



ANSI USNC Portal

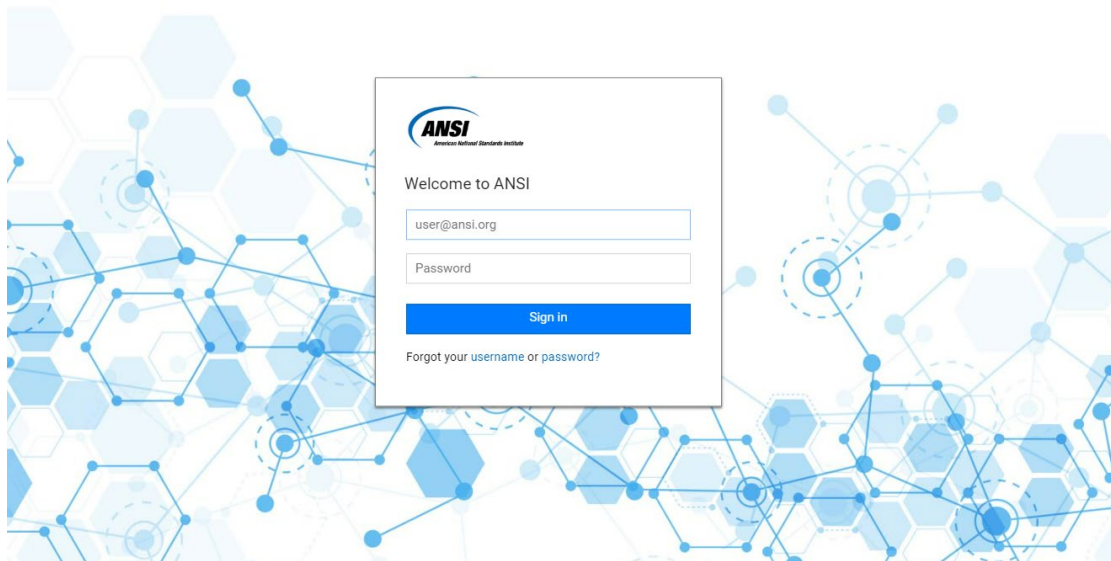
Overview

- Verify your USNC portal login.
 - Make sure as a user you can log into the platform. Familiarize yourself with the password reset feature. USNC portal passwords expire every 90 days and you will need to use the password reset feature to regain access to the portal.
- Verify that you can see your resources.
 - As a TAG Secretary, you should see a tile labeled “USNC TAG Roster” in the USNC portal. If you are active with other ANSI activities (e.g., membership), you might see more resources than just one tile.
- Verify that you can view the TAG roster by navigating to it and confirm that you can see each of your TAGs listed.
- Navigate to the TAG and open it to confirm that you can view all of the TAG members.

Setting Up your password

If you are a first-time user or have previously used ANSI portal but you have not logged in more than 90 days, you will need to create or reset your password.

To create a password you will navigate to this URL: <https://portal.ansi.org/myaccount>
This will direct you to the log in page seen on the screen shot below.



NOTE IMPORTANT:

Do not bookmark this page as ANSI uses a SSO mechanism and the token on this page will change each time a user visits the site upon login. Instead, you should bookmark the URL: <https://portal.ansi.org/myaccount>

To do this, go to your bookmark, select “edit,” then correct the URL. For steps on how to do this please refer to the section “Bookmarks management”.

To create or reset your password, start by clicking on the link “Forgot your [username](#) or [password](#)” and follow the steps as shown on the screen shots.



STEP 1.

Click on the Password Link

A screenshot of the ANSI login page. At the top is the ANSI logo (American National Standards Institute). Below it is the text "Welcome to ANSI". There are two input fields: one for the email address containing "user@ansi.org" and one for the password. A red arrow points from the text "Click on password" to the password field. Below the fields is a blue "Sign in" button. At the bottom, there is a link that says "Forgot your username or password?".

STEP 2.

