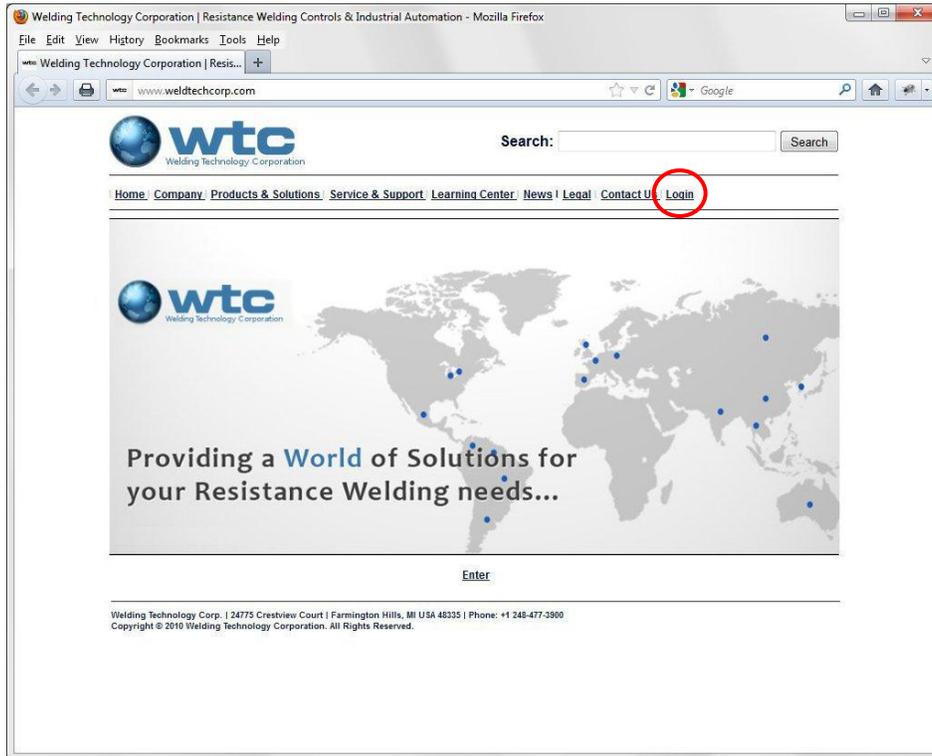
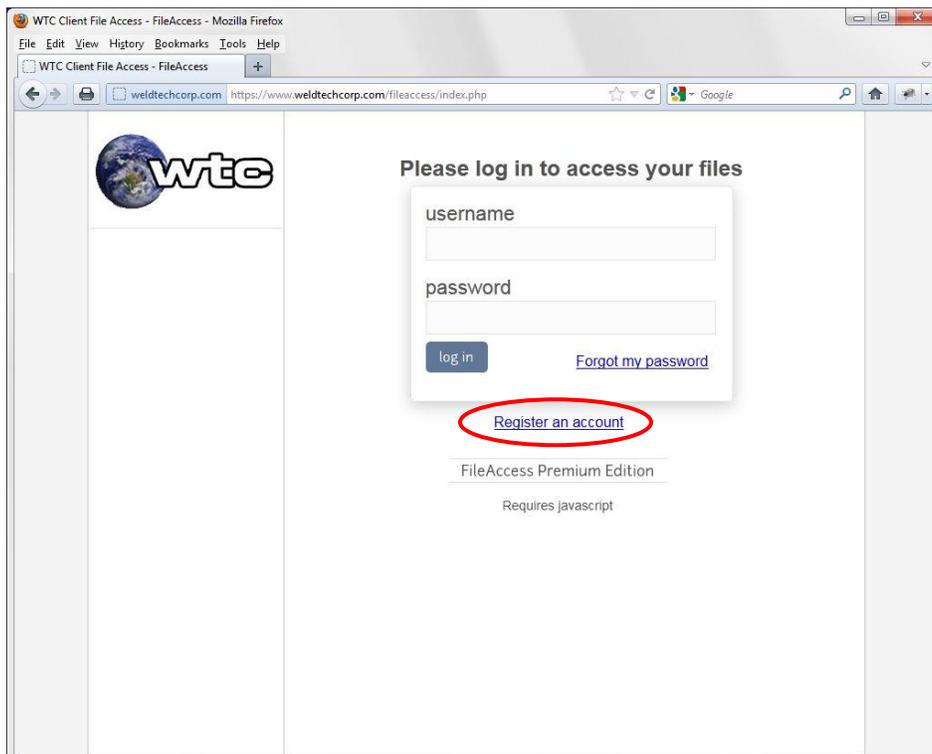


