

User Manual: Portal Login





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Introduction.

This manual was created to guide you through the process of accessing the Pluspetrol Supplier Portal. Its purpose is to provide detailed instructions and simplify every necessary step for first-time access to the platform, ensuring a secure, efficient, and streamlined experience.

Our goal is to provide you with a practical tool that enables self-service, offering transparency and secure access to information.

What You Will Find in This Manual:

- Activating Your Account.
- Creating and Registering Secure Credentials.
- Initial Login.
- Password Recovery.
- General Tips for Logging In and Support.

We recommend keeping this manual open as you explore the platform, as this will allow you to validate each step and complete the activation and login process with greater clarity and accuracy.



Before you begin, please ensure you can access the email account where you received the invitation.

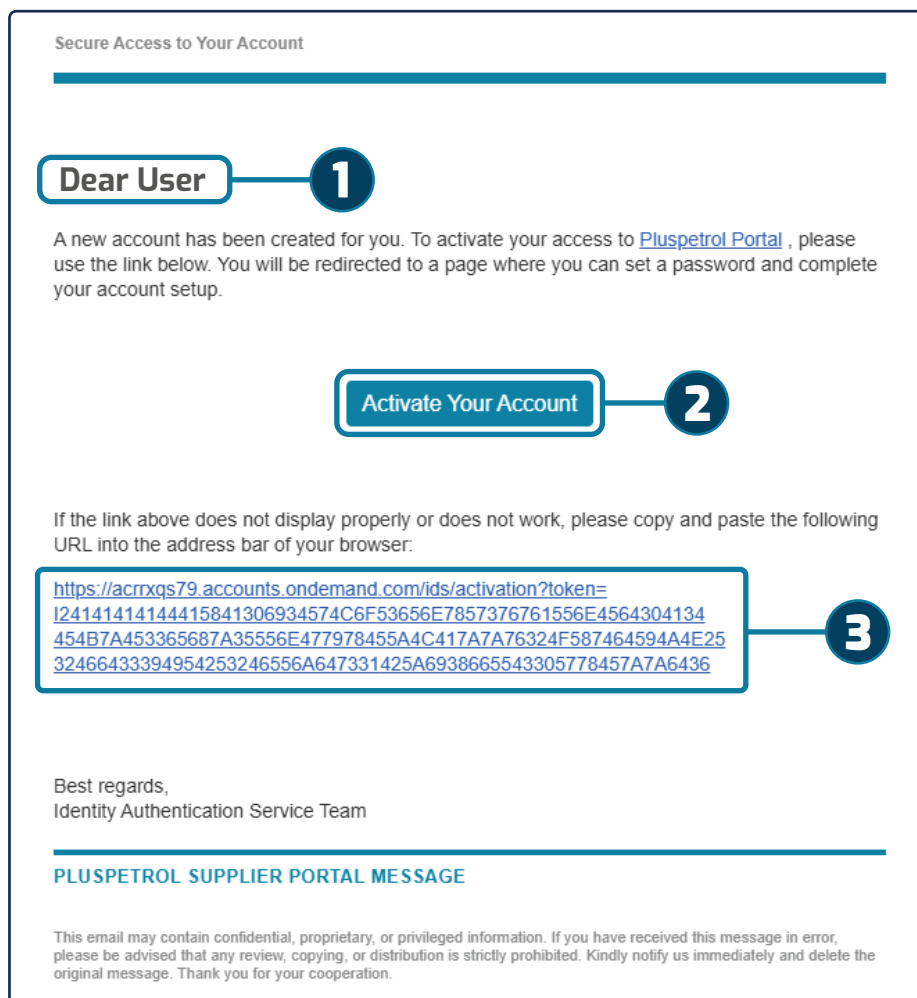


If you have any doubts about your registered email, please contact your Purchasing Representative.

Supplier Portal Invitation

Once you are registered as a user, you will receive an email containing the steps to activate your account.

The email will look similar to the image below:



1 Name

You will see your full name here.

2 Main Link

This button will take you directly to your account activation process.