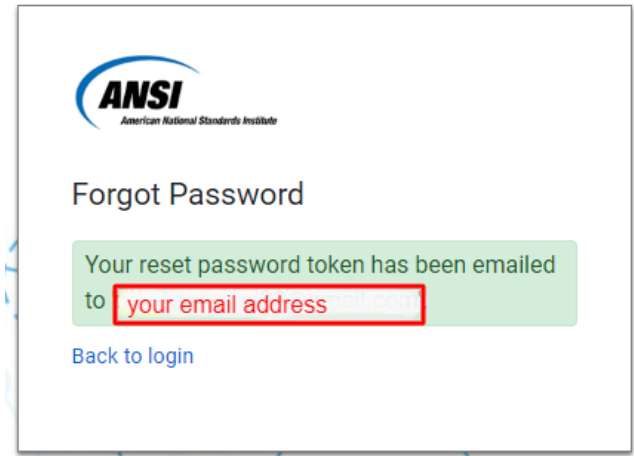
Enter the email address associated with your account

A screenshot of the ANSI "Forgot Password" page. At the top is the ANSI logo. Below it is the heading "Forgot Password". A red triangle points to the heading. There is a yellow highlighted instruction: "Enter the email associated with your account and we'll send you a token to change your password." Below this is an input field containing "user@ansi.org". Two red arrows point from the instruction to the input field. Below the field is a blue "Send" button. At the bottom, there is a link that says "Back to login".



STEP 3.

You will receive a notification stating that your reset Token has been emailed



You will receive an email with the content as follows and a link to click to set the new password. The email should be similar to the screen shot below.

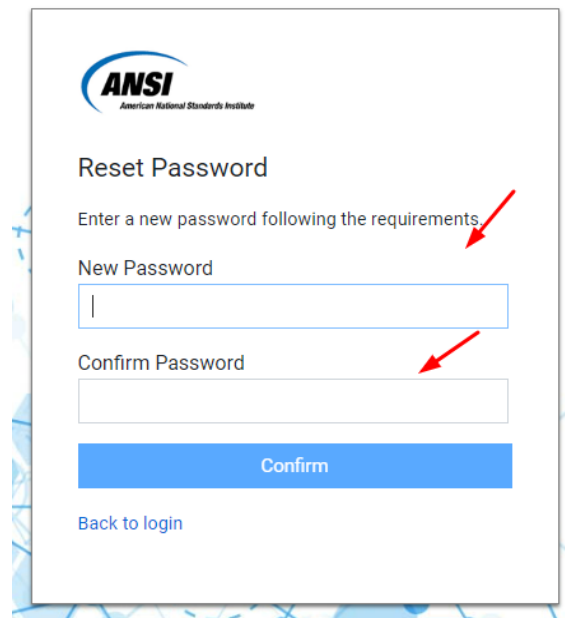
You received this email because you have forgotten your password and submitted a request to retrieve it. Click [here](#) to reset your password.

The Membership Support Team

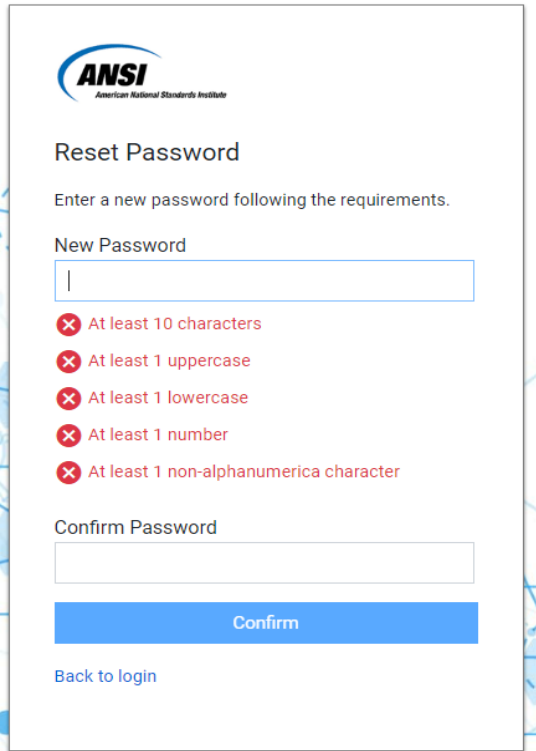


Step 4.