WTC Website How to Create a New Client Log-In Account

1. Open your web browser and go to www.weldtechcorp.com. Select the **Login** option from the main navigation bar.

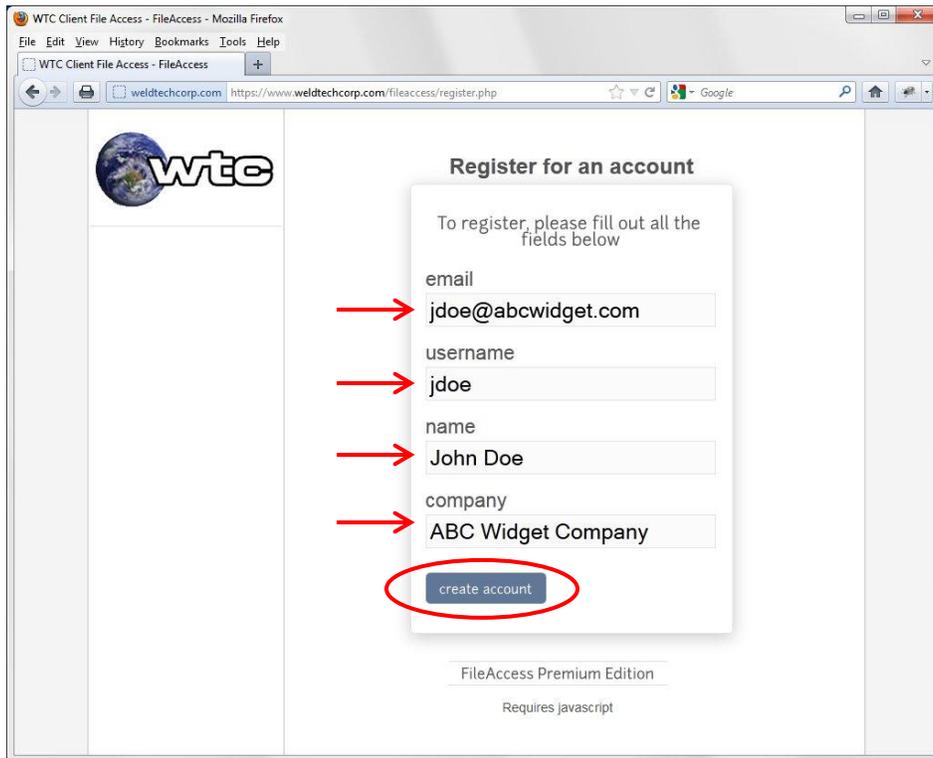


2. At the client log-in page, select **Register an Account**.



WTC Website How to Create a New Client Log-In Account

- At the registration page, enter your email address, username (create one), full name and company name. See example below. When complete, select **Create Account**.

