

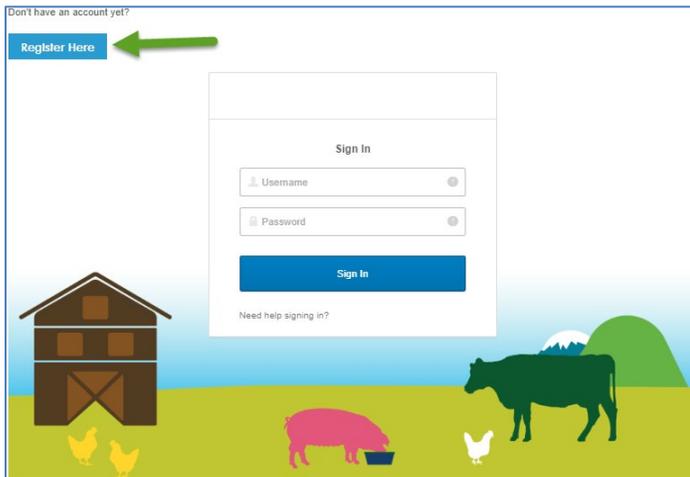
Portal User Registration Process

Registration

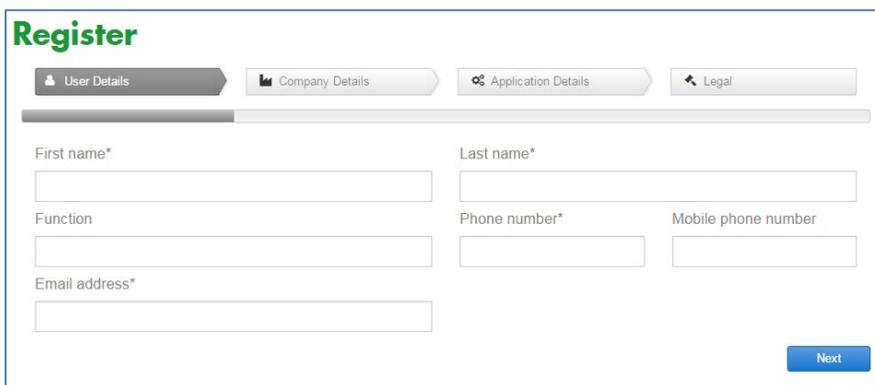
IMPORTANT! If a new app or more data access is required and Registrant already has an active account, follow the same steps below (act as if new registrant) and select the app to be added. When received and approved, the app or data will be added to the existing profile.

IMPORTANT! User **MUST USE** the same e-mail address to have the new app registered under the same account.

1. Registrant reaches www.trouwnutrition.ca and clicks on Log in link to reach portal (OKTA Widget) or www.trouwnutrition.ca/portal
2. Registrant clicks on Register Here button



3. Registrant fills in at minimum all required fields in registration form
4. Registrant clicks next

A screenshot of a registration form titled "Register" in green. The form has four tabs: "User Details" (selected), "Company Details", "Application Details", and "Legal". Below the tabs are several input fields: "First name*" and "Last name*" (required), "Function", "Phone number*", and "Mobile phone number", and "Email address*" (required). A blue "Next" button is located at the bottom right of the form.

5. Registrant completes company information
 - a. When registering for MySamples and/or SampleAnalysis registrant should complete the Sales Representative, Dealer and Species fields where possible to make approval easier
6. Registrant clicks next

Register

User Details | **Company Details** | Application Details | Legal

Customer No. Customer name*

Address* City* Postal Code / Zip Code*

Country*
 -- Please select a country --

Your Trouw Nutrition company*
 -- Please select your company --

Region*
 Not Applicable

Sales Representative Dealer Species
 Not Applicable

Previous **Next**

7. Registrant drags application icons from list into selected box

Register

User Details | Company Details | **Application Details** | Legal

Available Applications

Drag Applications Below

MyDocuments (UAT) MyOrder UAT Nutriopt Shop UAT TNNL

Requested Applications

MySamples Sample Analysis Drop Applications Here

Additional Information : Sample Analysis

Mill(s) and/or Customer(s)* **Input is mandatory**

Mill and / or Customer name(s) here

Additional Information : MySamples

Customer(s)* **Input is mandatory**

Mill and / or Customer name(s) here

Previous **Next**



8. Registrant clicks next
 - a. Registrant is required to provide extra information based on applications selected in previous step
 - b. This is used when requesting a new app **OR** requesting further data access
9. Registrant must complete Captcha, agree with the Terms and Conditions, then clicks Register

The screenshot shows a registration page titled "Register". At the top, there are four navigation tabs: "User Details", "Company Details", "Application Details", and "Legal". The "Application Details" tab is currently active. Below the tabs, there is a captcha image with the code "MYv8g". A green arrow points to the input field containing "MYv8g", with the label "Type the code from the image". Above the input field is a "Generate New Image" button. Below the input field is a checkbox labeled "I agree with the Terms & Conditions", which is checked. A green arrow points to this checkbox. At the bottom right, there are two buttons: "Previous" and "Register".

10. Registrant sees final page: Waiting for Approval with Info

The screenshot shows a page titled "Waiting for approval". At the top left is the "trouw nutrition" logo, with "a Nutreco company" below it. At the top right is a language selection dropdown menu showing "English (US)". Below the header is a grey bar with the text "Portal Trouw Nutrition". The main content area has the heading "Waiting for approval" in large green font. Below the heading, there is a message: "You have successfully completed your request for an account. Your registration will be processed. After approval of your request you will receive a login to access our services." At the bottom left, there is a blue button labeled "Return to site".

11. Notification e-mail sent by system to Approver
 - a. From: noreply@trouwnutrition.com
12. Registrant will receive e-mail from OKTA once User Administrator clicks Create User
 - a. E-mail has instructions on how to activate account
 - i. They have 7 days to do so
 - b. Registrant provides a password and a security question answer to complete setup
13. Submitted information saved to XMS, viewable in Registrant tab

