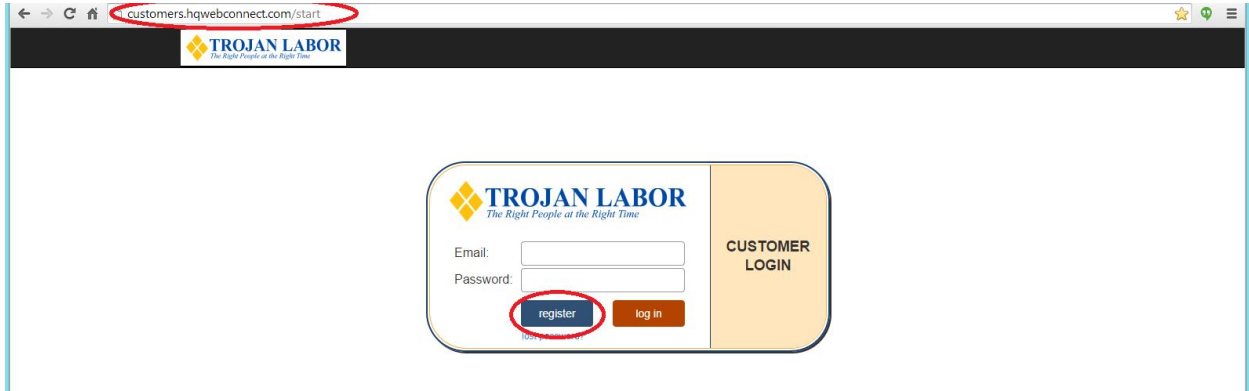


Creating a Customer Portal Account

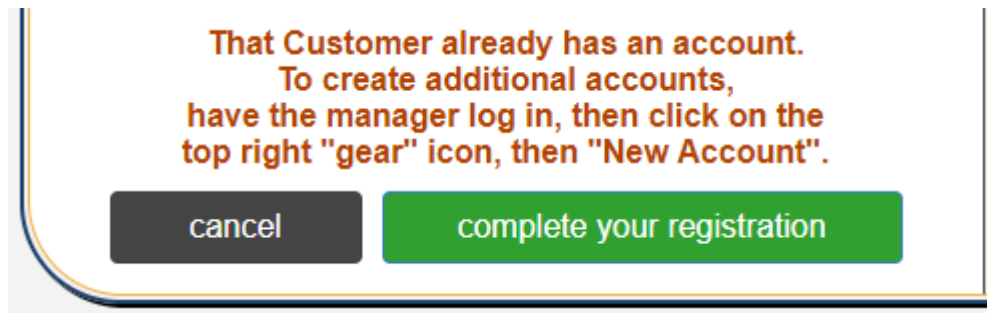
Click “Register” to get to the registration page.



The registration page looks like the below. Complete the form and click “Complete your Registration”.

A screenshot of the Trojan Labor "NEW CUSTOMER REGISTRATION" form. The form includes the Trojan Labor logo and the following fields: "Customer ID (from your invoice)", "Billing Zip Code", "First / Last Name" (split into two boxes), "Your Email", "Confirm Email", "Password", and "Confirm Password". A "PASSWORD REQUIREMENTS" section specifies: "at least 8 characters, at least 1 letter, at least 1 number". At the bottom, there are two buttons: "cancel" and "complete your registration" (highlighted with a red circle).

If the Customer account already exists, you will see this message. If necessary, contact your branch office for assistance.



You will then be returned to the Login Screen. Enter your email and password. Click **“Log in”**