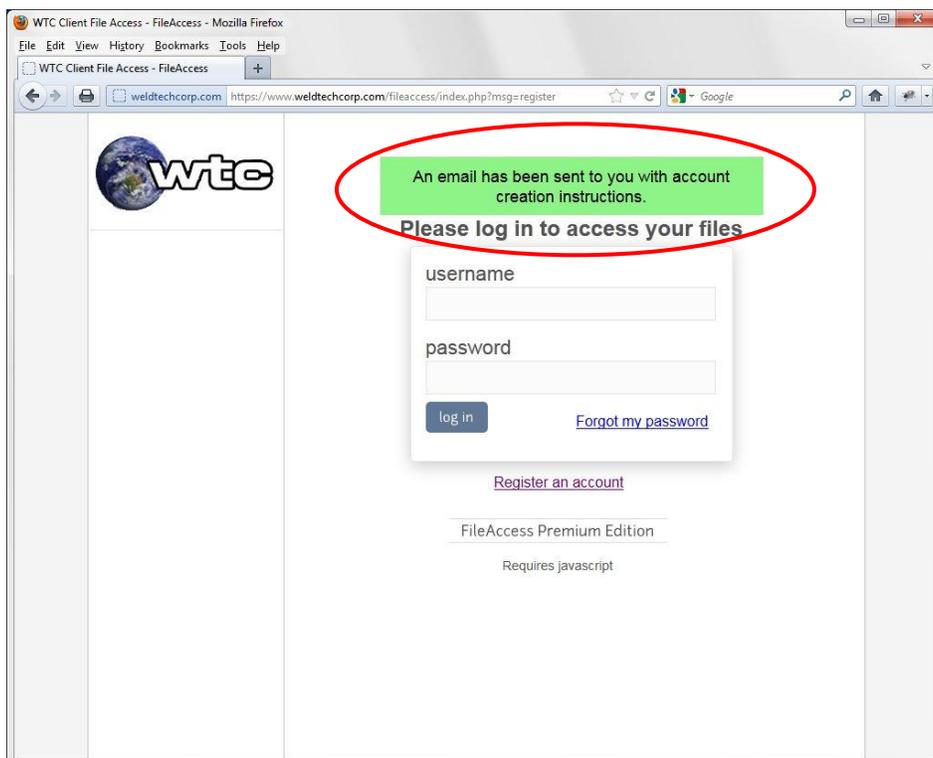


The screenshot shows a web browser window with the URL <https://www.weldtechcorp.com/fileaccess/register.php>. The page features the WTC logo on the left and a registration form on the right. The form is titled "Register for an account" and contains the following fields and elements:

- Text: "To register, please fill out all the fields below"
- Form field: "email" with the value "jdoe@abcwidget.com" (indicated by a red arrow)
- Form field: "username" with the value "jdoe" (indicated by a red arrow)
- Form field: "name" with the value "John Doe" (indicated by a red arrow)
- Form field: "company" with the value "ABC Widget Company" (indicated by a red arrow)
- Form field: "create account" (circled in red)

At the bottom of the page, it says "FileAccess Premium Edition" and "Requires javascript".

- You will return to the client log-in page. A message will appear advising that an email has been sent to you with additional account creation instructions (see below).



The screenshot shows a web browser window with the URL <https://www.weldtechcorp.com/fileaccess/index.php?msg=register>. The page features the WTC logo on the left and a log-in form on the right. A green message box is highlighted with a red oval, containing the text:

An email has been sent to you with account creation instructions.
Please log in to access your files

The log-in form includes the following fields and elements:

- Form field: "username"
- Form field: "password"
- Form field: "log in" (button)
- Text: [Forgot my password](#)
- Text: [Register an account](#)

At the bottom of the page, it says "FileAccess Premium Edition" and "Requires javascript".

WTC Website How to Create a New Client Log-In Account

5. Open your email software and check for messages. You will receive an auto generated email message from WTC similar to the example below. Select the link to log-in and finish the account set-up process (see below).



