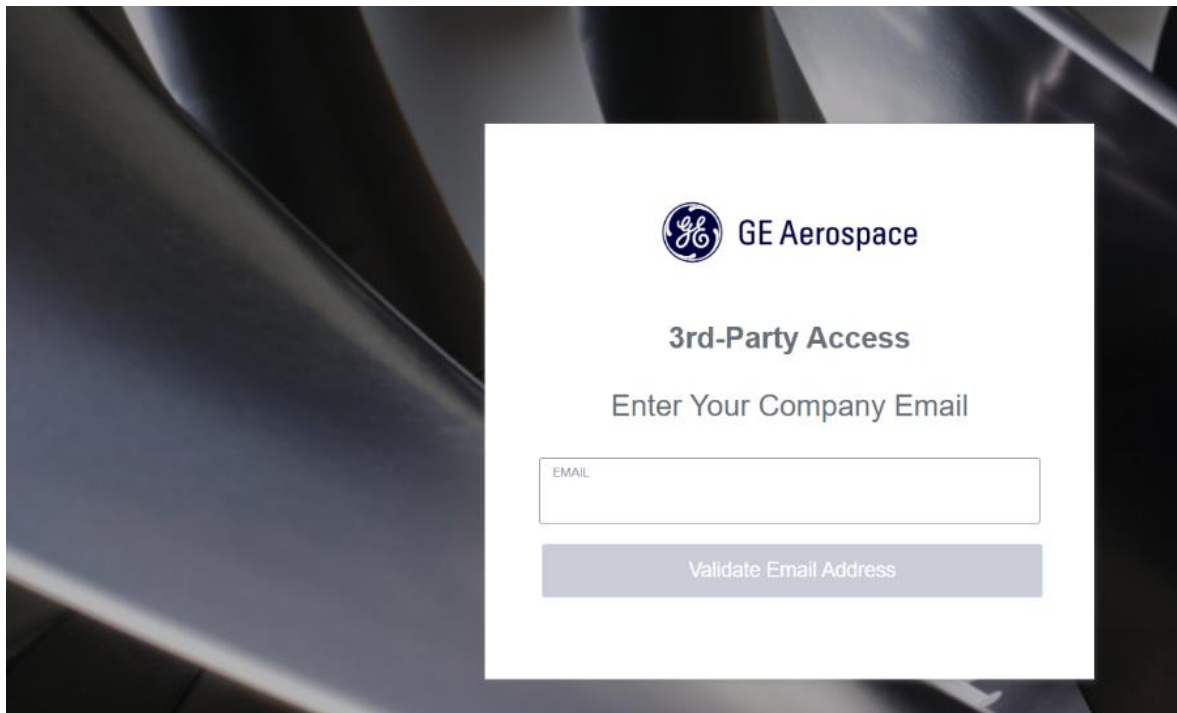


## **GE Aerospace B2B Account Self-registration – User guide**

**Please follow the steps below for new B2B user account registration –**

1. Kindly proceed by clicking on below link which will redirect to GE Aerospace “Enter your Email to Start With” Page.

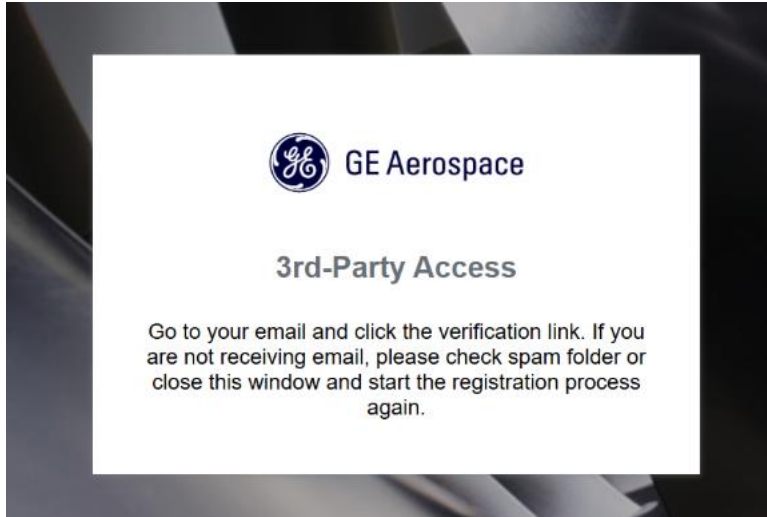
[GE Aerospace B2B User Registration](#)



