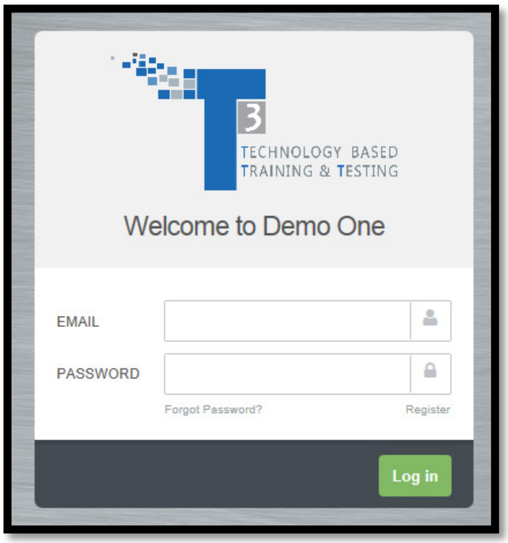
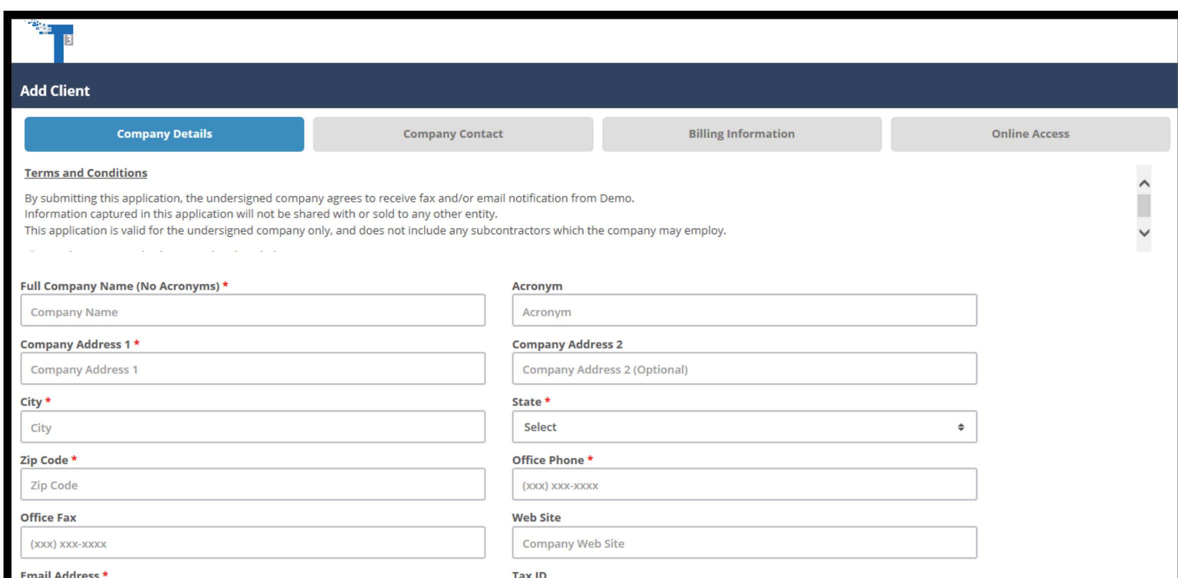
How to Register Your Company

1. Open the following link:
https://t3.gulfcoastdata.com/T3Application/Account/Index?councilKey=paTgcHzwRTdMcGyOE6N9eg==%0d
Note: Depending on what council you're registering for, your link will be different.

