

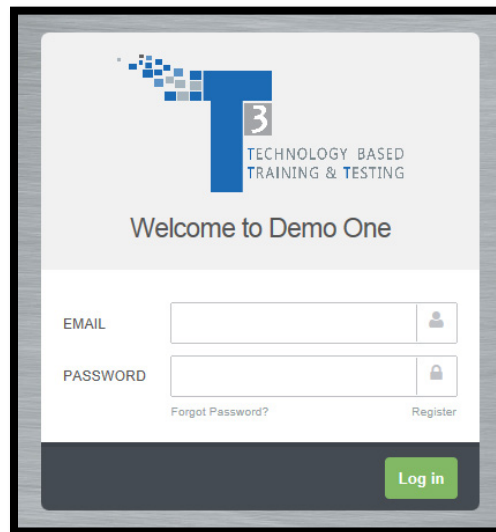
# How to Register Your Company

1. Open the following link:

<https://t3.gulfcoastdata.com/T3Application/Account/Index?councilKey=paTgcHwRTdMcGyOE6N9eg==%0d>

*Note: Depending on what council you're registering for, your link will be different.*

2. Click on the **Register** button underneath the right side of the Password box.



3. After you click the **Register** button, you will be brought to the **Add Client** page, **Company Detail** section. First, read the Terms and Conditions, you may need to scroll through it. After reading the Terms and Conditions, enter in all the required fields for your company.

**Add Client**

Company Details | Company Contact | Billing Information | Online Access

**Terms and Conditions**

By submitting this application, the undersigned company agrees to receive fax and/or email notification from Demo. Information captured in this application will not be shared with or sold to any other entity. This application is valid for the undersigned company only, and does not include any subcontractors which the company may employ.

**Full Company Name (No Acronyms) \***  
Company Name

**Company Address 1 \***  
Company Address 1

**City \***  
City

**Zip Code \***  
Zip Code

**Office Fax**  
(xxx) xxx-xxxx

**Acronym**  
Acronym

**Company Address 2**  
Company Address 2 (Optional)

**State \***  
Select

**Office Phone \***  
(xxx) xxx-xxxx

**Web Site**  
Company Web Site

**Email Address \***

**Tax ID**

4. After entering in all required fields, scroll down and choose your **Client Type** located at the bottom of the page. Each Council's **Client Types** will differ. If you're unsure about which **Client Type** to choose, you can place your mouse pointer over the "i" for descriptions. Once completed, click the green **Next** button located on the bottom right hand corner.

The screenshot shows a form with the following fields and sections:

- Company Address 1 \***: Text input field.
- Company Address 2**: Text input field labeled "Company Address 2 (Optional)".
- City \***: Text input field.
- State \***: Dropdown menu with "Select" and a downward arrow.
- Zip Code \***: Text input field.
- Office Phone \***: Text input field with placeholder "(xxx) xxx-xxxx".
- Office Fax**: Text input field with placeholder "(xxx) xxx-xxxx".
- Web Site**: Text input field labeled "Company Web Site".
- Email Address \***: Text input field.
- Tax ID**: Text input field labeled "Tax ID".
- Description**: Text input field labeled "Company Description".
- Client Types \***: Radio button list:
  - Member ⓘ
  - Non-Member Free ⓘ
  - Non-Member Fee ⓘ
  - ARSC Council ⓘ
  - Owner-Member ⓘ
  - Owner Non-Member ⓘ

At the bottom right, there are two buttons: "Cancel" (grey) and "Next" (green with a checkmark).

5. You will now be directed to the **Company Contact** section. Enter in all required fields as followed then click the green **Next** button on the bottom right hand corner.

*Note: This will be the first user allowed to login for your client.*

*Note: At this time you (the client) should receive an email informing you of your account registration that has been received but not yet approved.*

The screenshot shows the "Add Client" form with the following sections and fields:

- Company Details**: Green tab, currently selected.
- Company Contact**: Blue tab, currently selected.
- Billing Information**: Grey tab.
- Online Access**: Grey tab.
- First Name \***: Text input field.
- Last Name \***: Text input field labeled "Last Name".
- Title / Position \***: Text input field labeled "Title / Position".
- Phone \***: Text input field with placeholder "(xxx) xxx-xxxx".
- Fax**: Text input field with placeholder "(xxx) xxx-xxxx".
- Email \***: Text input field labeled "E-Mail ID".
- Password \***: Text input field labeled "Password".