The screenshot displays a white registration form centered on a dark background of aircraft engine components. At the top of the form is the GE Aerospace logo, consisting of the GE monogram in a circle followed by the text 'GE Aerospace'. Below the logo, the text '3rd-Party Access' is displayed in a bold, sans-serif font. Underneath that, the instruction 'Enter Your Company Email' is shown. A text input field with a thin border contains the placeholder text 'EMAIL'. At the bottom of the form is a wide, light gray button with the text 'Validate Email Address' centered on it.

2. Enter Company Email address which received the self-registration instructions (please ONLY use the email address that we have addressed this email to) in EMAIL field and click on "Validate Email Address". Below screen is displayed. Now go to your email Inbox and click on Verification link.  
Below screen is displayed, Now Go to your email Inbox and click on Verification link.

**NOTE: The link is valid only for 10 mins**



## Email template:

### Verify your Email For GE Aerospace



noreply.b2bidgeaerostg@geaerospace.com  
To Parveen, Nihaz (GE Aerospace, consultant)



Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

You don't often get email from [noreply.b2bidgeaerostg@geaerospace.com](mailto:noreply.b2bidgeaerostg@geaerospace.com). [Learn why this is important](#)



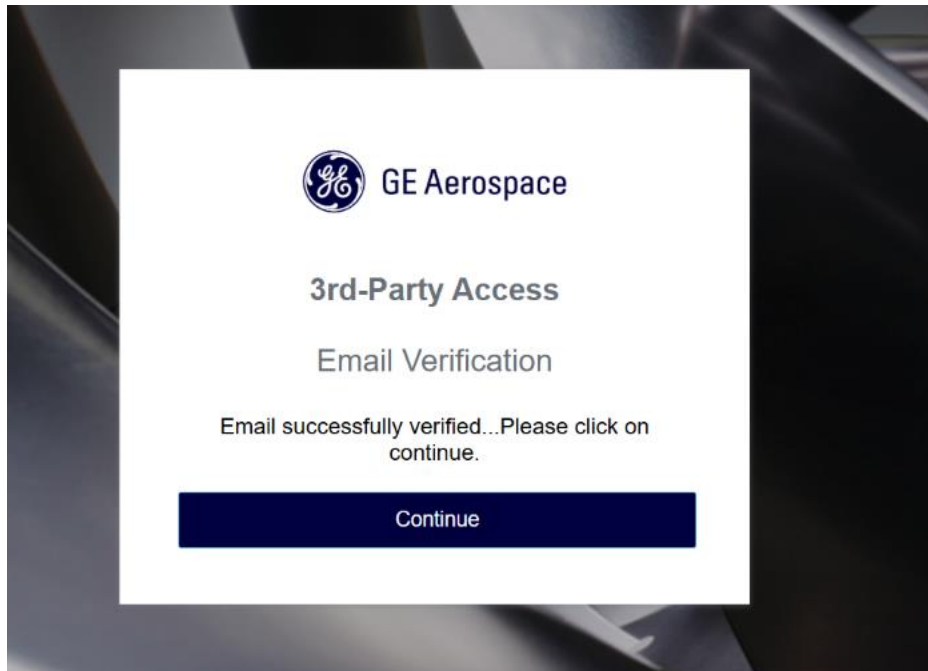
Hello [Nihaz.Parveen@geaerospace.com](mailto:Nihaz.Parveen@geaerospace.com),

To proceed with the GE Aerospace B2B user registration process, please verify your email address by clicking [this link](#) or copying and pasting this URL into your browser.