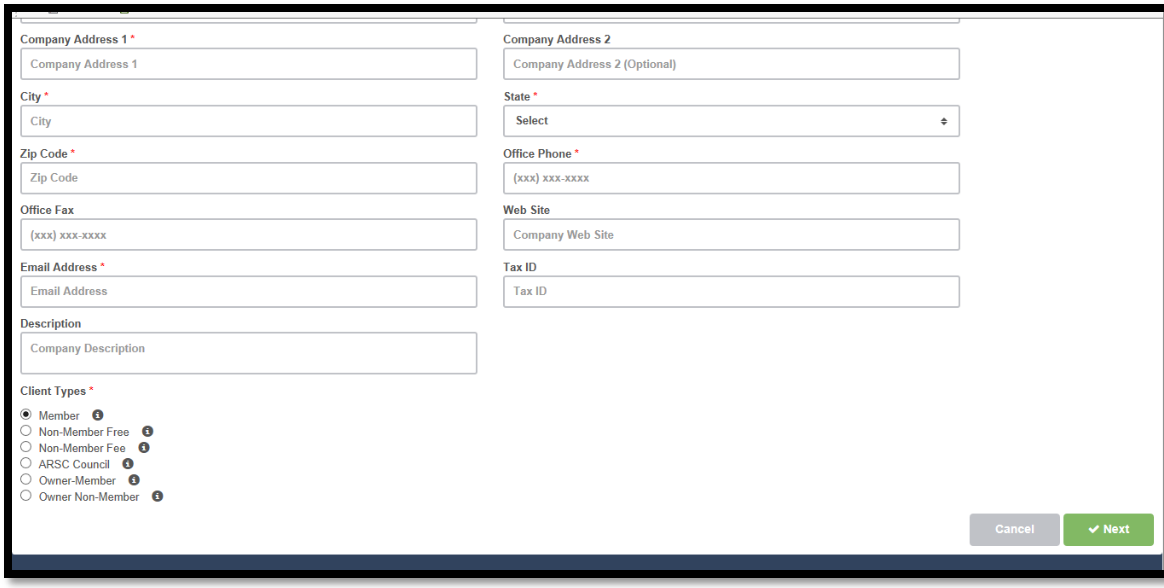
2. Click on the **Register** button underneath the right side of the Password box.



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



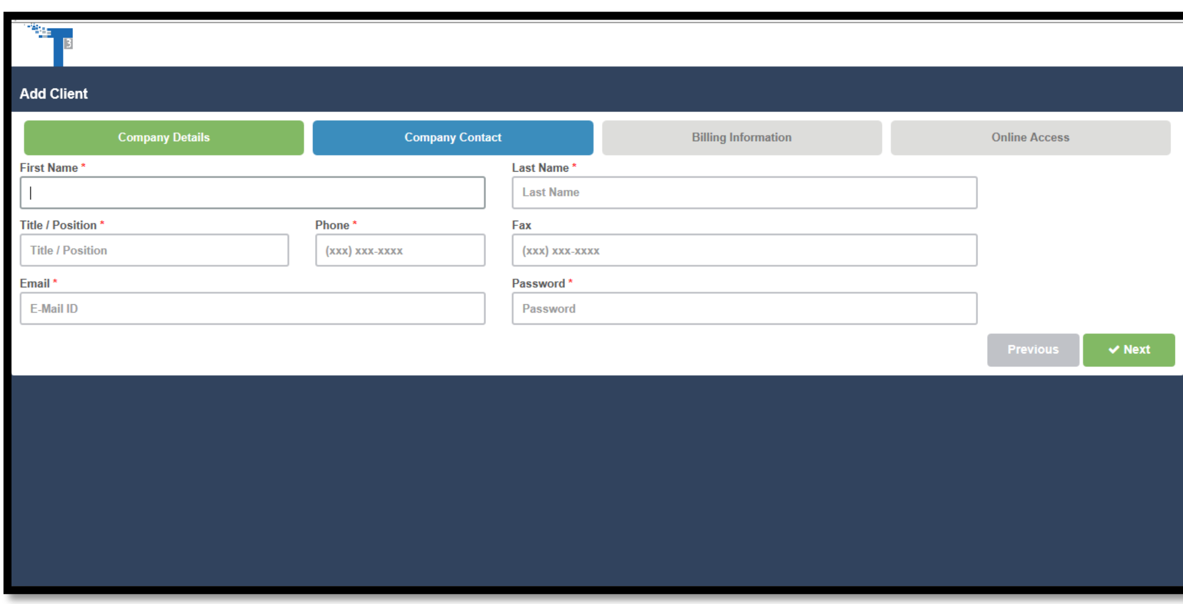
4. After entering in all required fields, scroll down and choose your **Client Type** located at the bottom of the page. Each Council's **Client Types** will differ. If you're unsure about which **Client Type** to choose, you can place your mouse pointer over the "i" for descriptions. Once completed,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