Hello jdoe,

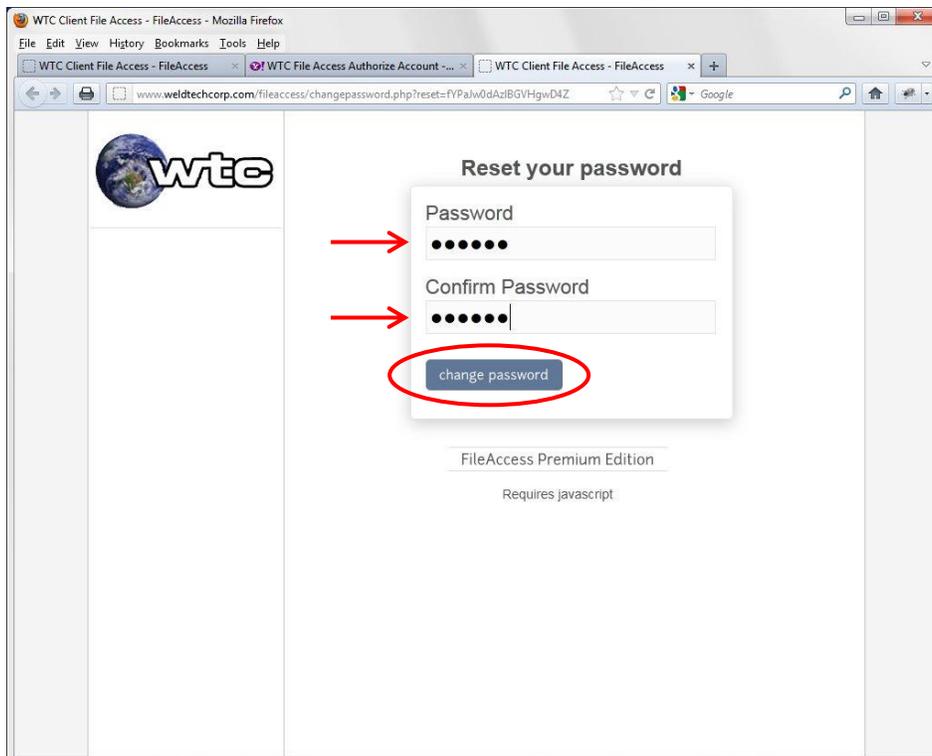
You are receiving this email because someone has registered for access on WTC's File Access site.

To log in and finish setting up your account, please visit: <http://www.weldtechcorp.com/fileaccess/changepassword.php?reset=fYPaJw0dAzIBGVHgwD4Z>

Thank you for registering.
Welding Technology Corporation

6. The password reset page will appear in your browser. Highlight the Password field and type in your new password. Enter it again in the Confirm Password field. When complete, select **Change Password**.

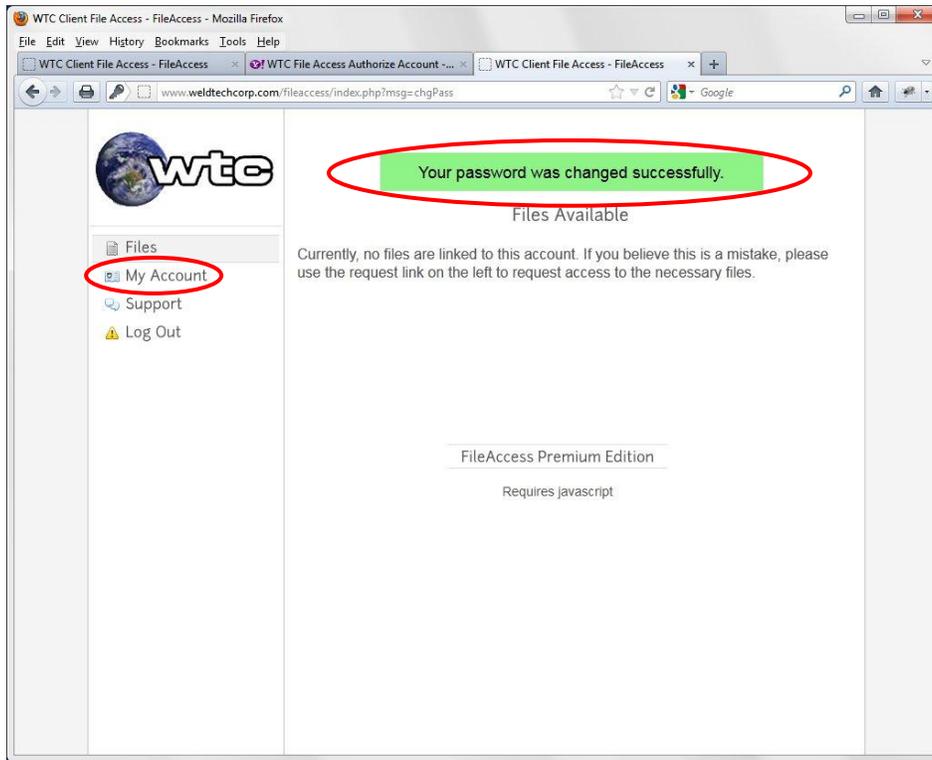
NOTE: Ensure you document you new password prior to selecting **Change Password**.