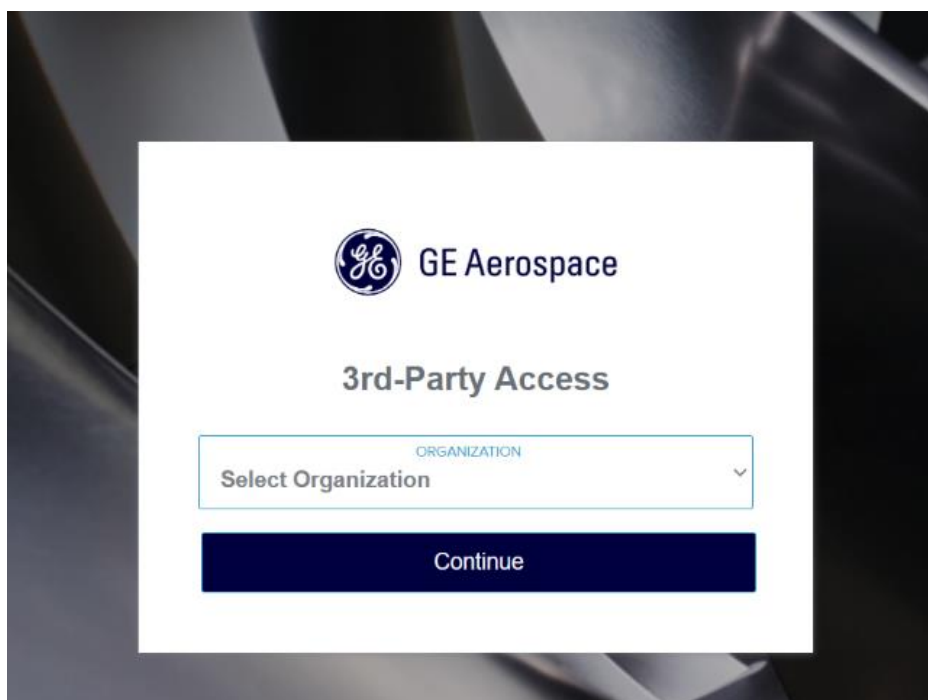
The link will expire after 10 minutes.

Thank You,  
**GE Aerospace IdM Team**

3. Once the link is clicked from email it redirects to below “Email Verification successful” page. Click on **Continue** button to proceed further.