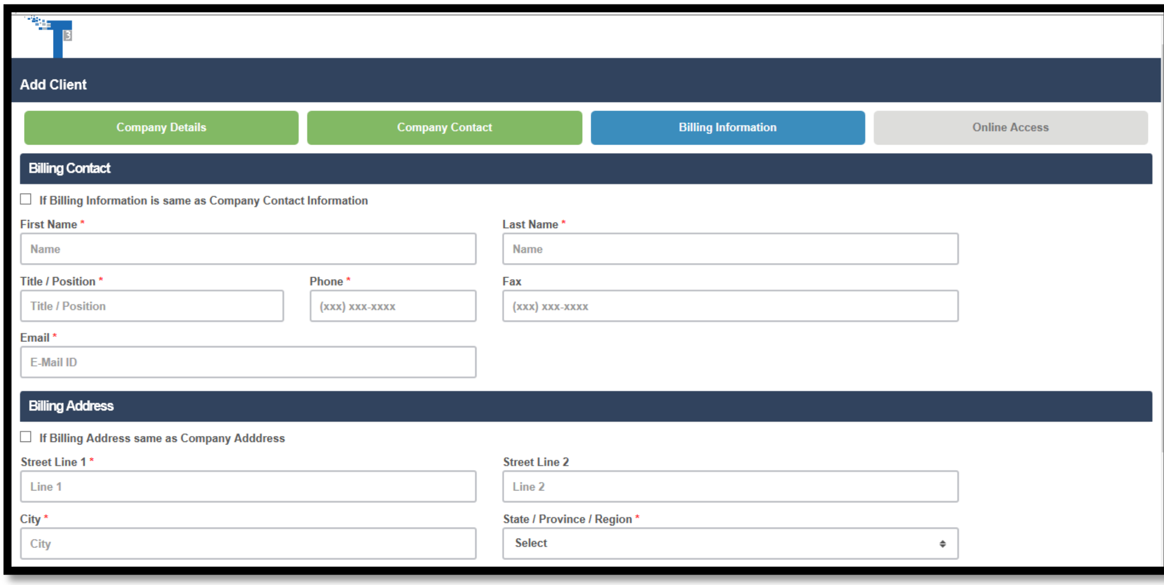
5. You will now be directed to the **Company Contact** section. Enter in all required fields as followed then click the green **Next** button on the bottom right hand corner.

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

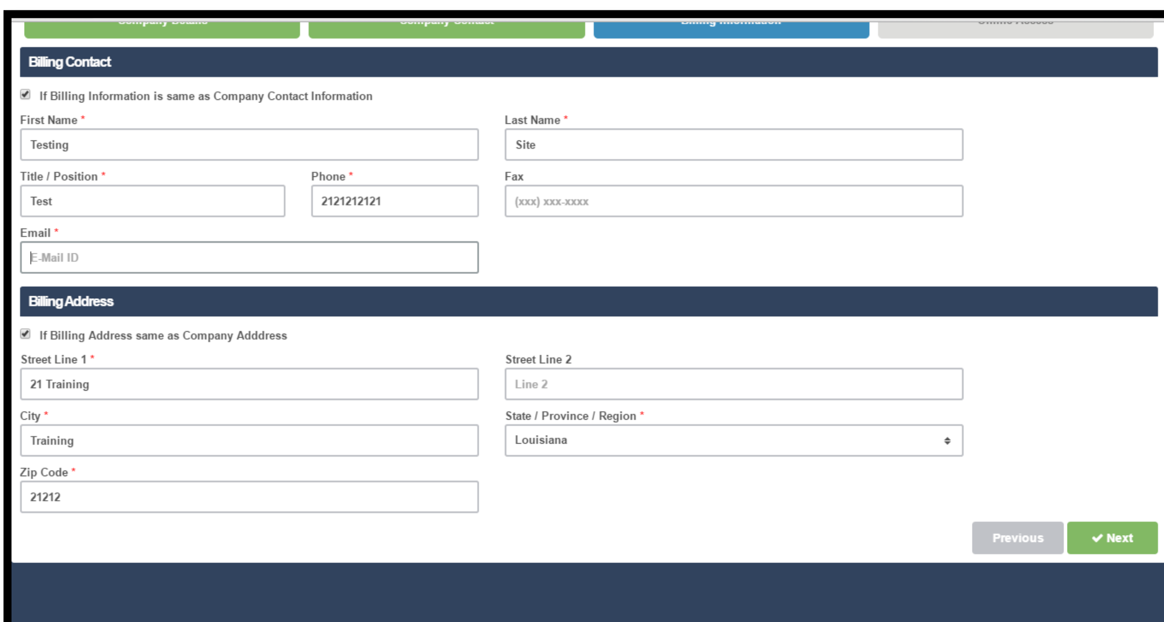
   Note: At this time you (the client) should receive an email informing you of your account registration that has been received but not yet approved.



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.

