



CUSTOMER PORTAL APP USER ACCESS

Subject: Customer Portal App User Access

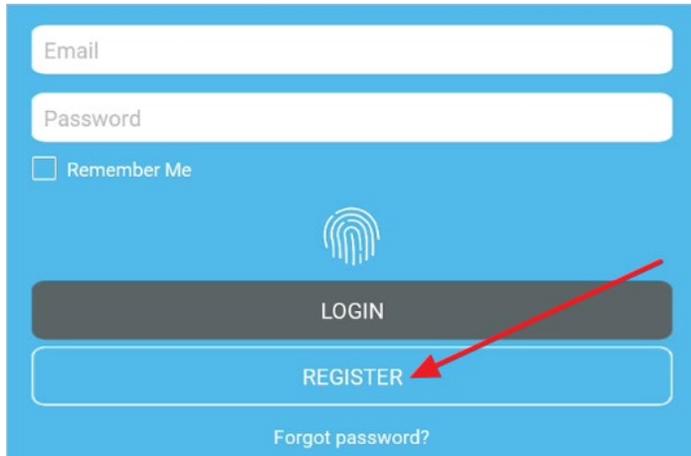
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Version: 1.1

Creating and Approving a Customer Portal App User

- The customer will need to download and install the app from the Google Play Store or the Apple App Store
- Once downloaded and installed they will need to open the App and select Register



A screenshot of a mobile application login and registration screen. It features a blue background with white text and input fields. At the top, there are two input fields for 'Email' and 'Password'. Below the password field is a checkbox labeled 'Remember Me'. In the center, there is a fingerprint icon. Below the icon are two buttons: a dark grey 'LOGIN' button and a light blue 'REGISTER' button. A red arrow points to the 'REGISTER' button. At the bottom, there is a link for 'Forgot password?'.

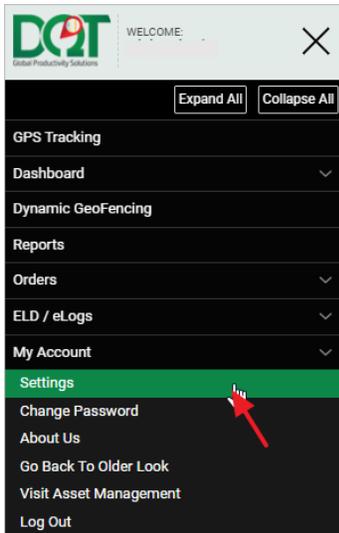
- They will be prompted to enter in the information related to who they are, what customer they are associated to and which location they typically associated with. (*the field listed as Account Number can be used to enter the customer number or customer name*)



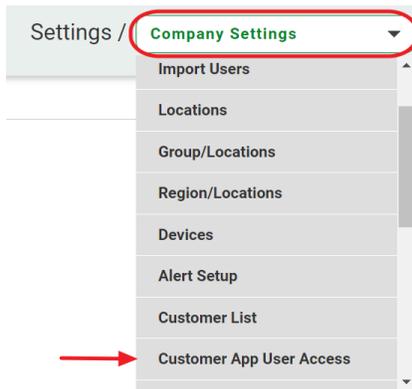
A screenshot of a registration form with a blue background and white text. It contains five input fields: 'Full Name', 'Email', 'Mobile Phone', 'Account Number', and 'Branch/Location'. Below the input fields are two buttons: a dark grey 'SIGN UP' button and a light blue 'SIGN IN' button.

- After the customer registers for access to the Customer Portal App, their request for access will need to be approved before they will be able to log into the application. User approval is done via DQTech.Net – <https://dqtech.net>
- Open the main website menu, three lines located in the top, left-hand corner of the screen.
- Select the Settings option

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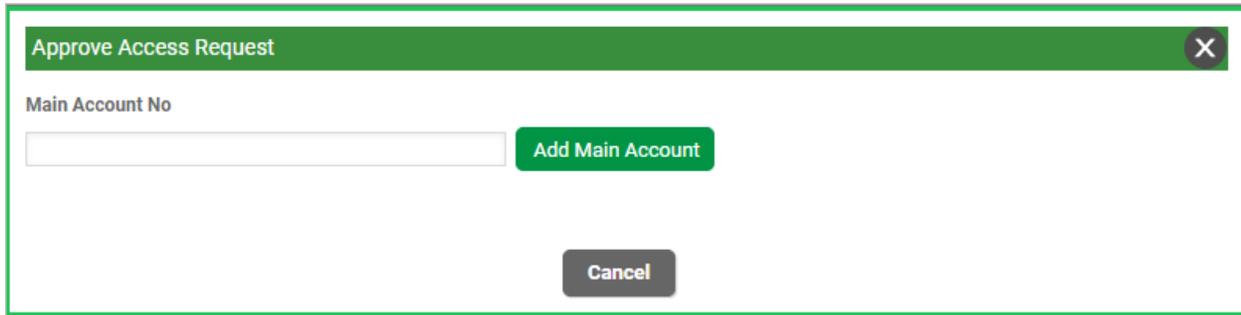


- In the upper right corner of the page, select Customer App User Access from the Settings down.