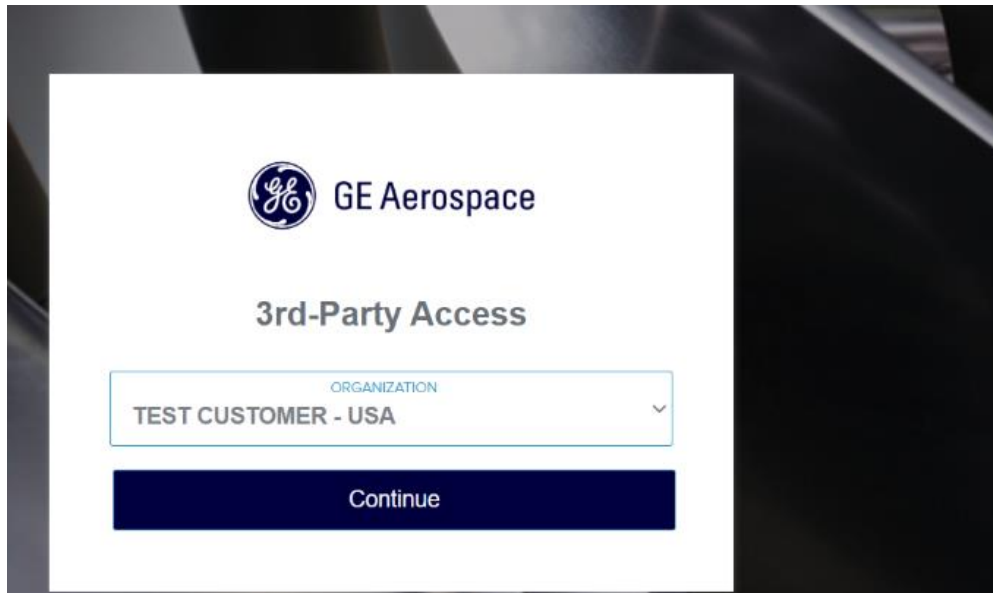


4. On Clicking Continue button it redirects to below Organization Select Screen



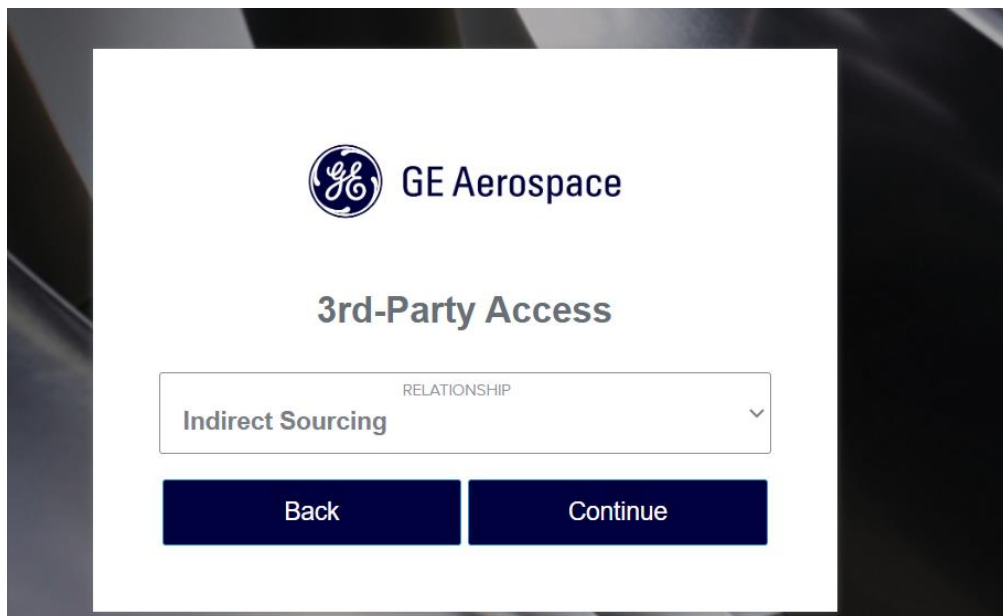
5. Select your organization name from the list of Organizations available in dropdown and click on **Continue**.

**Note:** Company name will be appended with country of the company



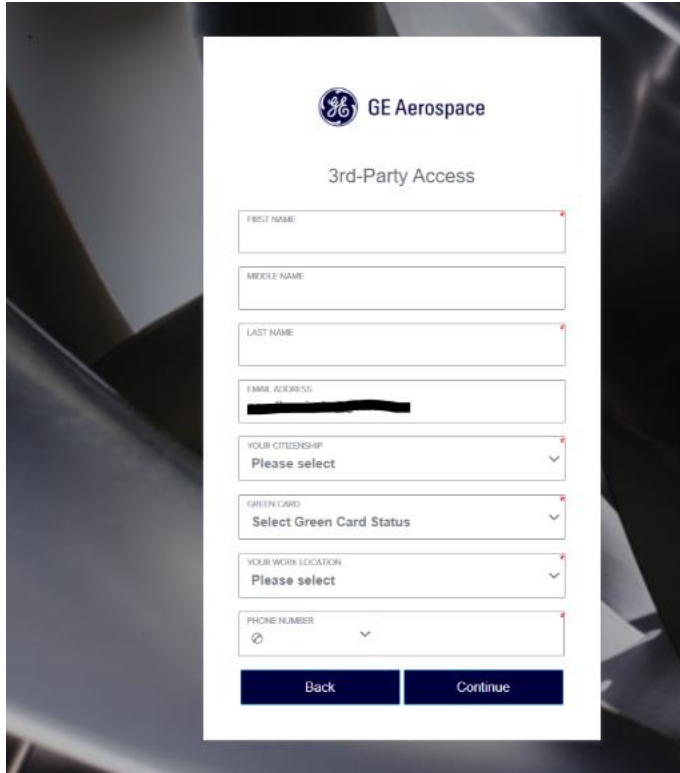
The screenshot shows a white modal window with the GE Aerospace logo at the top left. Below the logo is the text "3rd-Party Access". Underneath, there is a dropdown menu labeled "ORGANIZATION" with the selected option "TEST CUSTOMER - USA" and a downward arrow. At the bottom of the modal is a dark blue button labeled "Continue".

