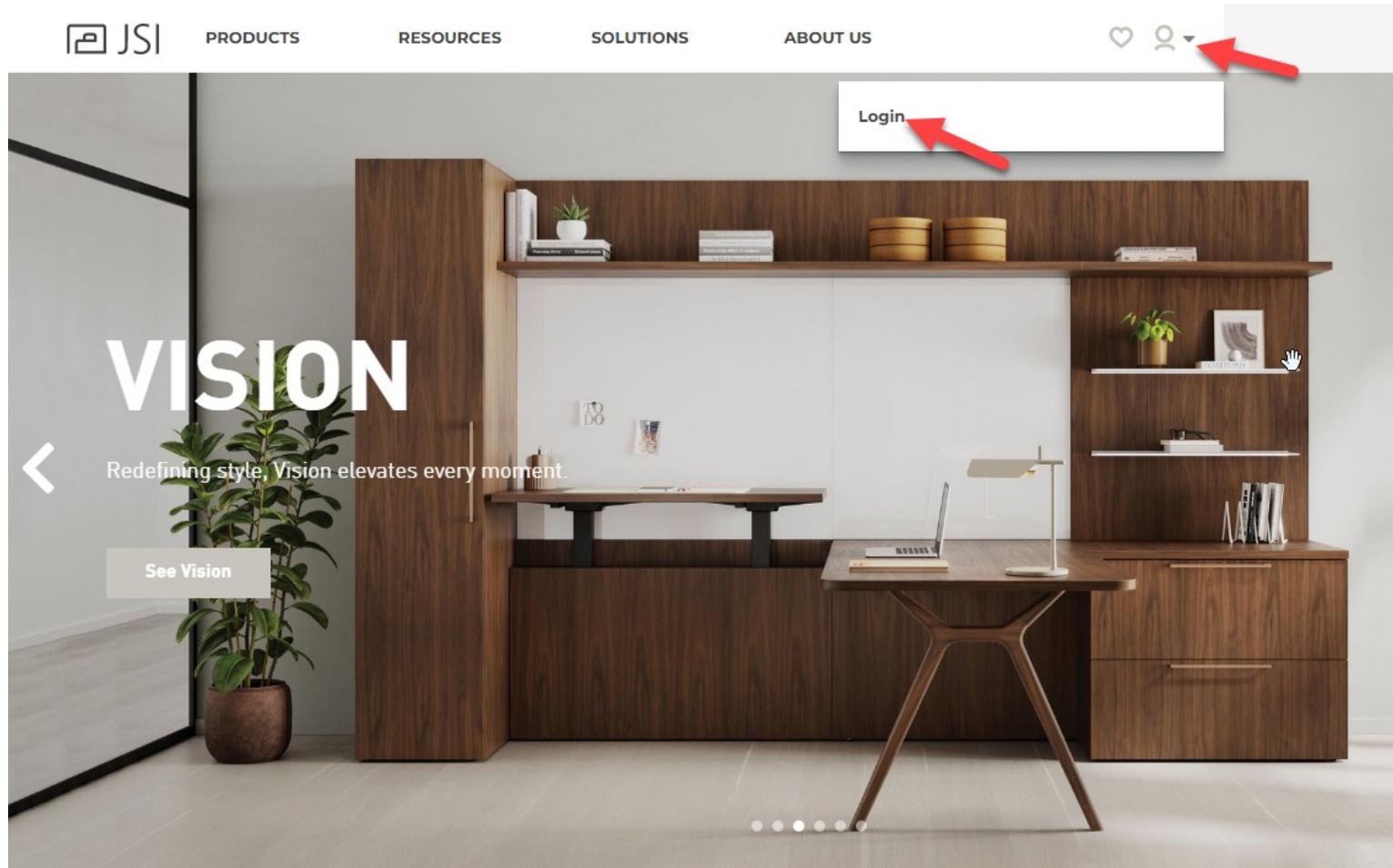
JSI WEBSITE
explore the portal

JSI #lovewhatyoudo

PORTAL

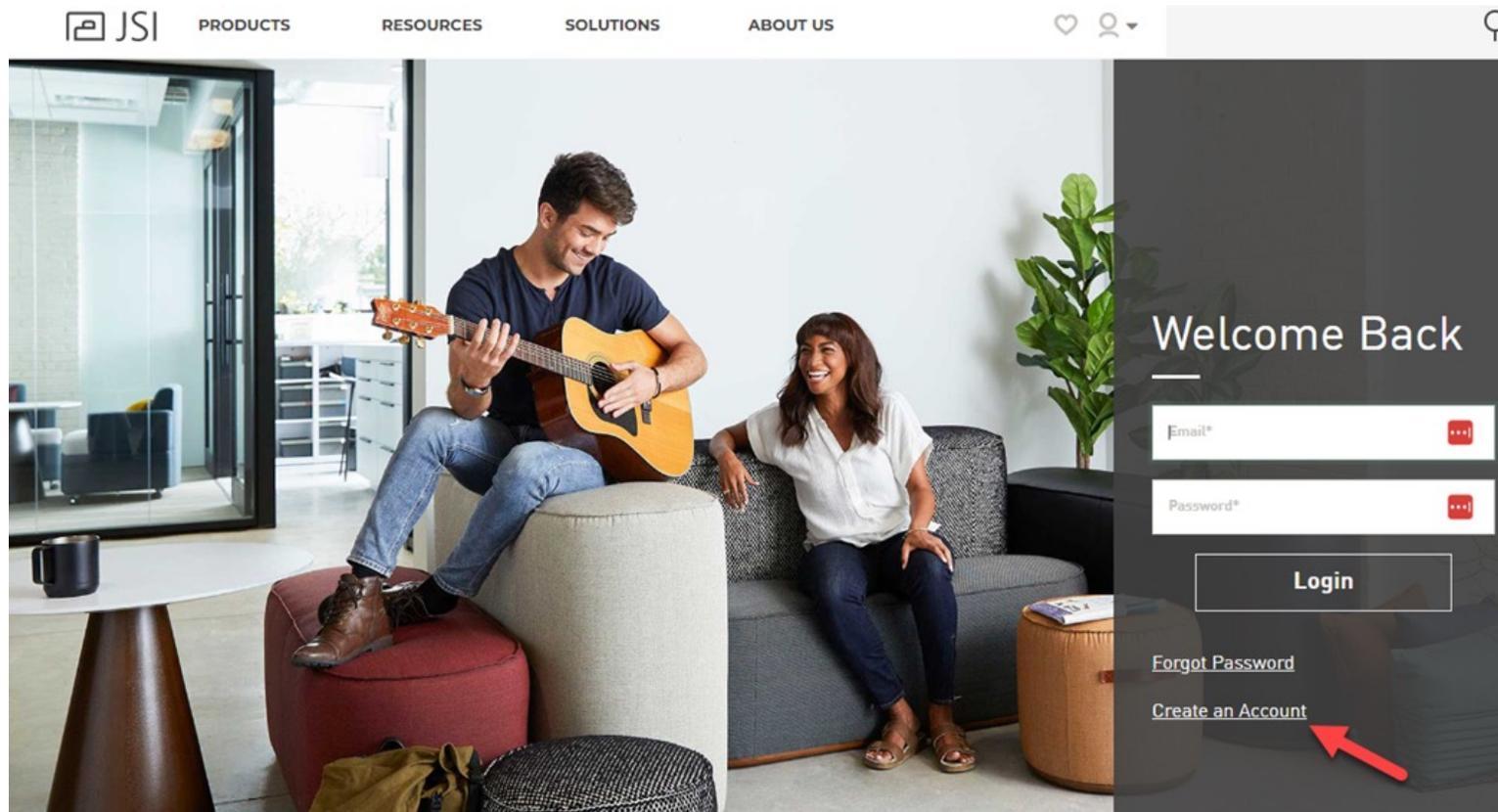
This document will explain the registration process for a dealer and JSI sales rep for the JSI Portal site. When this process is complete a dealer or sales rep will have access to the Portal where JSI has reports and forms for them to use. Access to the reports and forms is based on who is logged in and what they have been given access to.

To begin the process, you will want to click on the triangle on the top menu row. This will open the drop down which will contain the “Login” selection. Click on “Login” to open the portal login screen.