At the bottom right, there are two buttons: "Previous" (grey) and "Next" (green with a checkmark).

6. You'll now be directed to the **Billing Information** section. If your billing information is the same as your company information, you can check off the first box in the section **Billing Contact**, if not, enter in all required fields.

**Add Client**

Company Details    Company Contact    **Billing Information**    Online Access

**Billing Contact**

If Billing Information is same as Company Contact Information

First Name \*    Last Name \*

Name    Name

Title / Position \*    Phone \*    Fax

Title / Position    (xxx) xxx-xxxx    (xxx) xxx-xxxx

Email \*

E-Mail ID

**Billing Address**

If Billing Address same as Company Address

Street Line 1 \*    Street Line 2

Line 1    Line 2

City \*    State / Province / Region \*

City    Select

7. If your **Billing Address** is the same as the **Company Address**, you can check off the box under the **Billing address** section, if not, enter in all required fields. Once all fields are entered in correctly, you may continue to the next page by selecting the green **Next** button located on the bottom right hand corner.

**Billing Contact**

If Billing Information is same as Company Contact Information

First Name \*    Last Name \*

Testing    Site

Title / Position \*    Phone \*    Fax

Test    2121212121    (xxx) xxx-xxxx

Email \*

E-Mail ID

**Billing Address**

If Billing Address same as Company Address

Street Line 1 \*    Street Line 2

21 Training    Line 2

City \*    State / Province / Region \*

Training    Louisiana

Zip Code \*

21212

Previous    **Next**

8. Now you'll be directed on to the **Online Access** section. At this time read the **Electronic Data Interchange (EDI) Agreement**. After reading the agreement, you'll be required to agree or disagree to the Terms and Conditions for the **Online Access** informing you of different regulations among each party.

*Note: If you disagree with the Terms and Conditions, you'll be finished with your registration and will have to wait for your council to contact you.*

The screenshot shows the 'Add Client' form with the 'Online Access' tab selected. The form contains the following sections:

- Company Details** (green tab)
- Company Contact** (green tab)
- Billing Information** (green tab)
- Online Access** (blue tab)

**ELECTRONIC DATA INTERCHANGE (EDI) AGREEMENT**

- 1. Parties**  
This Agreement is entered into between Demo Council (Demo) and the Client Company listed in this application (Client).
- 2. Effective Date**  
This Agreement is effective as of the date in which this application is submitted.
- 3. Purpose**  
Demo and Client have entered into this Agreement in order to verify training history, to schedule Client's employees in safety and related classes offered by Demo and/or to access the electronic Pre-Qualification Form. Client is obligated to pay for any services ordered and received. The parties have agreed to use the electronic exchange of information in substitution for conventional paper-based...

Do you agree to the terms and conditions for Online access? \*

I agree  I disagree

Join our Email List. Stay updated with news and upcoming events by joining our email list.

Yes

Buttons: Previous, Continue

9. After agreeing to the Terms and Conditions, you can choose to join the email list to stay up-to-date on news and upcoming events offered by the council. If joining, you can add any contact list needed by clicking **Add**. Otherwise, click **Continue** to move on to the next page.

*Note: If "Join my Email List" doesn't appear, your council might not provide an automated newsletter.*

The screenshot shows the 'Add Client' form with the 'Online Access' tab selected. An 'Add Contact' modal is open over the form. The modal contains the following fields:

- First Name \*** (text input)
- Last Name \*** (text input)
- Email Address \*** (text input)

Buttons: Cancel, Add

Background form details:

- Do you agree to the terms and conditions for Online access? \***  
 I agree  I disagree
- Join our Email List. Stay updated with news and upcoming events by joining our email list.  
 Yes
- Buttons: Add Contact, Previous, Continue

10. You'll now be redirected to the **Credit Application** page. You will be in the **Applicant Information** section. Read the Terms and Conditions. Once read, agree or disagree to being informed of the terms for payments. After agreeing, enter in all required fields and click **Next** on your bottom right hand corner to move on with the credit application.

**Note:** This section is only mandatory if you want to be able to receive invoices. Otherwise filling this section out after your account is created is a manual process that can be done.

**Note:** If you decide to skip this section, be aware when selecting skip, a box will appear asking you if you're sure and if selecting yes, you'll be finished with your registration and have to wait for your council to contact you.

**Note:** If disagreeing with the Terms and Conditions, you'll be finished with your registration and will have to wait for your council to contact you.