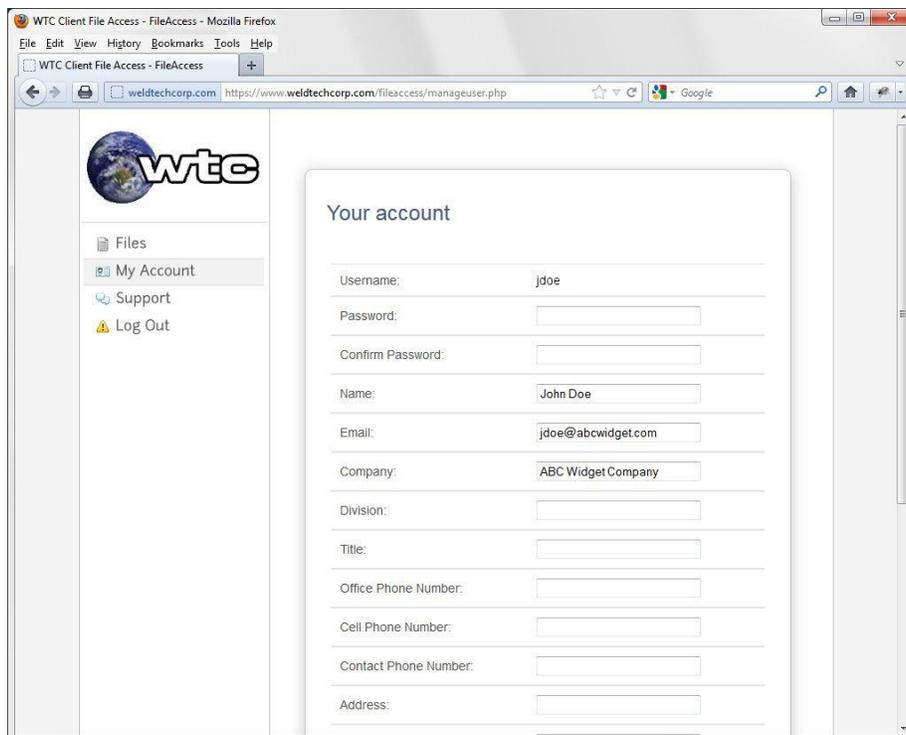
WTC Website

How to Create a New Client Log-In Account

- The account set-up process is now complete. You are currently logged into your account. A message will appear confirming that your password was successfully changed (see below). You will notice there are currently no files linked to your account for download. To submit a request for documentation, contact your WTC representative.