3 Alternative Link

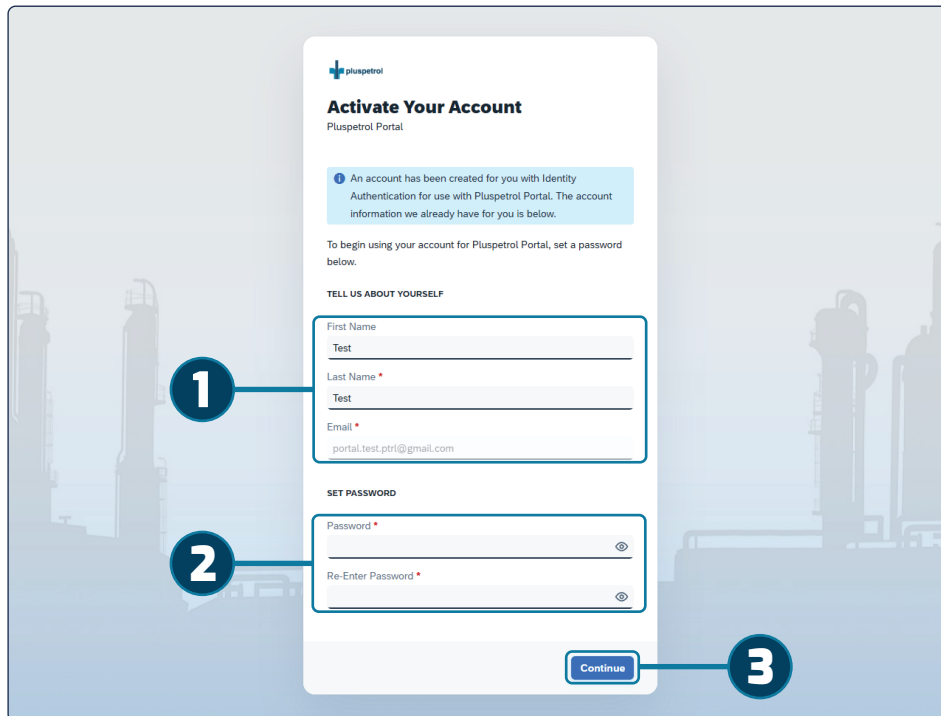
If the primary link does not work, you can use this link to access your account activation process.



Click the confirmation button. This will take you directly to the form to activate your portal login.

Account Activation

Once you click the provided link, you will access the platform to set up your profile. The system will display the User Registration Form. You will need to complete the required fields with your information.



1 Personal information

Here, you must complete the fields with your first name, last name, and email address.

2 Password

Next, you must set the password that will be used to log in to the Supplier Portal. Your password must comply with the Pluspetrol security policy to protect your account information.

- The password must have a minimum of 8 characters and a maximum of 255 characters.
- Your password must include a combination of at least three of the following four character categories:
 - Uppercase letters.
 - Lowercase letters.
 - Numbers.
 - Special characters.

3 Continue

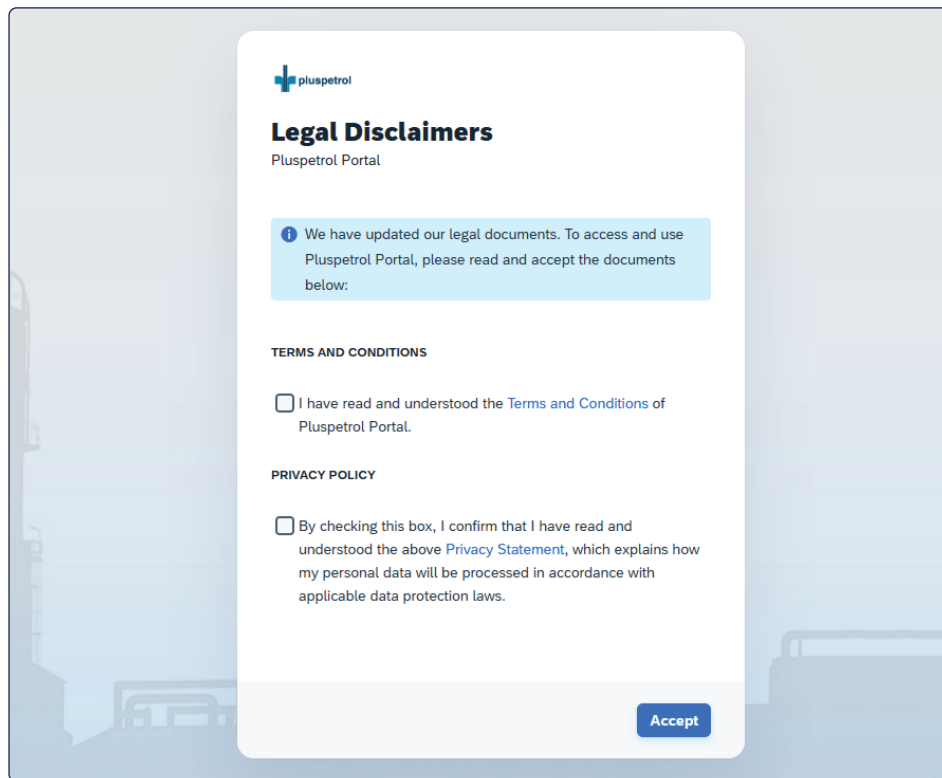
Finally, ensure that all the information is correct and click the "Continue" button.