PORTAL

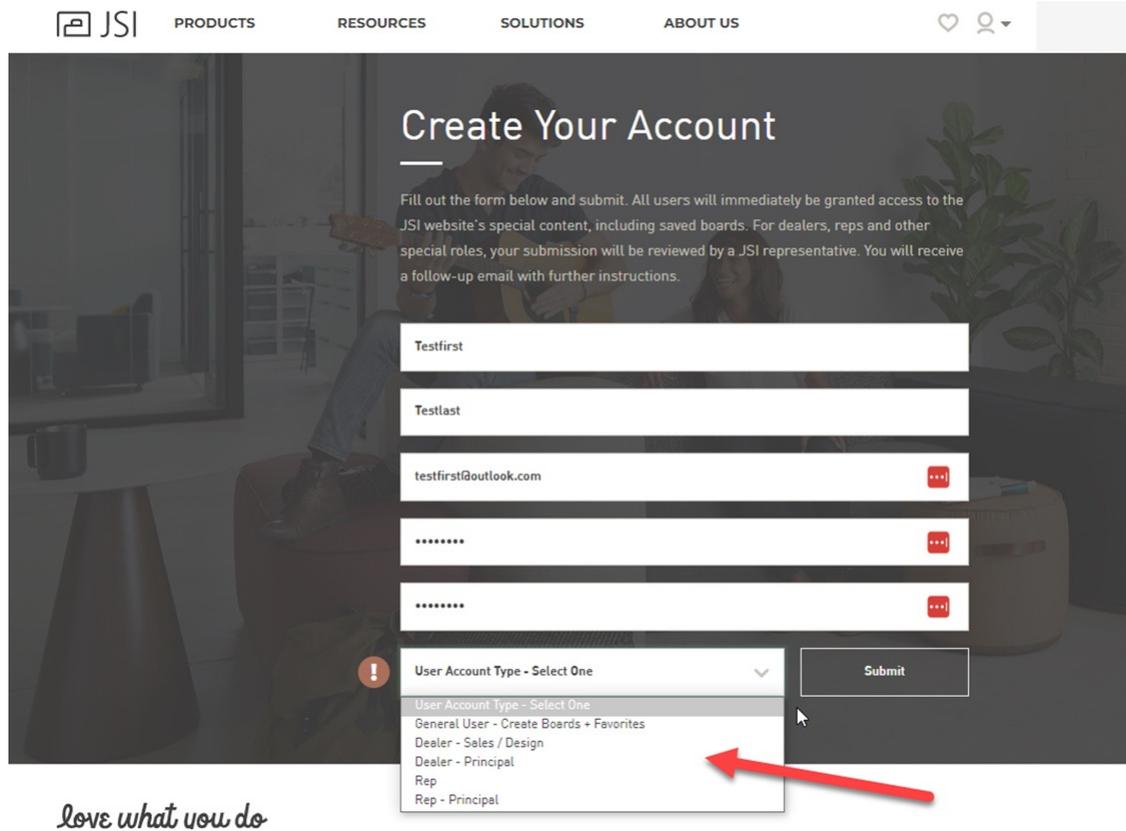
When you get to the login screen for the first time, you will want to select **“Create an Account”** option. If you are returning after your account has been created and approved, you will need to enter your email address and password to enter the JSI Portal.



PORTAL

Once on the **“Create Your Account”** page, you will need to enter your first name, last name, email address and the password you would like to use for the site. You must enter the password twice for validation. Lastly, you will need to choose the account type you wish to be setup for. Once all the information has been entered click the **“Submit”** button. If you select the **“General User – Create Boards + Favorites”** the setup is complete.

If you select a dealer or rep there is more information that is needed and you will be taken to the **“Portal Registration, Step 2”** page.



The screenshot shows the JSI website's "Create Your Account" page. The navigation bar includes the JSI logo and links for PRODUCTS, RESOURCES, SOLUTIONS, and ABOUT US. The page title is "Create Your Account" with a subtitle explaining that users will get access to special content, and dealer/rep submissions will be reviewed. The form contains fields for Testfirst, Testlast, email (testfirst@outlook.com), and two password fields (both masked with dots). A dropdown menu for "User Account Type - Select One" is open, showing options: General User - Create Boards + Favorites, Dealer - Sales / Design, Dealer - Principal, Rep, and Rep - Principal. A red arrow points to the "Rep" option. A "Submit" button is located to the right of the dropdown. The JSI logo and tagline "love what you do" are visible at the bottom.

JSI PRODUCTS RESOURCES SOLUTIONS ABOUT US

Create Your Account

Fill out the form below and submit. All users will immediately be granted access to the JSI website's special content, including saved boards. For dealers, reps and other special roles, your submission will be reviewed by a JSI representative. You will receive a follow-up email with further instructions.

Testfirst

Testlast

testfirst@outlook.com

.....

.....