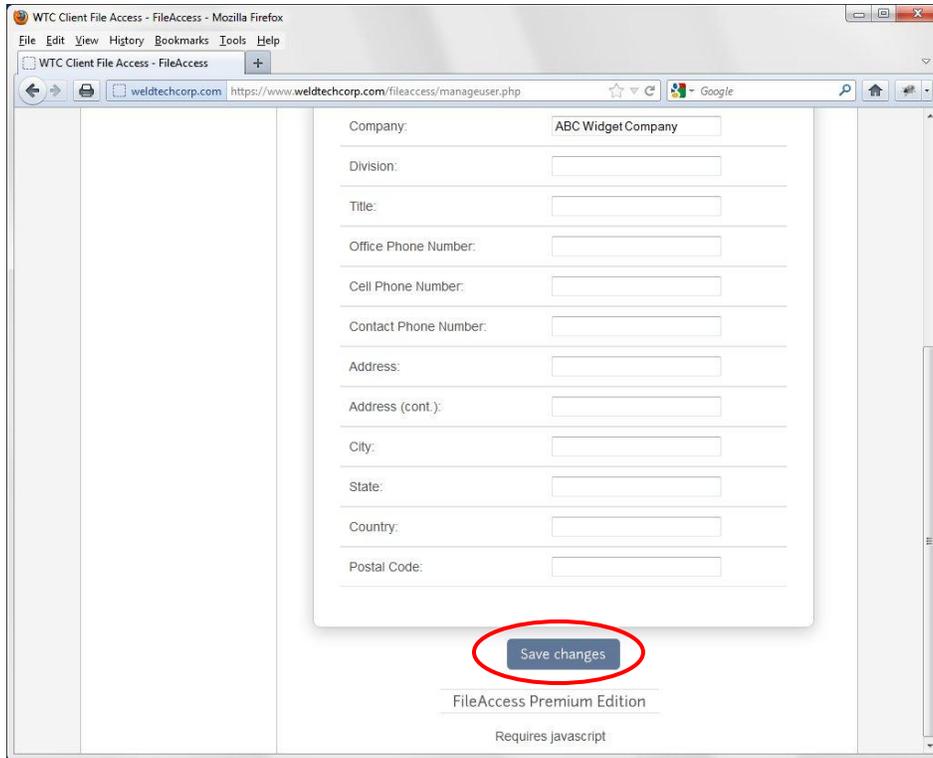


- To edit your account settings, select **My Account** (see above). The account settings page will appear. Edit as desired. When complete, scroll down to the bottom of the page and select **Save Changes** (see below).