The screenshot displays a web form titled "Credit Application". At the top, there are three tabs: "Applicant Information" (which is active and highlighted in blue), "Financial Institution", and "References". Below the tabs, the "Terms and Conditions" section is visible, containing several bullet points regarding the undersigning company, information sharing, payment terms, and acceptance. Below the terms, there is a question: "Do you agree to the terms and condition listed above ?" with two radio button options: "I agree" (which is selected) and "I disagree". Below this, there are six input fields arranged in two columns. The left column contains fields for "First Name", "Title", and "Fax Number". The right column contains fields for "Last Name", "Email Address", and "Federal Identification #". Each field has a small asterisk next to its label, indicating it is a required field.

11. You'll now be on the **Financial Institution** section. First you'll be required to enter in the **Bank Information**.

The screenshot shows a web form titled "Credit Application" with three tabs: "Applicant Information" (highlighted in green), "Financial Institution" (highlighted in blue), and "References" (greyed out). The "Financial Institution" section is active and contains two sub-sections: "Bank Information" and "Bank Officer Information".

**Bank Information**

- Name of Bank \* (Text input: Bank Name)
- Street Line 1 \* (Text input: Street Line 1)
- Street Line 2 (Text input: Street Line 2)
- City \* (Text input: City)
- State \* (Dropdown menu: Select)
- Zip Code \* (Text input: Zip Code)
- Phone Number \* (Text input: Phone Number)

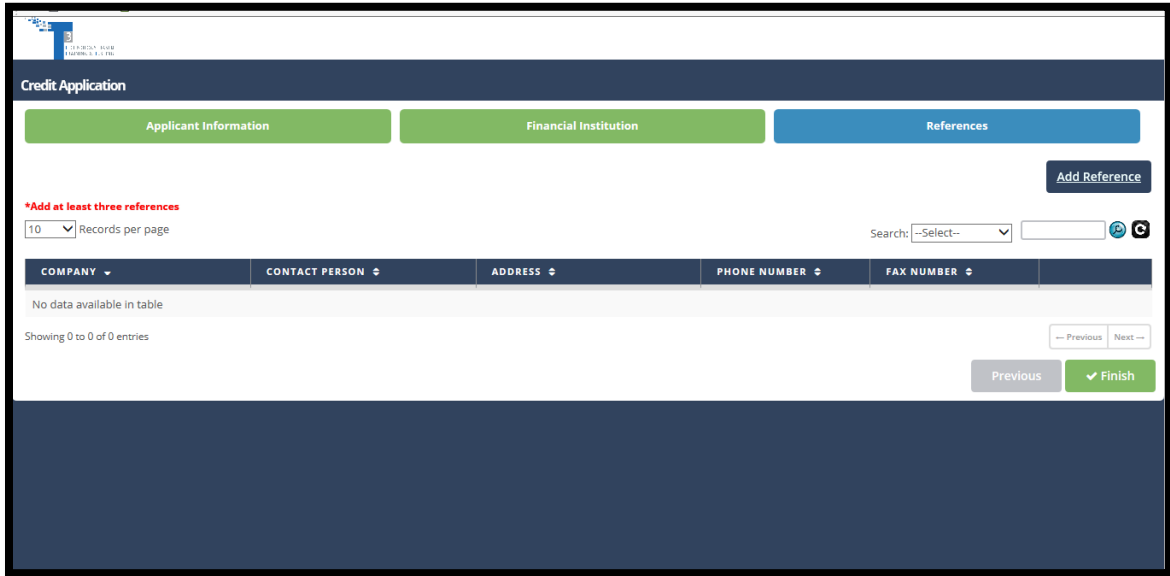
**Bank Officer Information**

- First Name \* (Text input: First Name)
- Last Name \* (Text input: Last Name)
- Extension (Text input: xxxxxxxx)
- Phone Number \* (Text input: Phone Number)