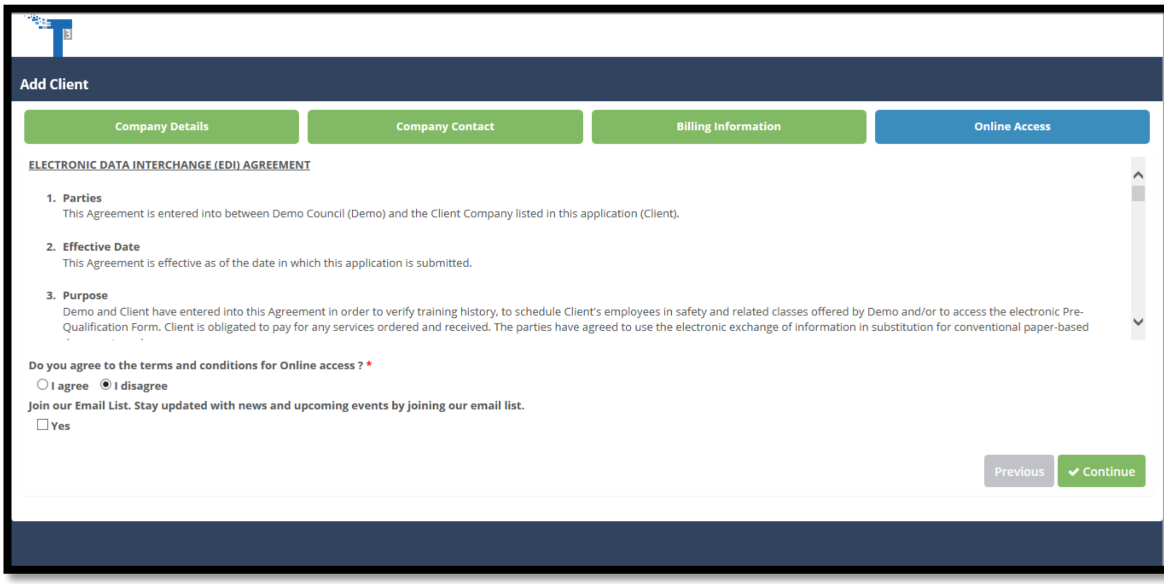


7. If your **Billing Address** is the same as the **Company Address**, you can check off the box under the **Billing address** section, if not, enter in all required fields. Once all fields are entered in correctly, you may continue to the next page by selecting the green **Next** button located on the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



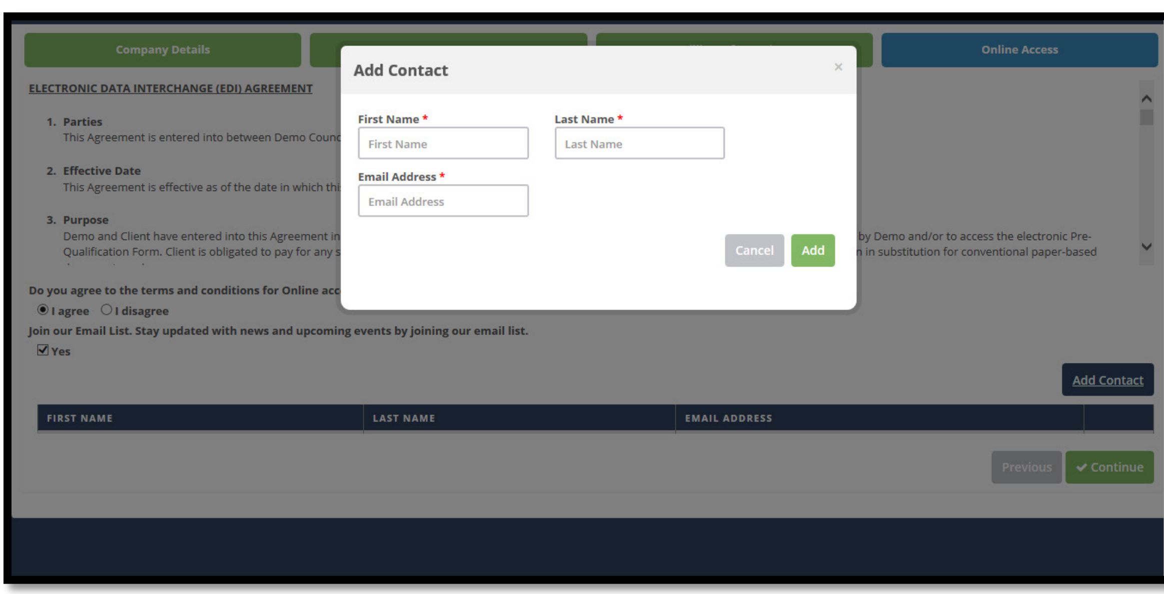
8. Now you'll be directed on to the **Online Access** section. At this time read the **Electronic Data Interchange (EDI) Agreement**. After reading the agreement, you'll be required to agree or disagree to the Terms and Conditions for the **Online Access** informing you of different regulations among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



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.