User Account Type - Select One

- User Account Type - Select One
- General User - Create Boards + Favorites
- Dealer - Sales / Design
- Dealer - Principal
- Rep
- Rep - Principal

Submit

love what you do

PORTAL

On the “Portal Registration, Step 2” page, your first name, last name and email address will be displayed. The next fields of information needed are your phone number/type of phone number, shirt size, street address, city, state, and zip code.

If you selected “Dealer – Sales/Design” or “Dealer Principal” you will also need to enter in your JSI account number. The account number is very important because this will control the different information you are able to see in reports and enter forms. If you are unsure of your account number, please contact your JSI Customer Service Representative at 800-457-4511 for assistance.

Once the information is complete you will need to click on the “Submit” button.



Portal Registration, Step 2

Testfirst

Testlast

testfirst@outlook.com

111-111-1111 Business

Large

1111 East Stree

Street address, continued

Jasper Indiana 47532

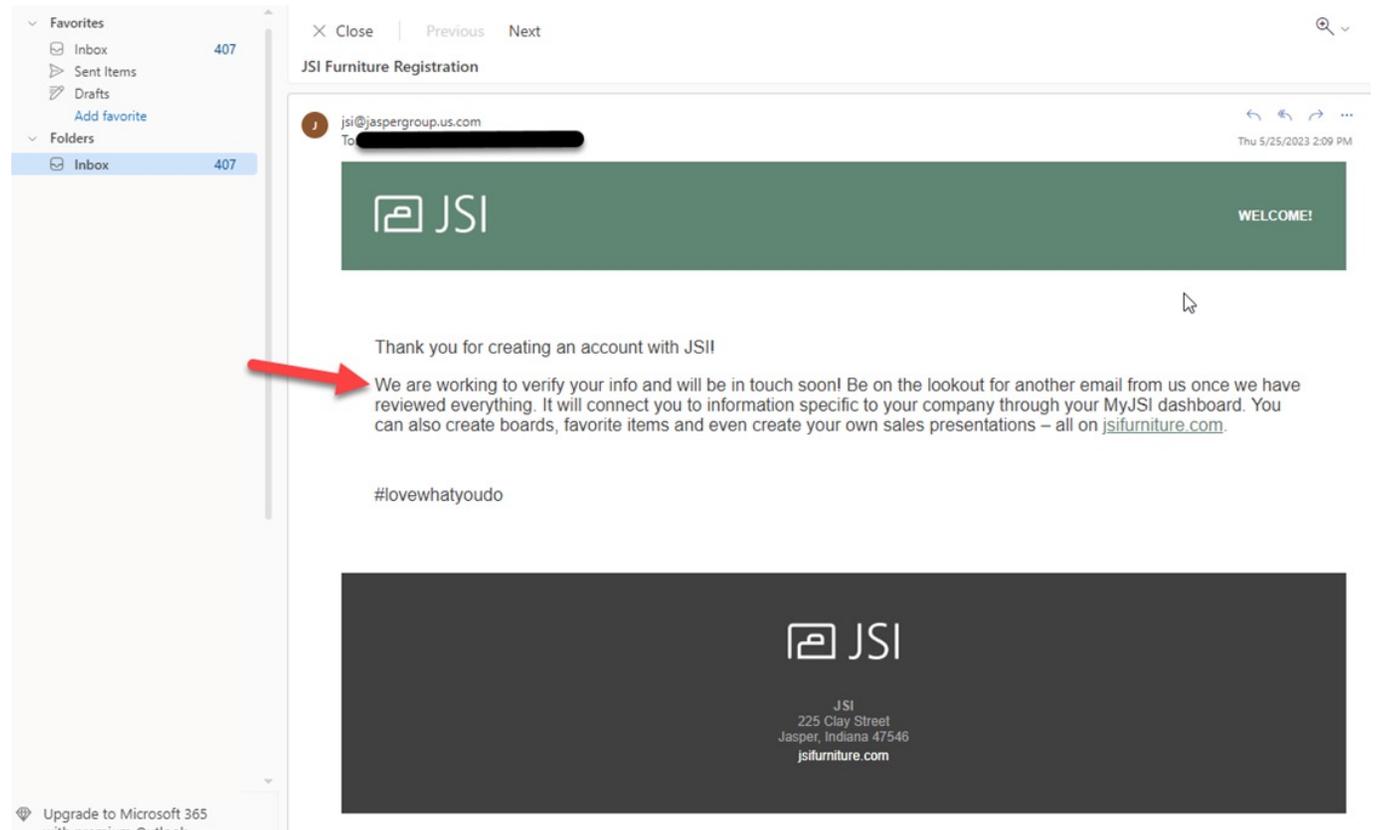
012345

Submit



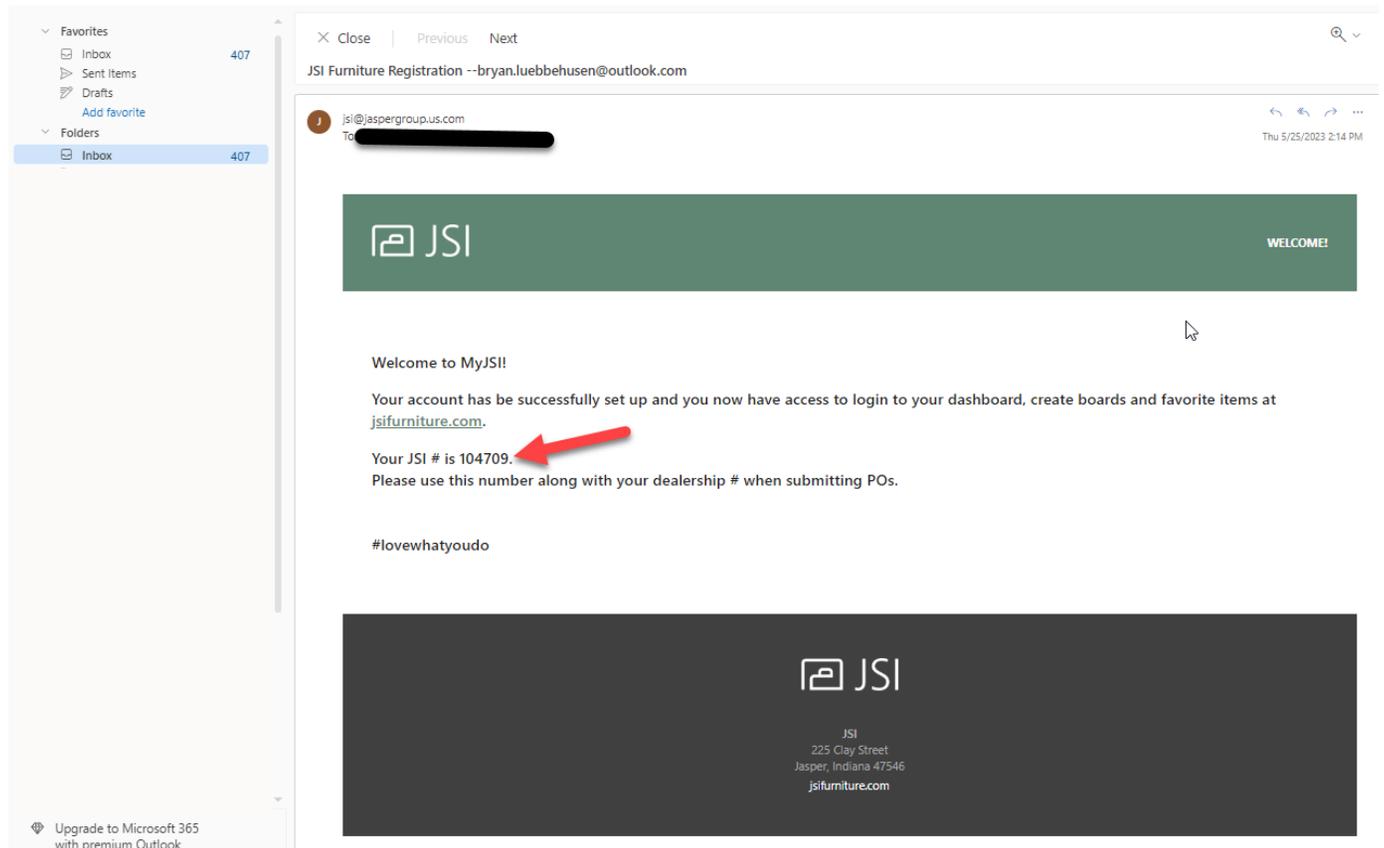
PORTAL

At this point, the registration process is complete, and you will then receive an email informing you that JSI is now in the process of validating and approving your account. This process is needed to check the type of user you selected and to validate the account number that was entered. Once this process is completed your account will be fully functional for the JSI Dealer Portal.