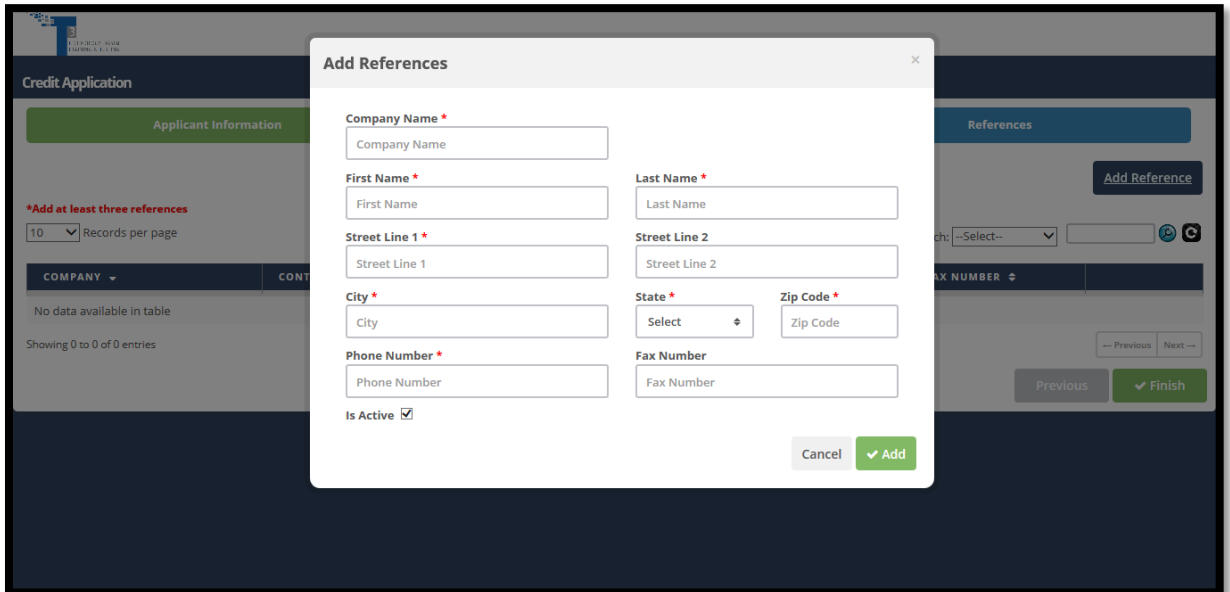
12. After entering in the required fields for the **Bank Information** section, scroll down to the **Bank Officer Information** and provide information for all required fields for this section. After all required fields are successfully entered in on the **Financial Institution** section, go on and click the green **Next** button on the bottom right hand corner.

This screenshot is similar to the previous one, showing the "Financial Institution" section of the "Credit Application" form. The "Bank Information" and "Bank Officer Information" sections are visible. At the bottom right of the form, there are two buttons: a grey "Previous" button and a green "Next" button with a checkmark icon.

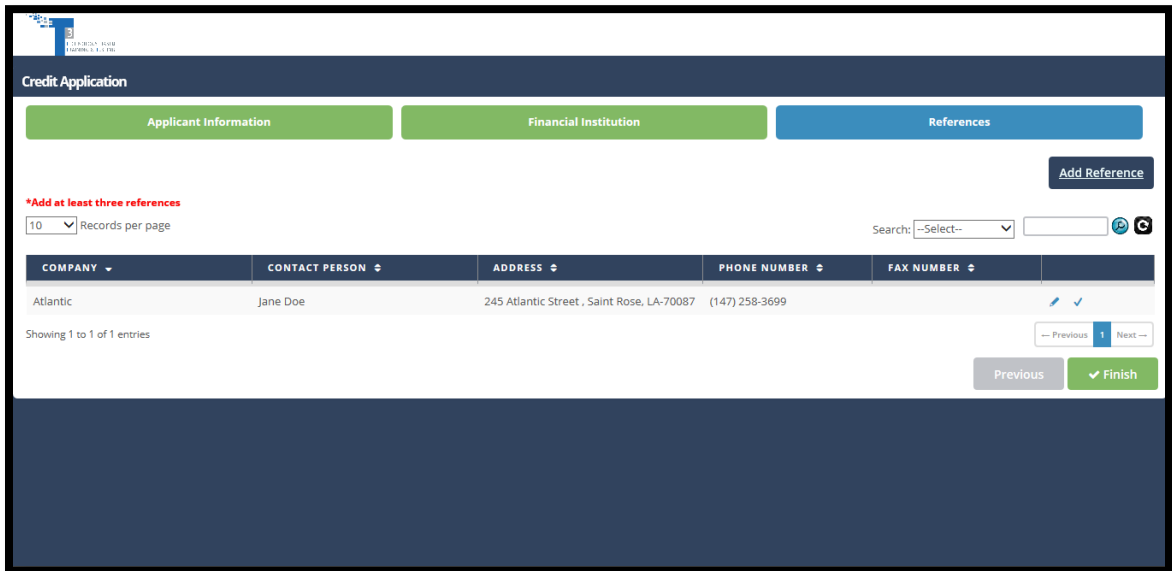
13. Now you'll be on the **References** section. At this time you'll be required to enter in at least **three** references. To add a reference, click on the navy blue **Add Reference** button located underneath the light blue tab **References**.



