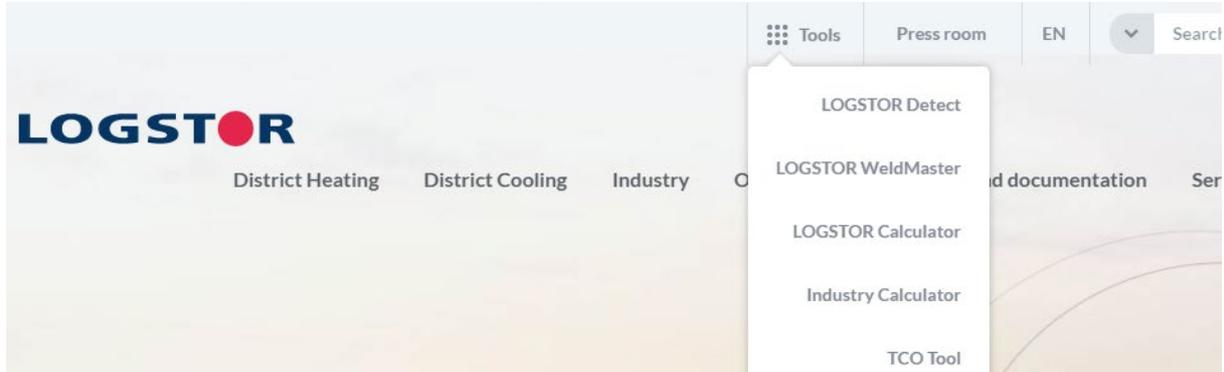
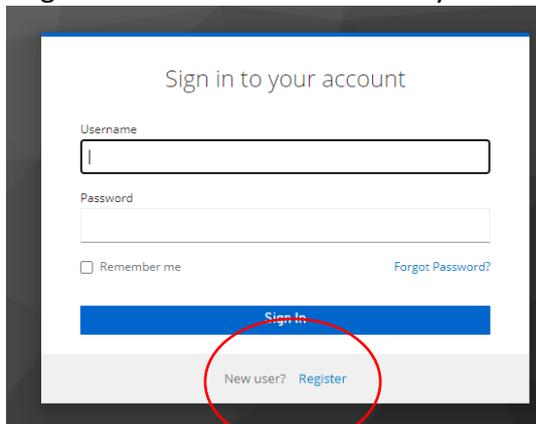
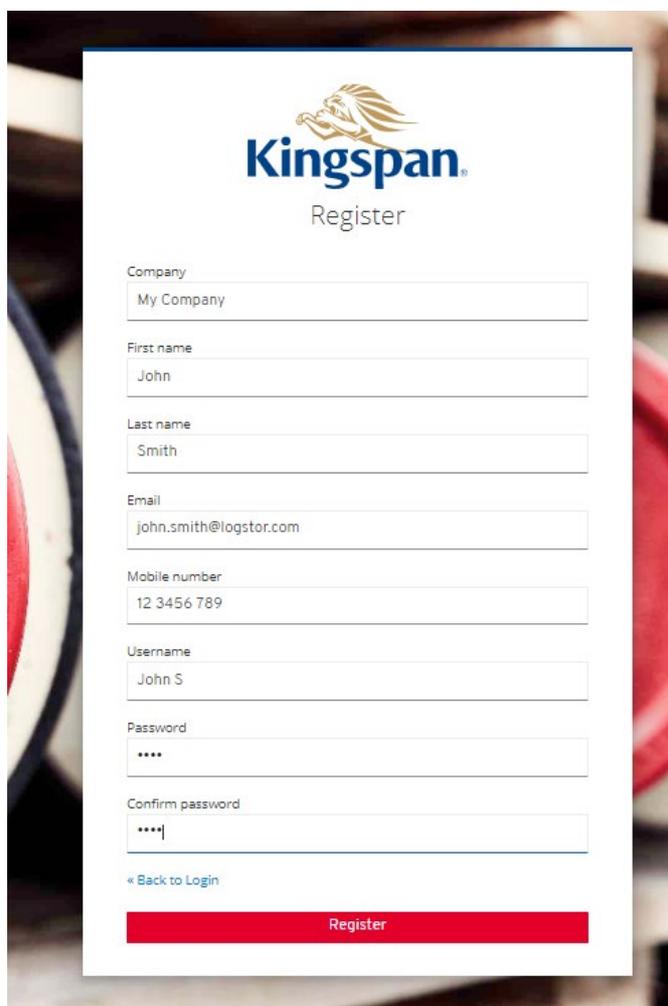