Enter/Set your password

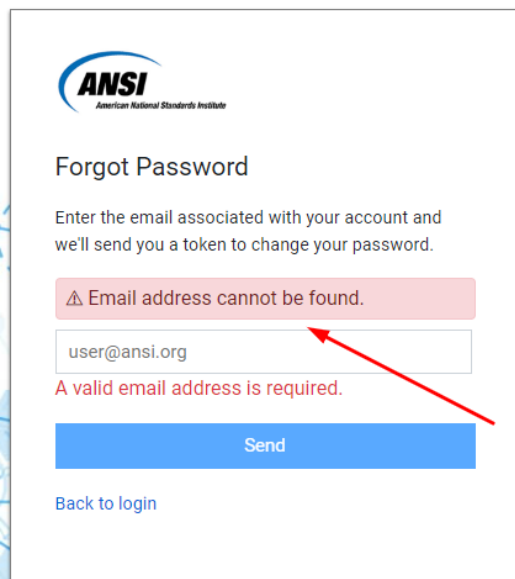


For password complexity and requirements, the system will guide you by presenting informative messages as shown on the screen shot.



The screenshot shows the ANSI 'Reset Password' form. At the top is the ANSI logo. Below it is the title 'Reset Password' and the instruction 'Enter a new password following the requirements.' There are two input fields: 'New Password' and 'Confirm Password'. The 'New Password' field is currently empty and has five red error messages listed below it: 'At least 10 characters', 'At least 1 uppercase', 'At least 1 lowercase', 'At least 1 number', and 'At least 1 non-alphanumeric character'. A blue 'Confirm' button is located below the 'Confirm Password' field. At the bottom left, there is a blue link that says 'Back to login'.

If you come across this message during your Password set up, please contact your representative at ANSI. This simply means your accounts hasn't been activated yet.



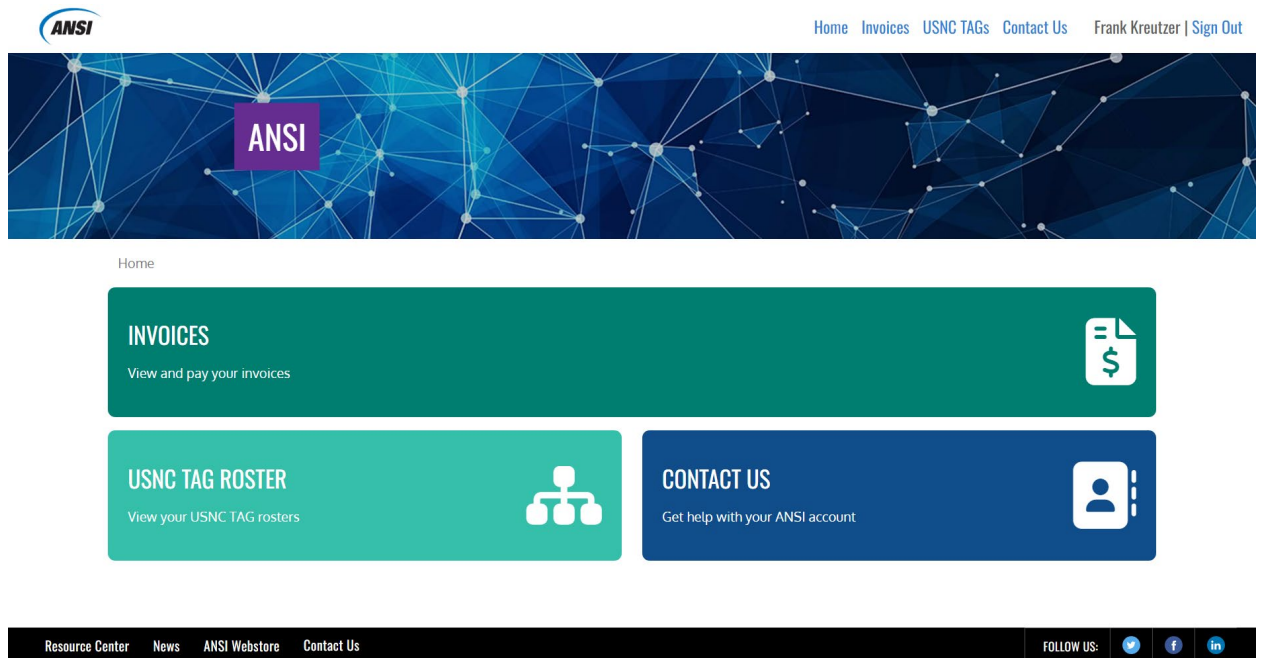
The screenshot shows the ANSI 'Forgot Password' form. At the top is the ANSI logo. Below it is the title 'Forgot Password' and the instruction 'Enter the email associated with your account and we'll send you a token to change your password.' There is an input field containing the email address 'user@ansi.org'. Above this field is a red error message: 'Email address cannot be found.' Below the input field is another red error message: 'A valid email address is required.' A red arrow points from the error message to the input field. A blue 'Send' button is located below the input field. At the bottom left, there is a blue link that says 'Back to login'.