14. After clicking the **Add Reference** button, an **Add References** pop up box will appear for you to enter in all required fields for the information of your reference. After entering in all required fields for your reference, click the green **Add** button on the right bottom hand corner to add your reference.



15. Once you have added your reference, it will be added to the **Reference** section.

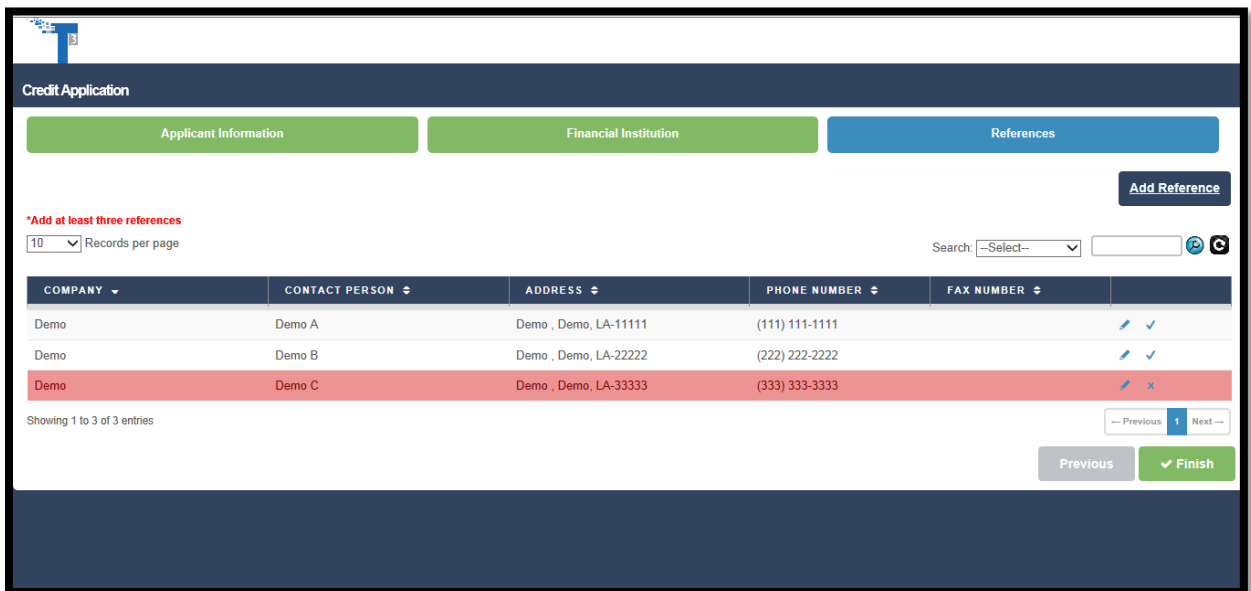


16. Repeat this step two more times so you can have a total of three references.

*Note: You can add as many references as you need to, just make sure to have a minimum of three.*

17. Once you have entered in all references that you need, you can click on the green **Finish** button on the right bottom hand corner.

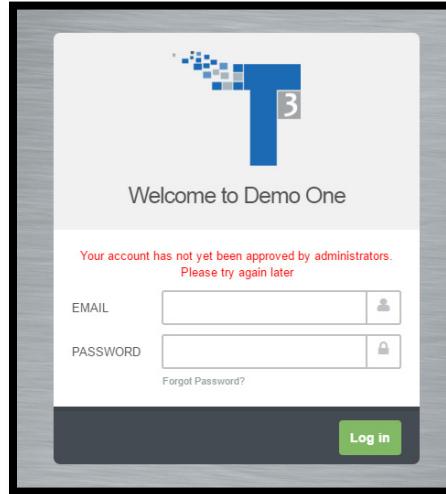
*Note: Any non-active members will be in red until you activate them.*





18. After you click the *Finish* button, your registration is successfully completed. You will be redirected to your login page.

*Note: You can try to login seconds after completing registration but a message might appear saying:*



19. After administration approves your account, you will receive an email letting you know you can login to your account. Click on the link from the email you received during this process. At this time you can login with your email and password.

*Note: Every council's link will be different*