## Onboarding the Weldmaster 5.0 portal

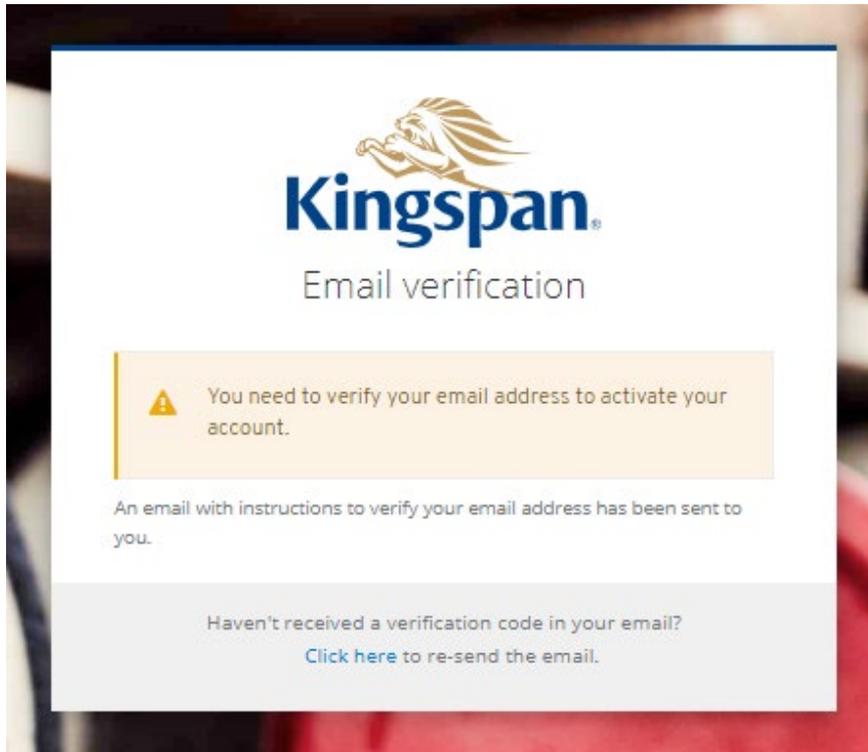
Go to our website, the tools section and push the LOGSTOR Weldmaster link



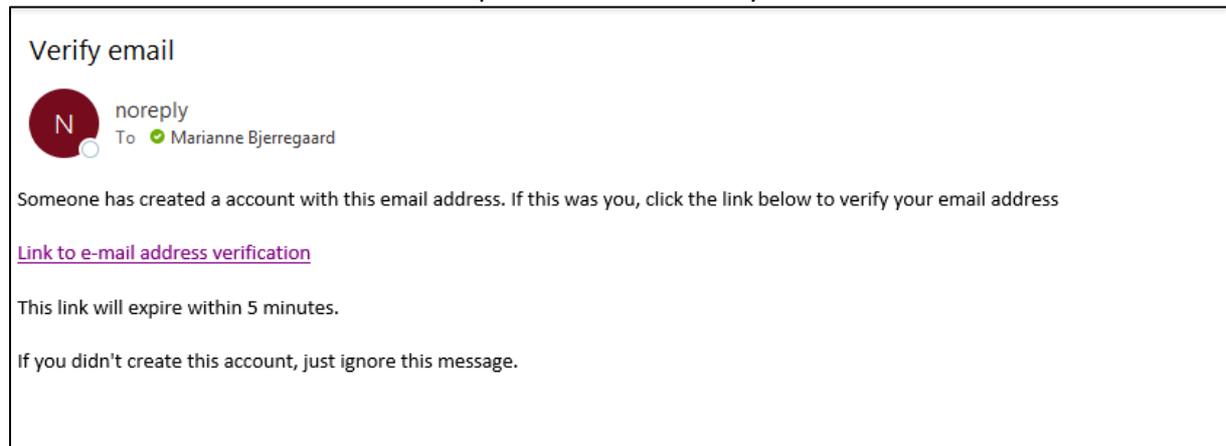
Register as a new user and fill in your contact details:

A screenshot of the 'Sign in to your account' form. It features a 'Username' field with the letter 'l' entered, a 'Password' field, a 'Remember me' checkbox, and a 'Forgot Password?' link. A blue 'Sign in' button is at the bottom. Below the button, the text 'New user? Register' is circled in red.A screenshot of the 'Kingspan Register' form. It includes the Kingspan logo and the title 'Register'. The form contains several input fields: 'Company' (My Company), 'First name' (John), 'Last name' (Smith), 'Email' (john.smith@logstor.com), 'Mobile number' (12 3456 789), 'Username' (John S), 'Password' (masked with dots), and 'Confirm password' (masked with dots). A 'Back to Login' link is at the bottom left, and a red 'Register' button is at the bottom right.

This message will show on your screen:



You will receive an e-mail like this – push the link to verify:



(If the link expires before you activate it, you will have to start again with registration of a new user)

You will be directed to this screen “Update Account Information” where you will select the role you require (for more information regarding roles, open the “+” in the registration form for the different roles - or go to the last page in this guide)

  
Update Account Information

Want to get another person in your organisation to approve your login?

For active Weldmaster licenses:  
Here, you can register an e-mail address for a contact person from the Contractor or Utility, who will give you access to an already active Weldmaster account. If you do not enter an e-mail address, the mail will go to Administrator.

For new Weldmaster licenses:  
There is no one who can give you this fast access. In this case, send the registration form without a contact e-mail address; our Administrator will contact you to establish the license and open an account as soon as possible.

Email address:

Select your role

- + Advisor
- + Contractor
- + Installer
- + Utility

For active Weldmaster licenses:

The “Want to get another person in your organization to approve your login?” field is for your use. Here, you can register an e-mail address for a contact person from the Contractor or Utility, who will give you access to an already active Weldmaster license. If you do not enter an e-mail address, the mail will go to Administrator.

For new Weldmaster licenses:

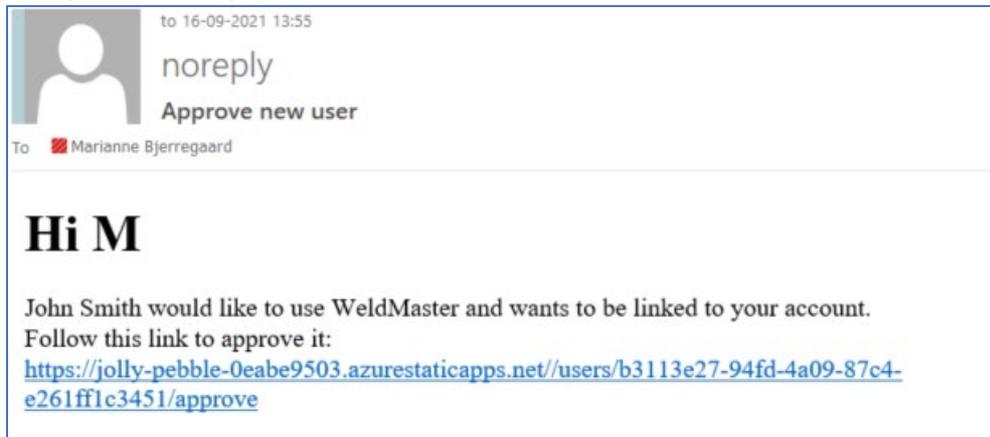
There is no one who can give you this fast access. In this case, send the registration form without a contact e-mail address; our Administrator will contact you to establish the license and open an account as soon as possible.

You will also need to accept the Terms of Use for the Weldmaster Portal.