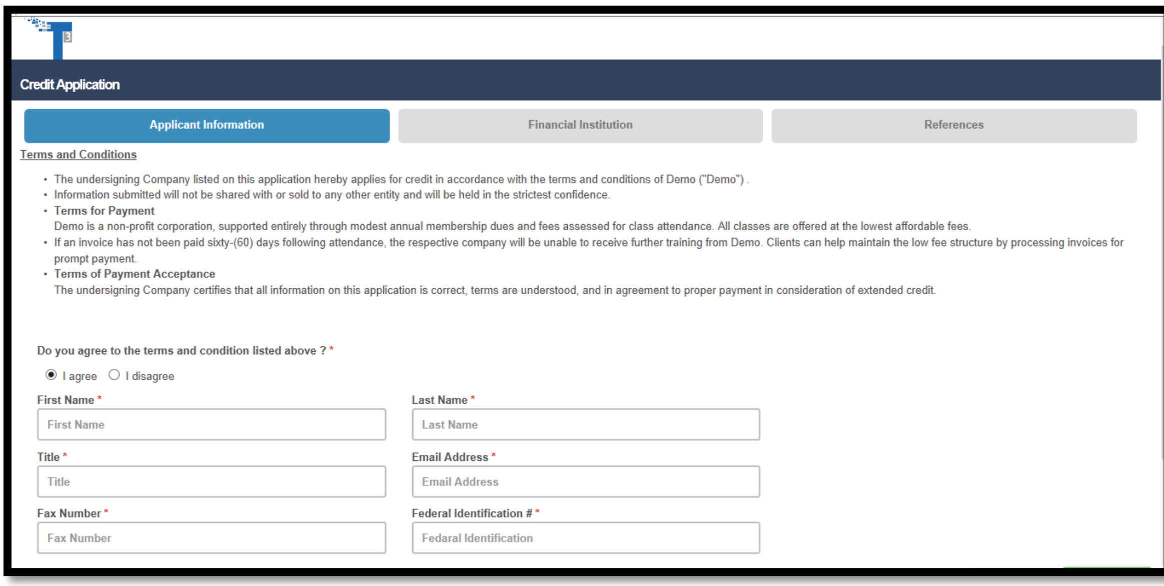


10. You'll now be redirected to the **Credit Application** page. You will be in the **Applicant Information** section. Read the Terms and Conditions. Once read, agree or disagree to being informed of the terms for payments. After agreeing, enter in all required fields and click **Next** on your bottom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

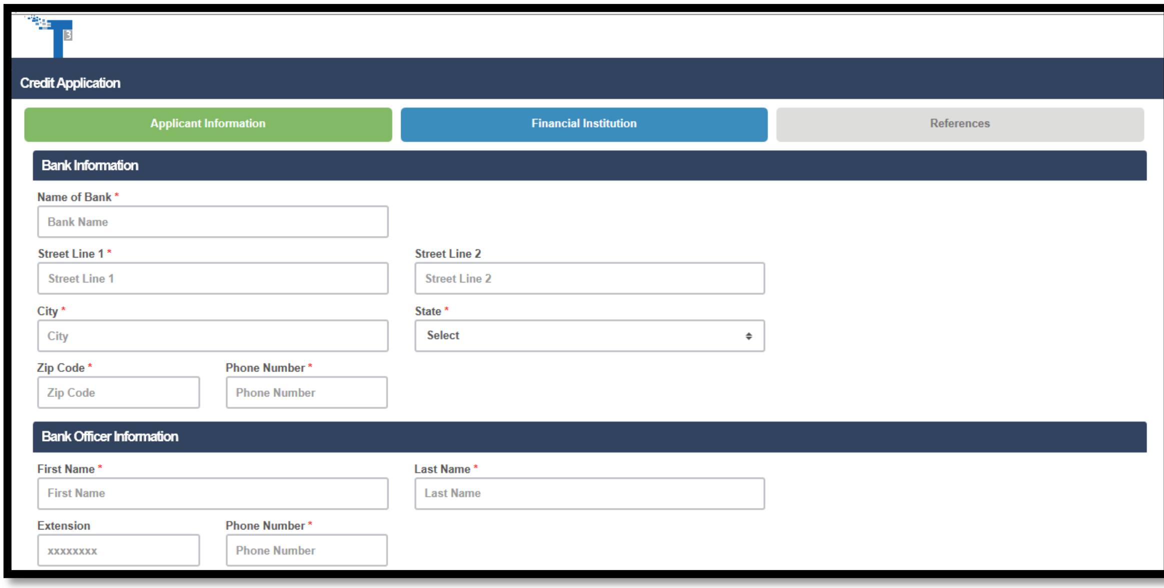
    Note: This section is only mandatory if you want to be able to receive invoices. Otherwise filling this section out after your account is created is a manual process that can be done.

