



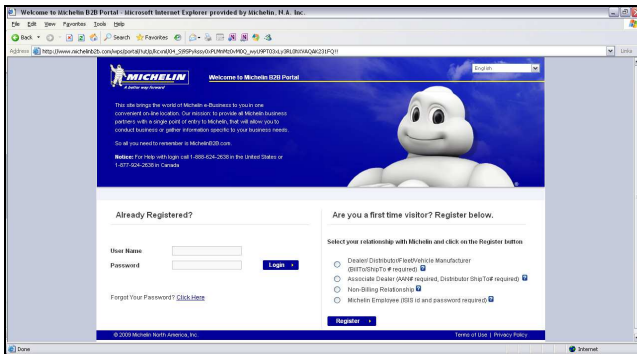
## www.MichelinB2B.com Self Registration Quick Reference Guide

This document serves as an instruction guide for customers that have a direct billing relationship with Michelin, to assist in creating a user name and password to the Michelinb2b website. This process will be referred to as "Self Registration" throughout the guide.

### Connecting to Michelinb2b

1. Click on "Internet Browser",
2. Type [www.michelinb2b.com](http://www.michelinb2b.com)
3. Enter.

The follow screen should be displayed:



4. On the right side of screen as shown above, click in the circle to select relationship with Michelin. The first option Dealer/Distributor/Fleet/ Vehicle Manufacturer would be selected if you have an account with Michelin.
5. Click Register.

The registration screen will be displayed:

All required fields which are annotated with an asterisk (\*) must be completed. Below is a brief explanation of all fields.

1. *Ship To #* - This is the 7 digit number assigned by Michelin that would represent the individual receiving locations for each company.
2. *Bill To #* - This is the 7 digit number assigned by Michelin that would represent the Billing locations for the account.

**NOTE:** If Ship To and/or Bill To number is not known, contact your Michelin Sales Representative or your company's corporate office.

3. *First Name* – Enter First Name.
4. *Last Name* – Enter Last Name.
5. *User ID* – Enter desired User Id. ID has to be a minimum of 7 characters. No other rules exist for creating a user name.
6. *Country* – Select United States or Canada.
7. *Company Password* – Would only be required if the company has requested one be entered during self-registration.
8. *Preferred Language* – Select English or French.
9. *Organization Role* – Indicate from drop list provided the role that best defines your position within your company.
10. *Email* – Enter a valid email address.
11. *Telephone Number* – Enter **10 digit** phone number (no dashes or slashes) that could be used to contact individual registering.
12. *Fax Number* – Only required if preferred mode of communication selected is FAX.
13. *Preferred Mode of Communication* – Select Email, Phone, or Fax.
  - j. *Email* – B2B notifications will be sent to the email address entered in step 9.
  - k. *Phone* – B2B Notifications will be sent via an alert on the B2B portal.
  - l. *Fax* – B2B Notifications will be sent to the fax number entered in step 11.
14. *Password* – Entered desired password. Password must be a minimum of 6 characters. No other rules exist for creating a password.
15. *Confirm Password* – Re-entered desired password.
16. *Password Question* – Enter a security question. This should be a **question** that would be used to verify ownership of the ID, if password is forgotten or needs to be reset.

17. Answer to Password Question – Enter answer to question entered in step 15. If password reset is needed, the answer must be given as entered.
18. After all data has been entered, Click **Continue** to continue with self-registration process.

Note: Three options are available once registration has been completed.

- a. **Continue** – This will take you to the next step in self registration process.
- b. **Reset** – This will clear all information entered on this screen allowing you to start over again.
- c. **Back** – This option will take you back to the front screen. (Back option would be used if the incorrect relationship with Michelin was selected)

Any errors that occur during registration would appear on screen when **Continue** is selected.

Example below shows how error messages will be displayed:

**Bill To # was not found** - A valid Bill To account number must be entered to continue.

**User ID is already assigned** - User ID already exists in the Michelinb2b portal. If this error is received, the user ID must be changed to continue and complete registration.

Once errors are corrected, Click **Continue**. The following confirmation screen will be displayed.

The above screen will be used to review and confirm all data entered.

Three options are available:

- a. **Submit** – To confirm and complete registration process.
- b. **Edit** – Changes need to be made to registration.
- c. **Cancel** – To cancel registration process.

18. Click **Submit**.

**CONGRATULATIONS** screen will be displayed: Your registration has been completed.

At this time you may click on **Login**, if you would like to continue to the Michelinb2b portal. The Terms and Conditions screen will be displayed.

Click **Agree** to continue to the Michelinb2b portal Home Page.

*For assistance with the MichelinB2B site, contact Michelin e-Business Help Desk (US) at 1-888-624-2638 /bibnet-help.csd@us.michelin.com or Michelin e-Business Help Desk (CA) at 1-877-924-2638 /bibnet.canada@ca.michelin.com*