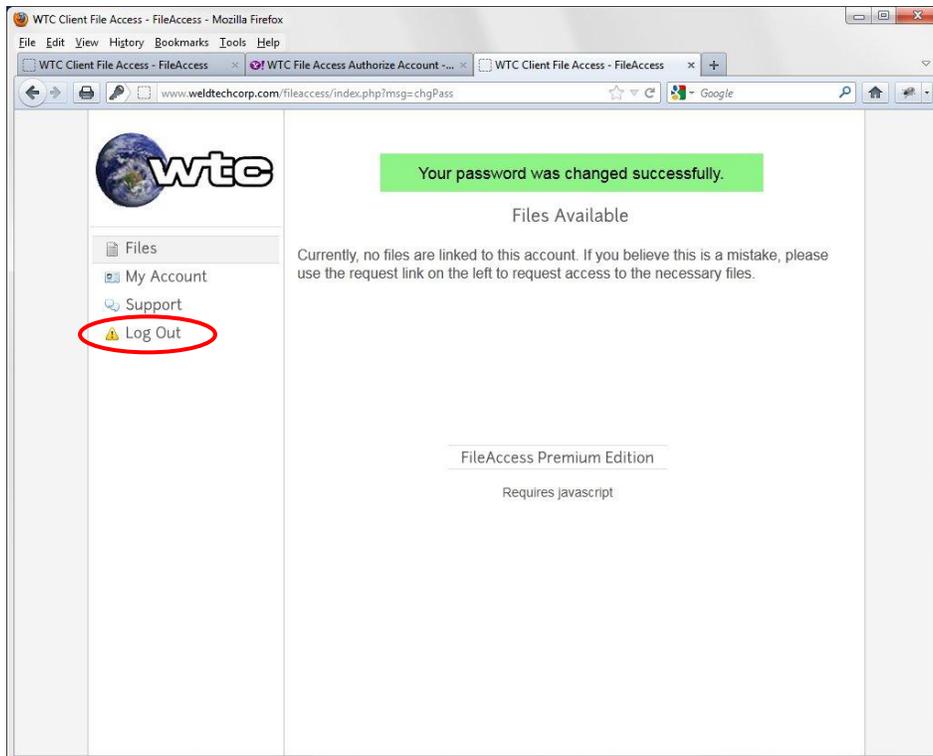


WTC Website

How to Create a New Client Log-In Account



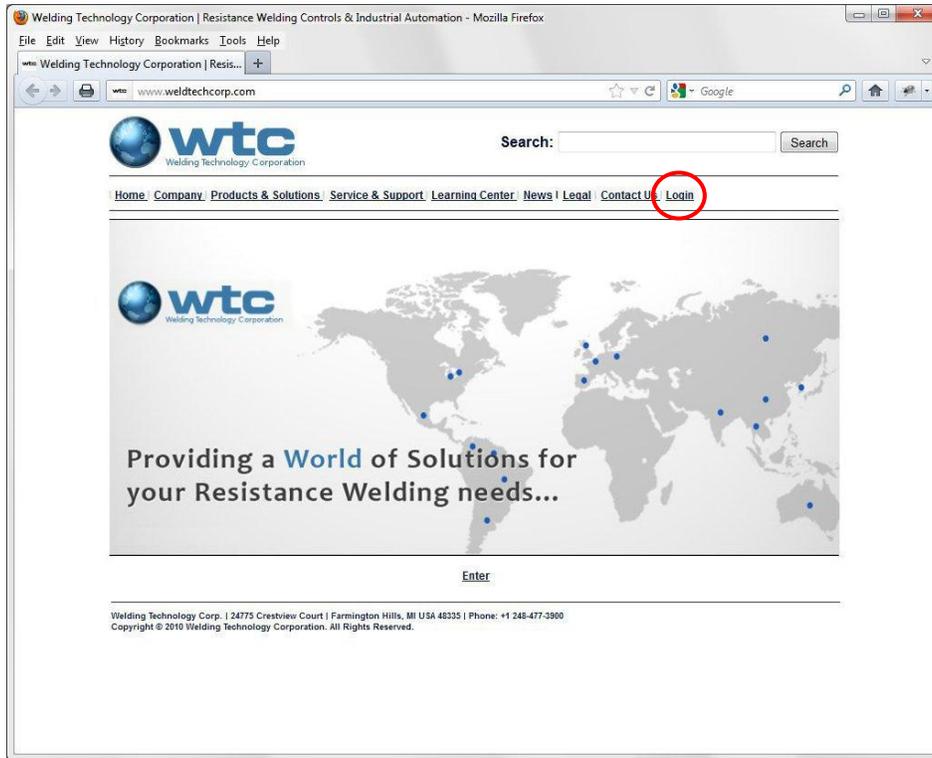
9. You will return to the files page. To log out of your account, select **Log Out**.



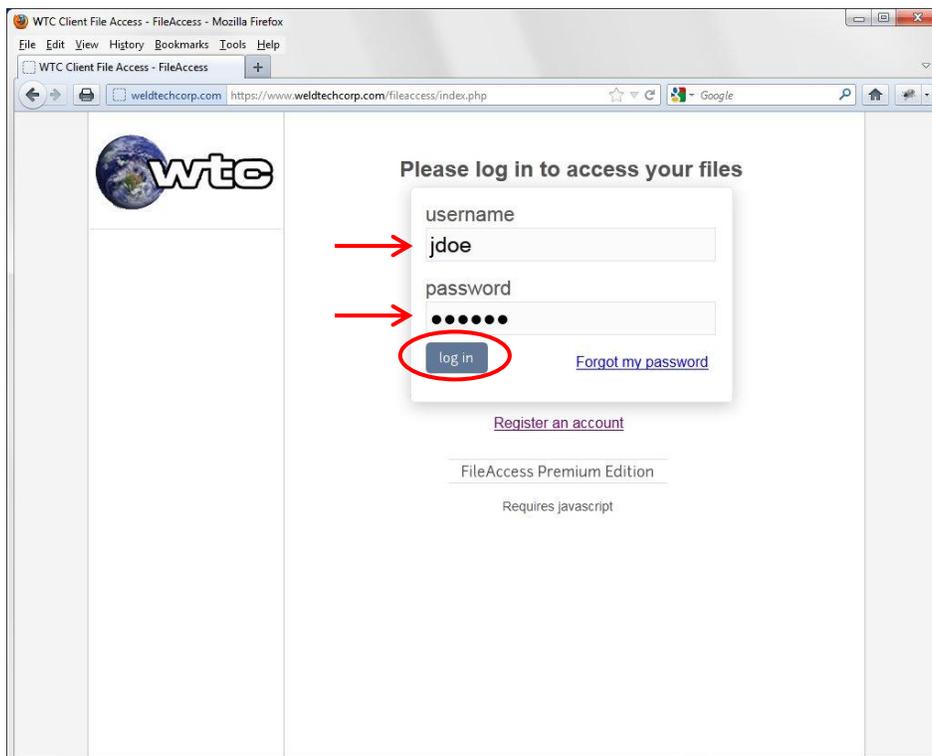
WTC Website How to Create a New Client Log-In Account