    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.

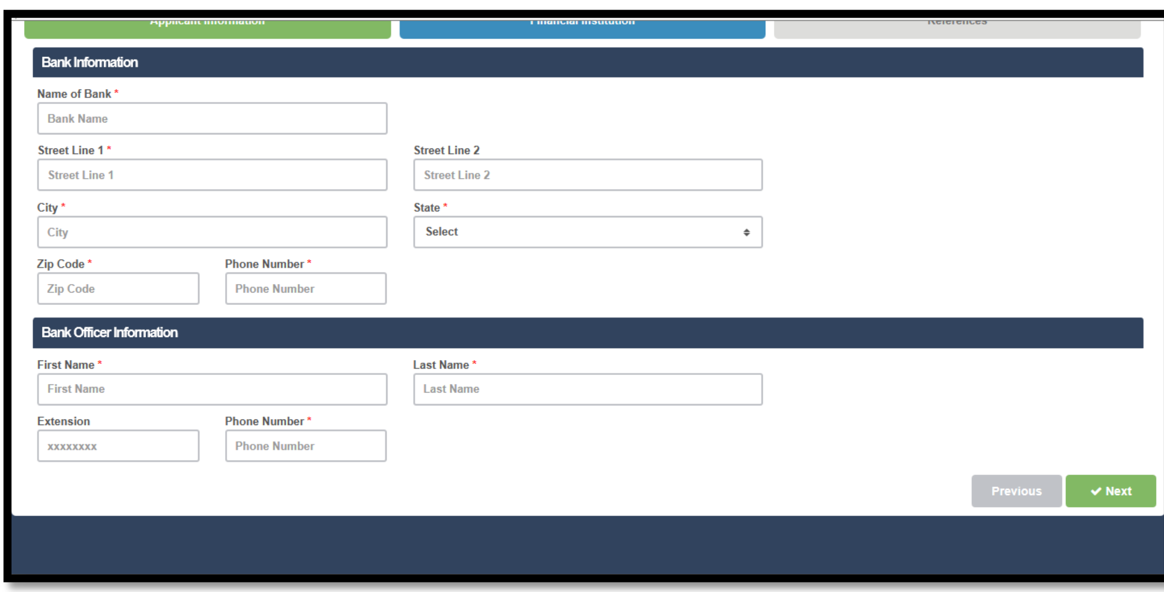
    Note: If disagreeing with the Terms and Conditions, you'll be finished with your registration and will have to wait for your council to contact you.



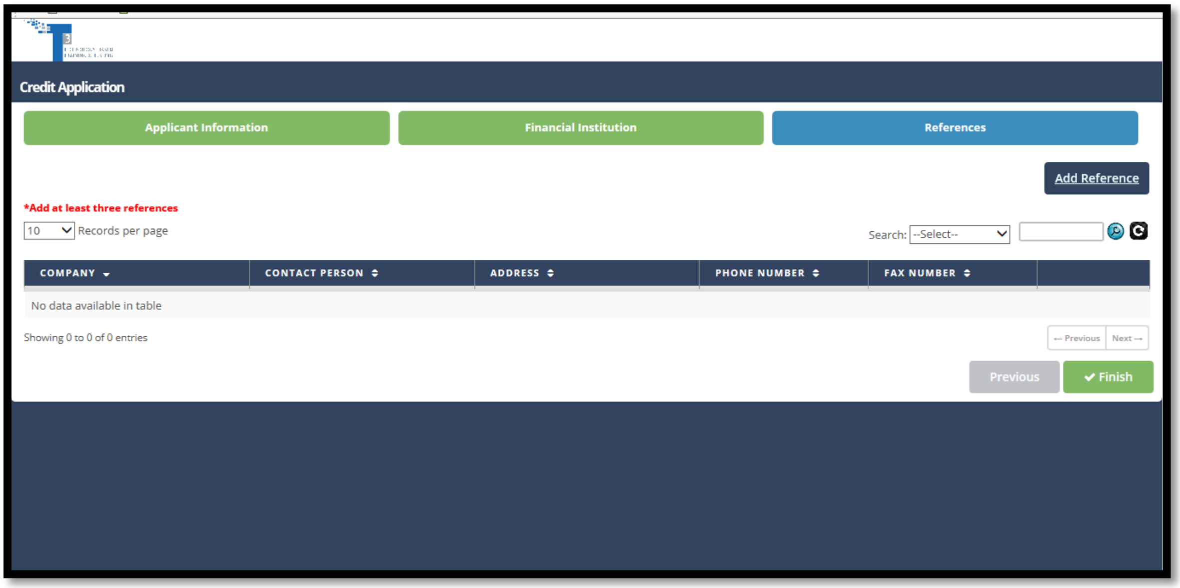
11. You’ll now be on the **Financial Institution** section. First you’ll be required to enter in the **Bank Information**.