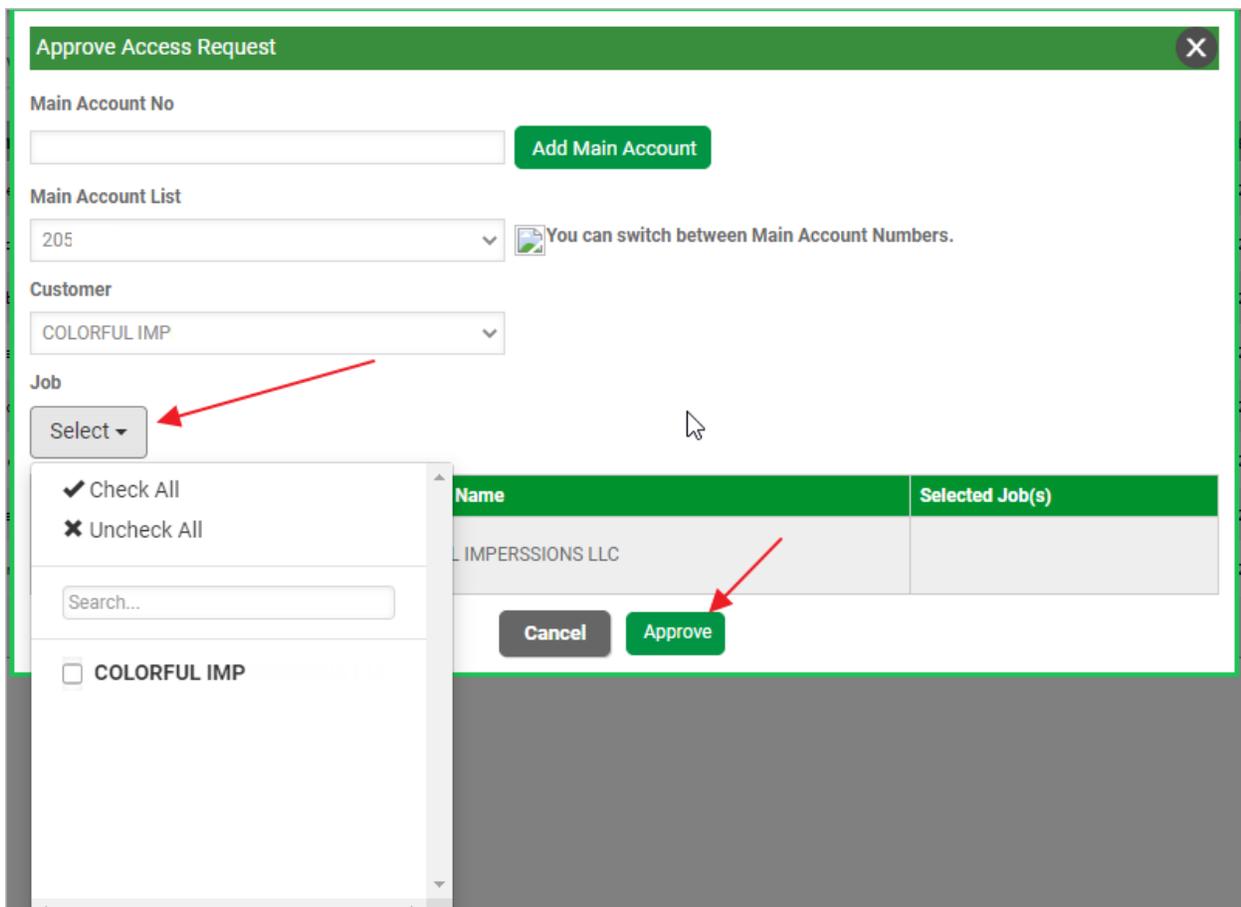


- Select the edit icon next to the pending request you want to approve.

- Enter the customer number in the Main Account no. field and click, Add Main Account



- This will then display following screen where you can choose from the Job drop down to select the Job/ShipTo accounts for that customer that the user should have access to. Check the box next to the specific job accounts the user should have visibility to (or check the Check All option to automatically check all job accounts). Then click Approve



| Name | Selected Job(s) |
|-----------------|-----------------|
| IMPERSSIONS LLC | |

- If there is a need to give the user access to multiple Main Account numbers and the related Job accounts, then repeat the process of adding the Main Account. Select the Main account from the Main Account List and then select the job accounts associated to that main account and hit approve to add.
- Which Main accounts a user has been approved for, will be listed in the AccountNo column of the approve user listing

Search Text: Filter Access Request Type:

| Full Name | Mobile No | Email | AccountNo |
|-----------|------------|-------------------|-----------------------------|
| Ben | 2088710925 | bflint@dqtech.com | 182553,216461,101121,208286 |

- Inside the Edit of each user, you will also have visibility to see and add/change what Main account and job account access a user has...

Approve Access Request
✕

Main Account No

Main Account List

Customer

Job

Password

| Account Number | Customer Name | Selected Job(s) |
|----------------|----------------------------------|--------------------------------------|
| 208286 | DISTINCTIVE <input type="text"/> | #1. DISTINCTIVE <input type="text"/> |
| 101121 | ACCURATE | #1. ACCURATE |
| 216461 | JC <input type="text"/> | #1. JC <input type="text"/> |