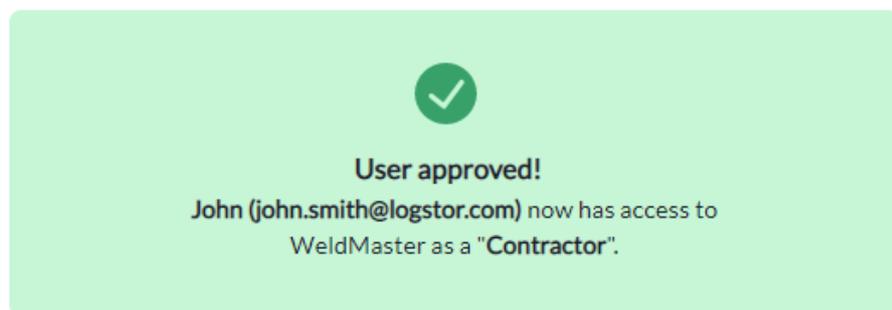
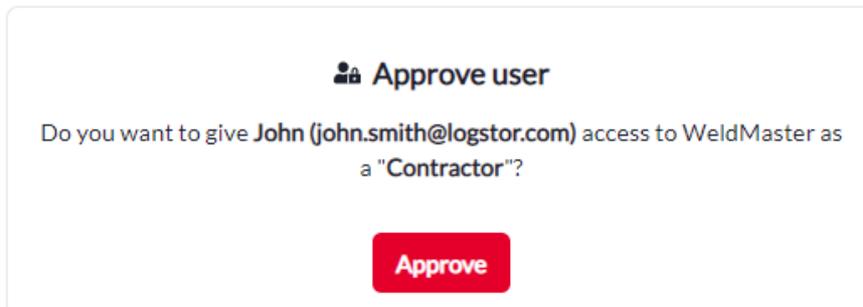


Once you have submitted this request to update your account and accepted the Terms of Use, you will get access to the Weldmaster portal immediately, but no data is available before the contact person has accepted your request.

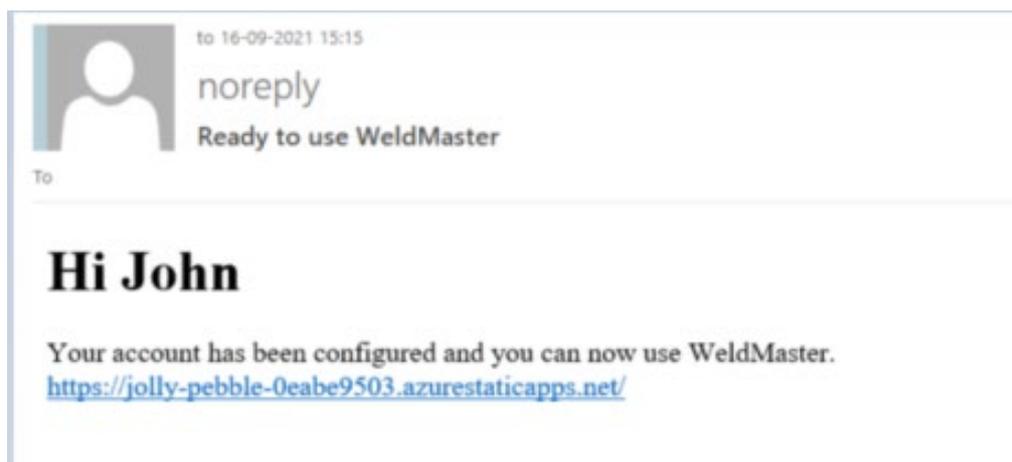
The person you have stated as contact person will receive a notification like below saying that you have requested access to Weldmaster under the same license.



They will then check if the requested role is correct, accept this request, and give admittance to the Weldmaster portal under the same account.



Once this connection is registered, you will receive a notification saying that you have access according to your role.



## Weldmaster roles - which do you require?

### Contractor:

The Contractor role can be selected by persons in the Contracting Company who needs to keep an overview of any project his team is working on.

They can make searches and print reports based on their own settings.

They can make minor changes or additions to specific fields in the lists. No registration data from the Weldmaster machine can be changed.

The Contractor can – as the only role - change the status for a welding from Not Approved to Manually Approved, if any corrective actions have been made.

The Contractor can upload data to the Weldmaster portal.

### Utility:

The Utility role gives a possibility to follow the projects that a Contractor performs for the Utility.

The Utility can make the same type of searches as the Contractor; their searches can contain multiple Contractors if needed.

The Utility can of course also make own reports.

Since the Contractor is responsible for all data in Weldmaster it is not possible for the Utility to make any changes in this portal.

### Advisor:

The Advisor role can be granted to an advisor for the Utility. The Utility must decide and verify to what information the Advisor can get access.

An Advisor will have the same search options (given the above limitation) as the Utility.

### Installer:

Installers will use a common login to the PDA, provided by the Contractor.

With this access, an Installer can upload welding data.

Besides upload of data, an Installer can use the common login on the portal to make searches like a Contractor.

An Installer will not be able to make any changes; this is only possible for a Contractor.