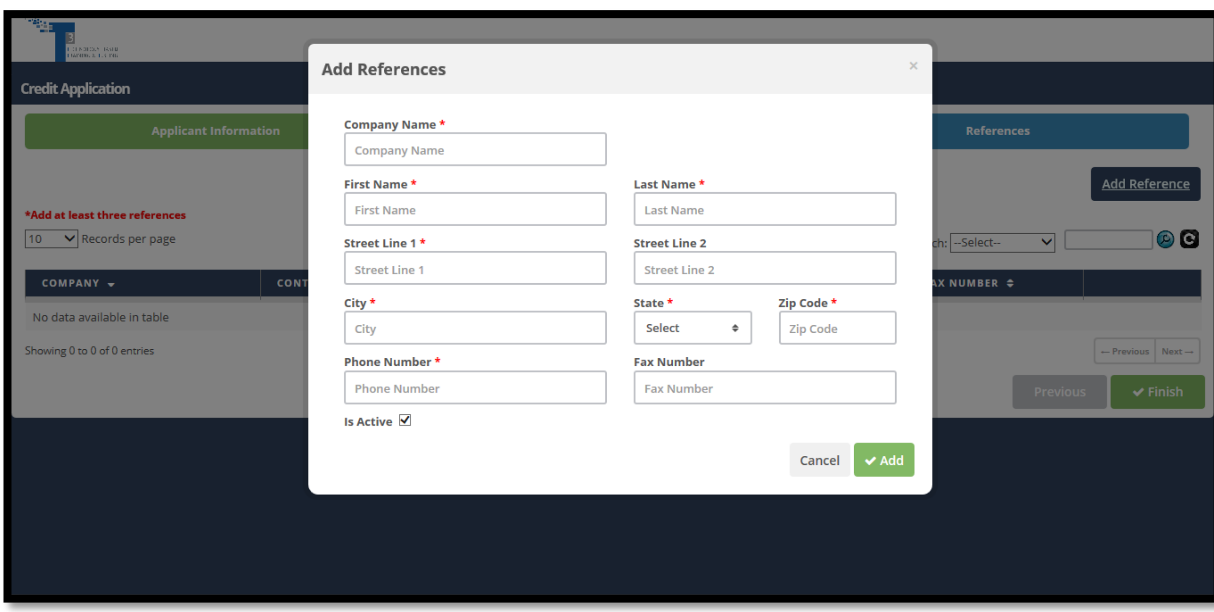
12. After entering in the required fields for the **Bank Information** section, scroll down to the **Bank Officer Information** and provide information for all required fields for this section. After all required fields are successfully entered in on the **Financial Institution** section, go on and click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



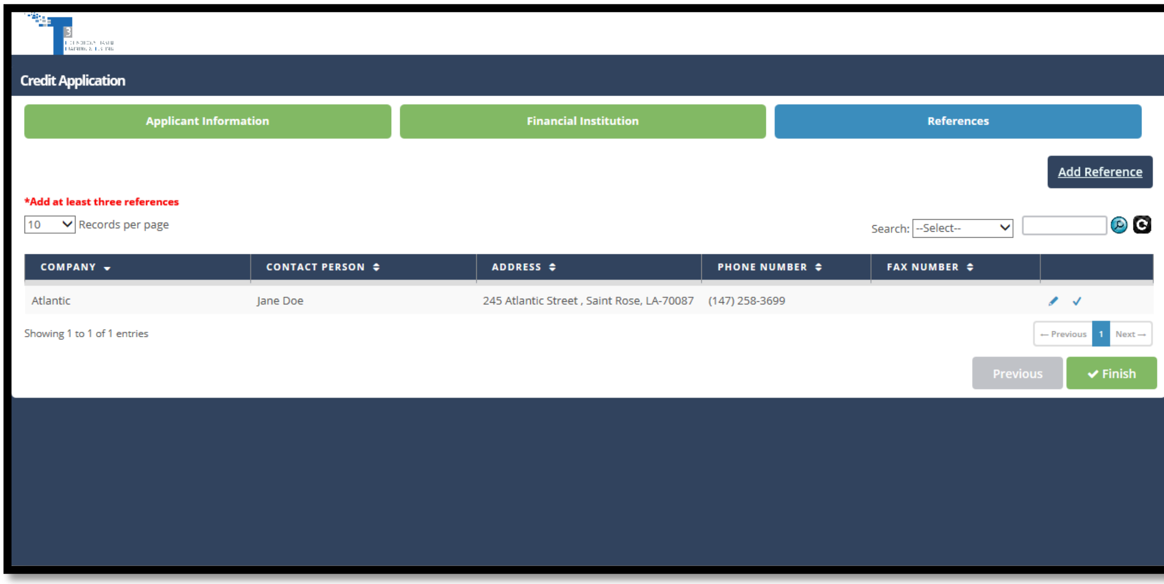
13. Now you'll be on the **References section.** At this time you'll be required to enter in at least **three** references. To add a reference, click on the navy blue **Add Reference** button located underneath the light blue tab **References**.



