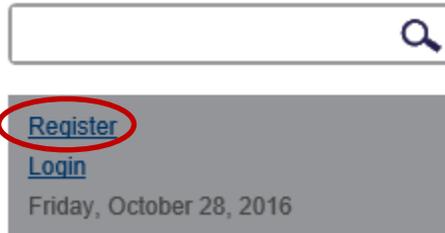


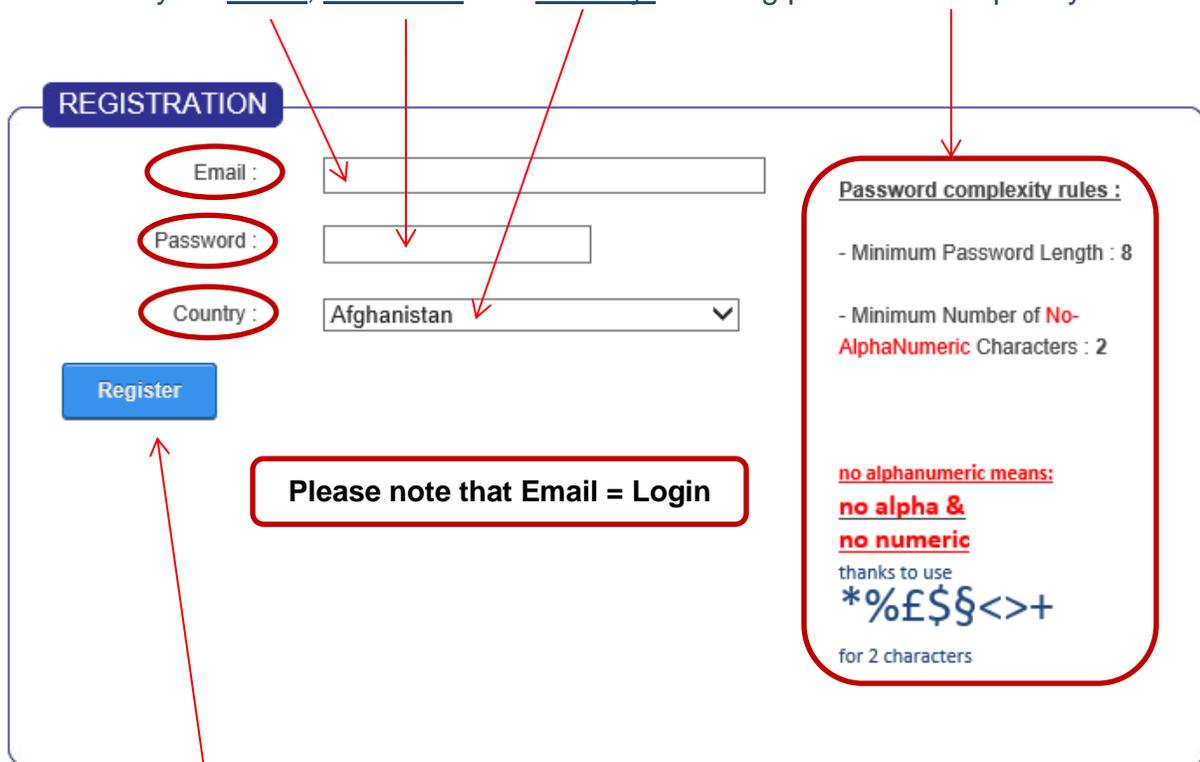
HVAC EMEA PORTAL REGISTRATION PROCEDURE

STEP 1: Register

- Click on [Register](#)



- And fill in your [Email](#), [Password](#) and [Country](#) following password complexity rules



REGISTRATION

Email :

Password :

Country :

Please note that Email = Login

Password complexity rules :

- Minimum Password Length : 8
- Minimum Number of **No-AlphaNumeric** Characters : 2

no alphanumeric means:
no alpha &
no numeric
thanks to use
***%£\$§<>+**
for 2 characters

- Then click on [Register](#)

STEP 2: Validate your account

- After registration, you will receive a confirmation email as follows:



Nouvelle inscription / New HVAC-EMEA Portal registration.
 HVAC_EMEA_Portal@carrier.utc.com

Envoyé : lun. 12/09/2016 10:25
À :

This is a verification email sent after registration of a new user on the HVAC EMEA Portal with your email address. Thank you in advance to click on the link below to process at the final registration of this user with your approval. : [Account activation](#) Ceci est un mail de vérification envoyé suite à votre inscription sur le site Extranet Carrier. Cliquez sur le lien qui suit pour finir d'activer votre compte : [activation de votre compte](#)

- Please click on the link to activate your account
- You will then receive an email confirming your registration:



HVAC EMEA Portal New User Registration
 HVAC_EMEA_Portal@carrier.utc.com

Envoyé : lun. 12/09/2016 13:24
À :

Dear

We are pleased to advise that you have been added as a Registered User to HVAC EMEA Portal. Please read the following information carefully and be sure to save this message in a safe location for future reference.

Portal Website Address: hvacemea.carrier.com
Username:

Please take the opportunity to visit the website to review its content and take advantage of its many features.
Thank you, we appreciate your support...
HVAC EMEA Portal

STEP 3: Complete your profile

- At 1st connection, please complete your profile:

The screenshot shows a web form for profile completion. At the top, a blue 'LOGIN' button is visible. Below it, a yellow banner contains the text 'Please update your profile before continuing'. A red arrow points from this banner down to the 'Carrier Informations' section. The form is divided into several sections, each with a dropdown arrow on the right: 'Carrier Informations' (with a 'Company' field), 'Name' (with 'Prefix', 'First Name', and 'Last Name' fields), 'Address Details' (with 'Unit', 'Street', 'City', 'Country', and 'Region' fields, plus a 'Postal Code' field), 'Contact Information' (with 'Telephone', 'Cell/Mobile', 'Fax', and 'Mobile' fields), and 'Preferences' (with 'Preferred Time Zone', 'Preferred Locale', and radio buttons for 'English Name' and 'Native Name'). A blue 'Update' button is located at the bottom left of the form. A red arrow points from this button up to the 'Then click on Update' instruction in the text below.

- Then click on Update

- You will receive a new confirmation email:



HVAC EMEA Portal Profile Update Notice

HVAC_EMEA_Portal@carrier.utc.com

Envoyé : mar. 13/09/2016 18:03

À :

Dear

Your profile on HVAC EMEA Portal has been successfully updated.

Sincerely,

HVAC EMEA Portal

➔ [You are now registered on the HVAC EMEA Portal](#)