Once your password set up is finalized proceed by logging in to the <https://portal.ansi.org/myaccount> or if you are in the final step of set up, click on the “Back to login” link as shown on the screen shot to be navigated to the log in screen.

In The Portal

- When you are logged in this is what you should see



- Click on the USNC TAG Roster Tile to see your TAGs. If you find that a TAG is missing that you administer, please let USNC staff know.

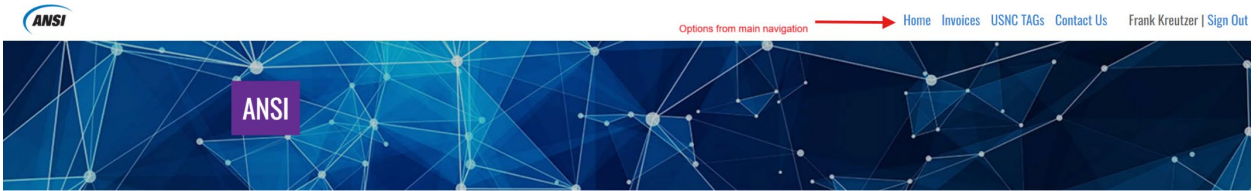


Home / USNC TAGs

My USNC TAGs

USNC TAG IEC SC 31G

When you click on the TAG, you will see a list of TAG members. In the screen shot below you can see what the portal should look like and what information/features should be displayed. For example, TAG secretaries will have an export button to export the entire list of members. Currently the export is only supported in Excel format.



Home / USNC TAGs / USNC TAG Participants

USNC TAG IEC SC 31G

This exports the list in excel format → EXPORT

If you need to update a participant's primary company, add a new participant, or remove TAs and Secretaries, please contact the USNC team.

PARTICIPANTS (9)

Link to the Help page

First Name	Last Name	Email	Phone	Address	Company	Title	Invoice Status	Edit	Remove
Chloe	Brown	chloebrown@ansi.org	(630) 297-9769	1234 Test Street IC Chicago, Illinois 60614 UNITED STATES	Chloe Test Organization	USNC TAG Participant	Billed		
Sunny	Khan	sskhan@ansi.org	3038191234	1234 Test Fort Collins, Colorado 80526	Chloe Test Organization	USNC TAG Secretary	Billed		

The management of participant functions



- 1. Who can sign-in and use the portal?**
 - a. USNC TAG Secretaries, USNC TAG Technical Advisors (TAs), USNC TAG Deputy Technical Advisors (DTAs), and USNC TAG Members

- 2. Who has access to view the list of TAGs and their corresponding rosters?**
 - a. USNC TAG Secretaries and USNC TAG Technical Advisors

- 3. Permissions for USNC TAG Secretaries and Technical Advisors in the USNC Portal**
 - a. View the list of all TAG members (TAG Secretaries, TAs, DTAs, members, Resource Experts, etc.)
 - b. Export the list of TAG members (*exports as a CSV file*)
 - c. Edit specific information related to the TAG Member
 - i. Title, First Name, Last Name, Email, Phone Number, Address Information, Notes
 1. *Note – only USNC staff can edit company information for TAG members*
 - d. Remove TAG members
 - i. *Note – only USNC staff can remove USNC TAG Secretaries and TAs*
 - ii. *Note – only USNC staff can add new TAG members*
 - e. View and pay invoices
 - f. Contact USNC staff via the Contact Us form

- 4. USNC TAG Members' permissions in the USNC Portal**
 - a. View and pay invoices
 - b. Contact USNC staff via the Contact Us form

- 5. Invoice Status Definitions**
 - a. New: the invoice has been created but not sent to the customer (*this may be more applicable for the USNC Premier Members*).
 - b. Billed: the invoice has been generated and sent to the customer, and is awaiting payment.
 - c. Paid: the customer has paid their total Balance Due in full.
 - d. Overpaid: the customer has paid, but paid more than what their total Balance Due is.
 - e. Partially Paid: the customer has paid, but less than what their total Balance Due is.