6. Based on the Organization selected, the next page displays Relationships. Select **Indirect Sourcing** as the relationship and click on **Continue**.



The screenshot shows a white modal window with the GE Aerospace logo at the top left. Below the logo is the text "3rd-Party Access". Underneath, there is a dropdown menu labeled "RELATIONSHIP" with the selected option "Indirect Sourcing" and a downward arrow. At the bottom of the modal are two dark blue buttons: "Back" on the left and "Continue" on the right.

7. It takes you to the **User Registration** form. Please enter all the mandatory details and click on **Continue**.

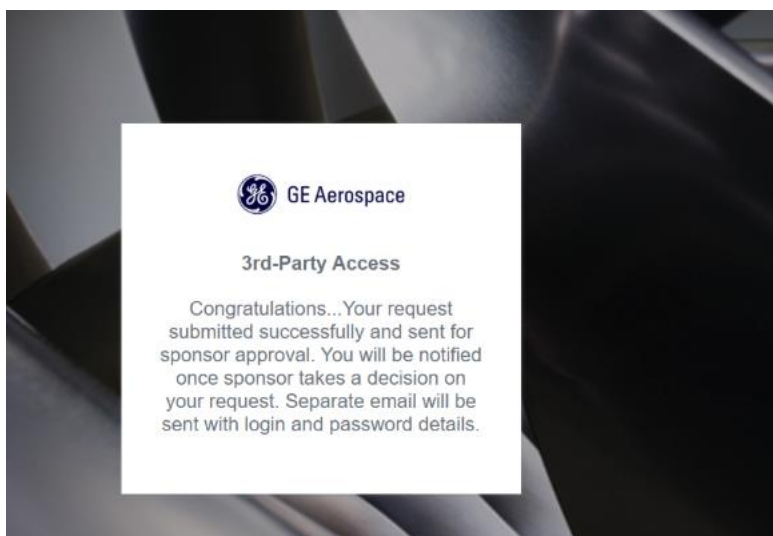


The screenshot shows a registration form for GE Aerospace titled "3rd-Party Access". The form includes the following fields:

- FIRST NAME: Text input field.
- MIDDLE NAME: Text input field.
- LAST NAME: Text input field.
- EMAIL ADDRESS: Text input field with a red asterisk indicating it is mandatory.
- YOUR CITIZENSHIP: Dropdown menu with "Please select" and a red asterisk.
- GREEN CARD: Dropdown menu with "Select Green Card Status" and a red asterisk.
- YOUR WORK LOCATION: Dropdown menu with "Please select" and a red asterisk.
- PHONE NUMBER: Dropdown menu with a red asterisk.

At the bottom of the form are two buttons: "Back" and "Continue".

8. User Registration request is now submitted and sent for Sponsor approval.



**Next step:** You will receive an e-mail with a welcome kit which will contain the instructions to reset your password, and log in to the ISP portal.