Downloading Files from your Account:

1. Open your web browser and go to www.weldtechcorp.com. Select the **Login** option from the main navigation bar.

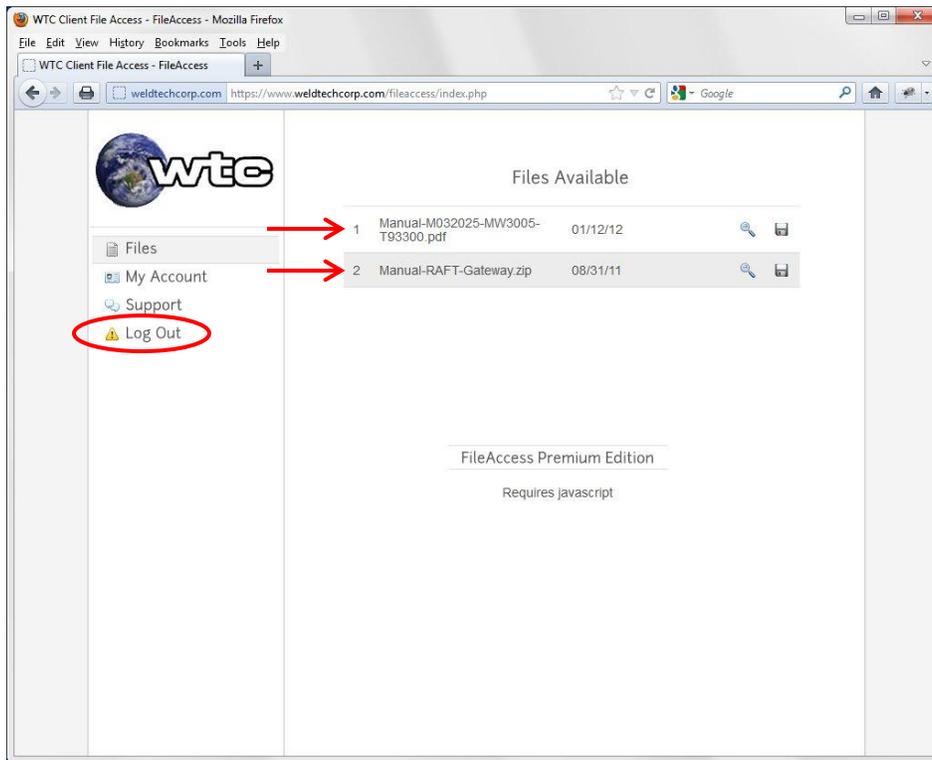


2. At the client log-in page, enter your username and password. When complete, select **Log In**.



WTC Website How to Create a New Client Log-In Account

3. You are now logged into your account. A list of files linked to your account will appear (see example below).
Select the  icon to view the file. Select the  icon to download the file.



4. To log out of your account, select **Log Out**.