



External User Registration

Step-by-Step Guide to the Complete Registration Process for Customers and Partners

Step 1 – Register for an EMC Account

1. Complete the **Personal Information** fields
2. Complete the **Login Information** fields
3. Select a **Challenge Question** from both drop-down lists and enter the **Answer** to the question in the field below
4. Enter the security code displayed in the box below
5. Click **Next**
 - A validation code will be sent to the email address entered.)

Step 2 – Validate Your EMC Account

1. Enter the **Validation code**
2. Enter your **Password**
3. Click the **Terms of Use** link to open/read the Terms and Conditions and click the checkbox to **agree to the Terms of Use**
4. Click **Next**
 - If a single company profile match is found, the user is redirected to the site home page.
 - If no company matches or multiple company matches are found, the user is directed to **Choose a Company** (See **3a - Multiple Company Matches** or **3b - No Company matches**)

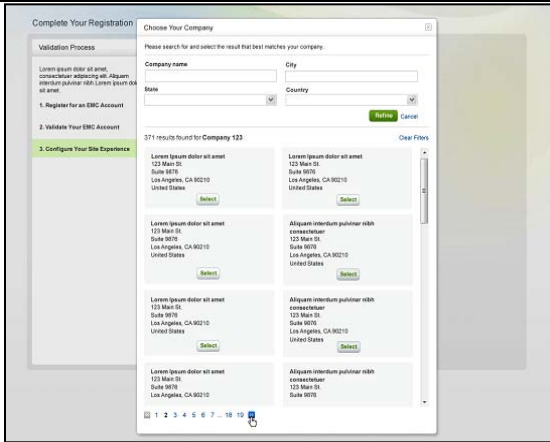
Step 3a – Choose Your Company: Multiple Company Matches

1. Click **Choose Your Company**
2. Enter the **Search** criteria necessary to refine the search results and locate the company profile you wish to select
3. Click **Search**
4. Click **Select**
 - The company location does not need to match your location – choose the closest match.



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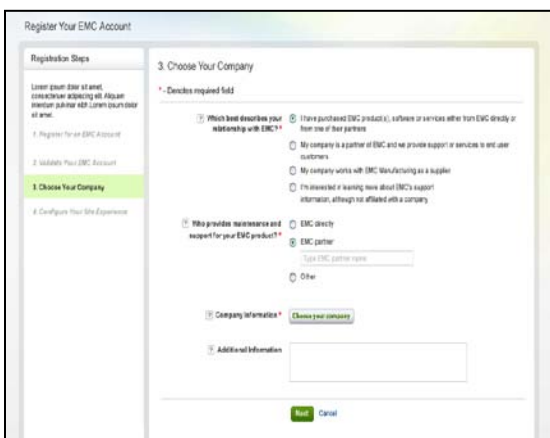


5. User will return to the **Choose Your Company** page and the selected company will display in the **Company Information** field

6. Click **Next** (*screen not shown*)

- The user receives a “Registration Complete” message and is redirected to the site home .

Step 3b – Choose Your Company: No Company Matches



1. Select the option **Which best describes your relationship with EMC**

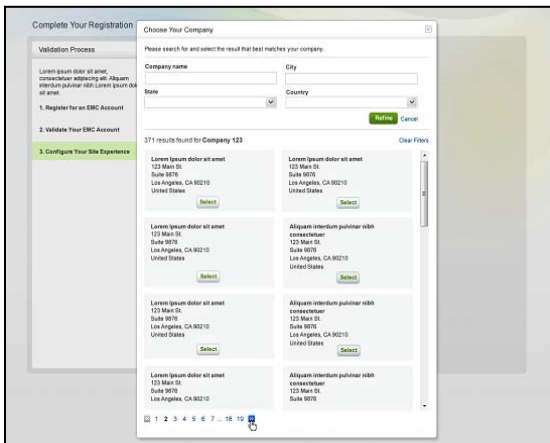
2. Depending you're your selection, you will be presented follow-up questions

3. Click **Choose Your Company**

4. Enter the **Search** criteria necessary to refine the search results and locate the company profile you wish to select

5. Click **Search**

- Users may click the **Submit Your Company Information** link to manually enter company information (if not found in search results list) and click **Done** to submit (*Skip Steps 6-7 if company information is manually entered*)



6. Click **Select**

- User will return to the **Choose Your Company** page and the selected company will display in the **Company Information** field

7. Click **Next** (*screen not shown*)

- The user receives a “Registration Complete” message and is redirected to the site home page.