PORTAL

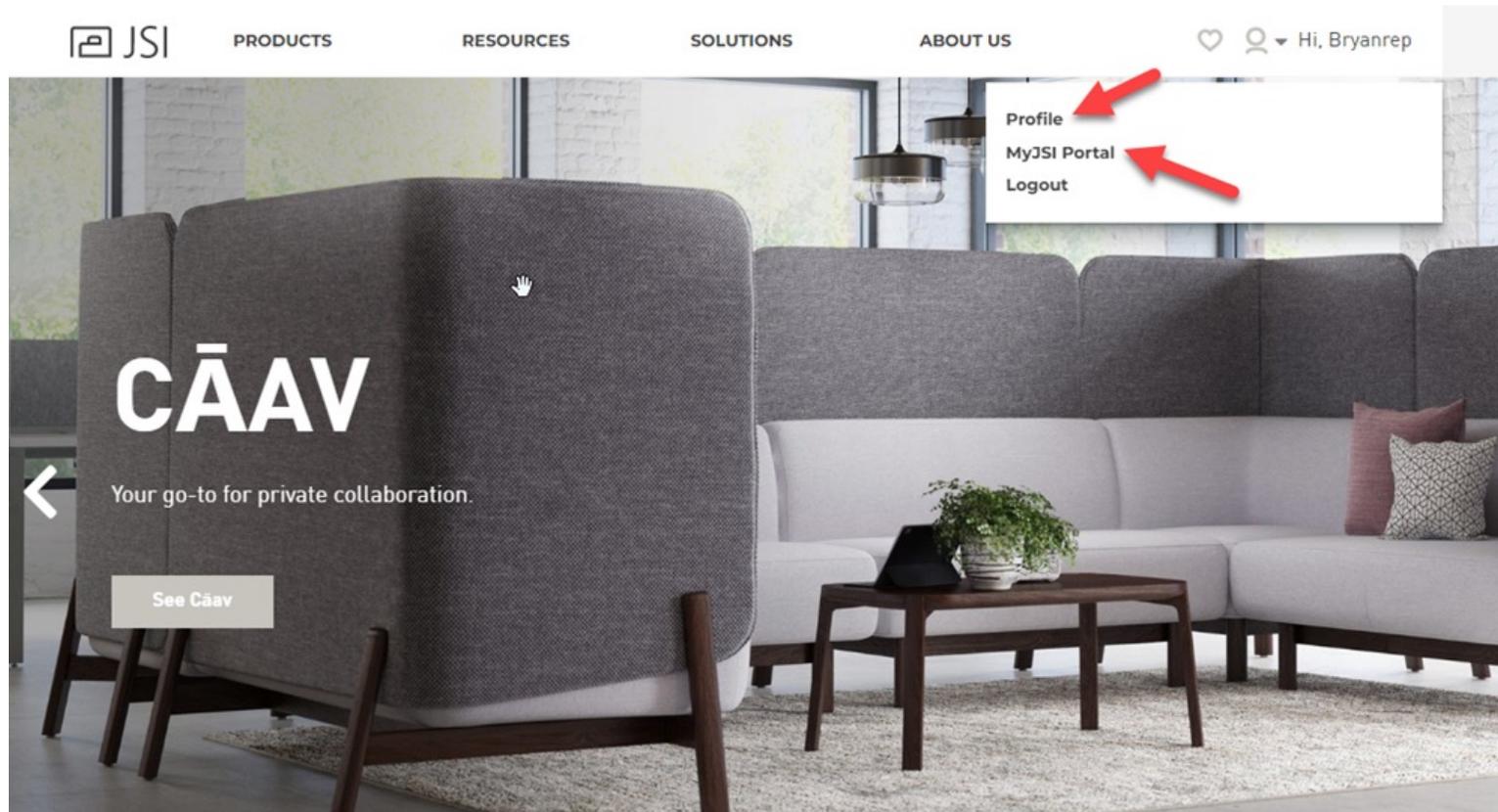
Below is the email that you will receive when the account setup process is completed, and you are able to use the JSI Portal. This email will also contain your personal JSI Number that has been assigned to your account. This number will be used to associate certain information to your account. You are now ready to access the JSI Portal.



PORTAL

You can now click on the triangle next to your name in the top menu bar and select **“MyJSI Portal”** to enter the portal and access reports, forms, and other information.

If your email address or other information changes in the future, select **“Profile”**. This will take you to the page which will allow you to change and update information about your account. It is important to **not** re-register with a new email address. This will cause a new JSI number to be assigned and show you as a new account. If your account number changes you must contact JSI Customer Service so that we can validate the change and we will update your portal account with the new account number.



ISI

Love
What
you
Do