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 require 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.

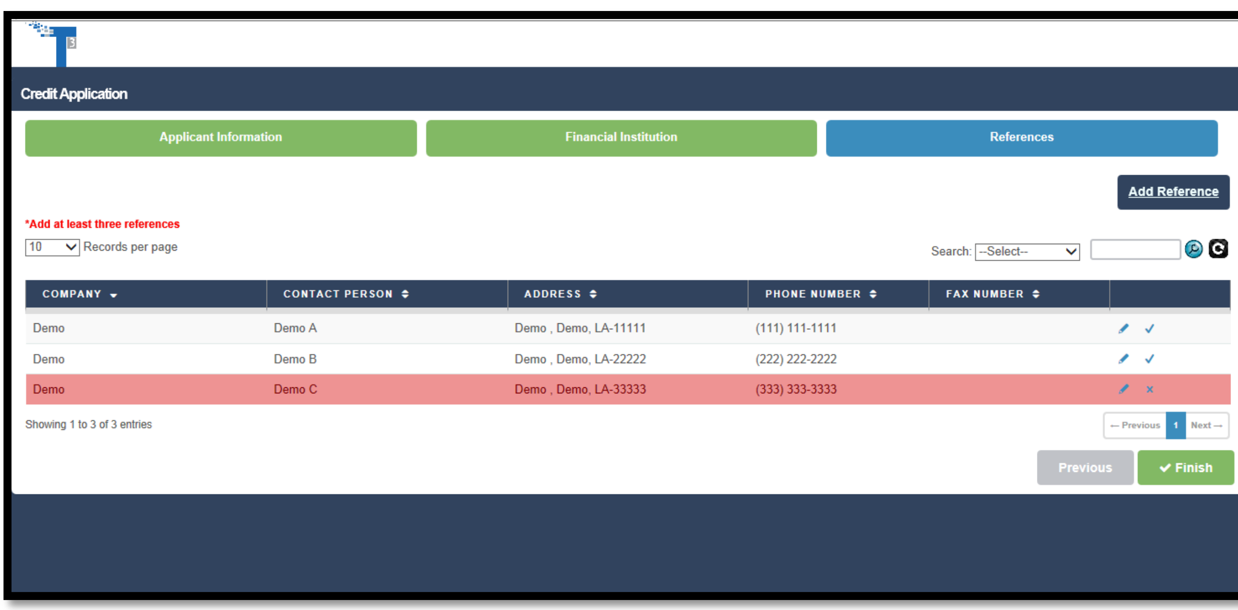


16. Repeat this step two more times so you can have a total of three references.

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

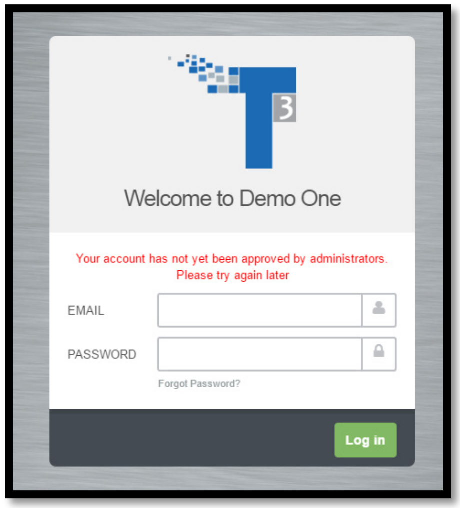
17. Once you have entered in all references that you need, you can click on the green ***Finish*** button on the right bottom hand corner.

    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