Ensure you complete all fields marked with an asterisk, as they are required to proceed with the process.

Legal Notices

Once you have completed the registration form and set your password, the system will display the Legal Notices screen to ensure compliance with Pluspetrol's internal policies.



The screenshot shows a mobile application interface for the Pluspetrol Portal. At the top, the Pluspetrol logo is displayed. Below it, the title "Legal Disclaimers" is followed by "Pluspetrol Portal". A light blue information box contains a message: "We have updated our legal documents. To access and use Pluspetrol Portal, please read and accept the documents below:". Below this, there are two sections: "TERMS AND CONDITIONS" and "PRIVACY POLICY". Each section has a checkbox and a line of text. The "TERMS AND CONDITIONS" checkbox is unchecked, and the text says "I have read and understood the Terms and Conditions of Pluspetrol Portal.". The "PRIVACY POLICY" checkbox is also unchecked, and the text says "By checking this box, I confirm that I have read and understood the above Privacy Statement, which explains how my personal data will be processed in accordance with applicable data protection laws.". At the bottom right, there is a blue "Accept" button.

Confirmation Process

To finalize your account activation and gain access to the portal, you are required to read and accept the legal documents governing the commercial relationship and platform usage.

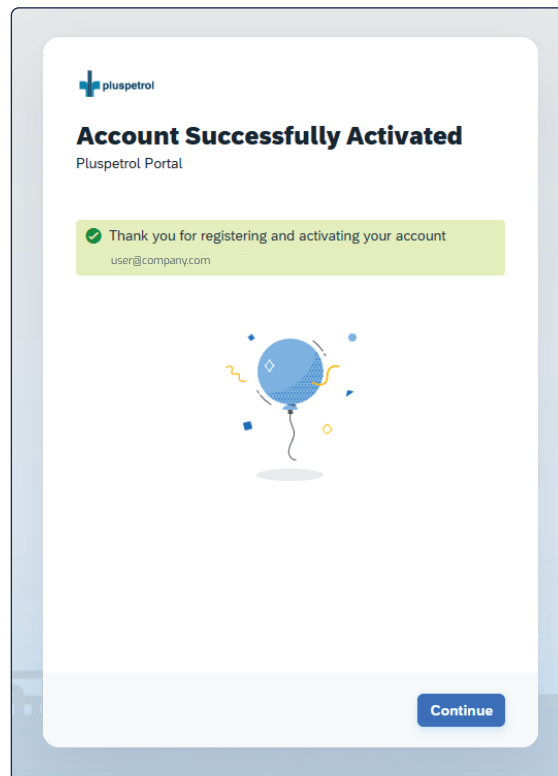
Terms and Conditions: Check the first box to confirm that you have read and understood the Pluspetrol Portal Terms and Conditions.

Privacy Policy: Check the second box to confirm that you have read and understood the Privacy Policy, which explains how your personal data will be processed in accordance with applicable data protection laws.

Once both boxes are checked, click the blue "Accept" button.

Successful Activation

Once you accept the Legal Notices, the system will confirm that the activation process has been completed successfully. This welcome screen confirms that your account has been created successfully.

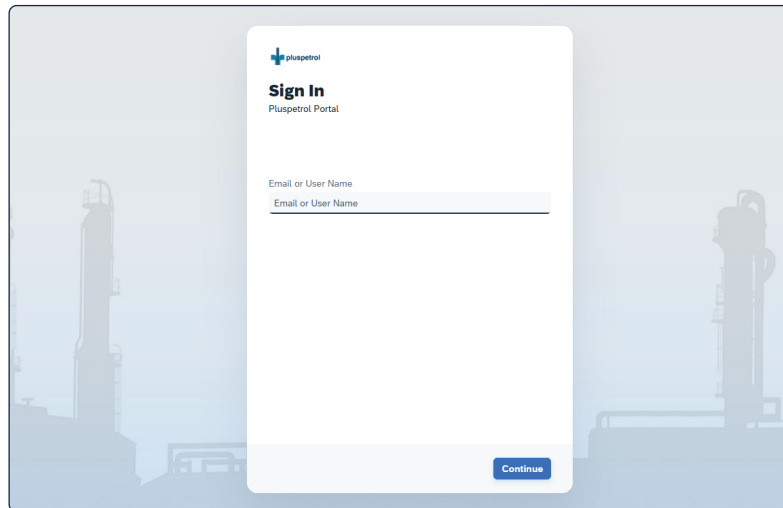


Portal Redirection

Upon clicking "Continue," the system will immediately redirect you to the Login screen, allowing you to access the Pluspetrol Supplier Portal for the first time.

Accessing the Pluspetrol Portal

This is the main login screen for the Pluspetrol Portal.



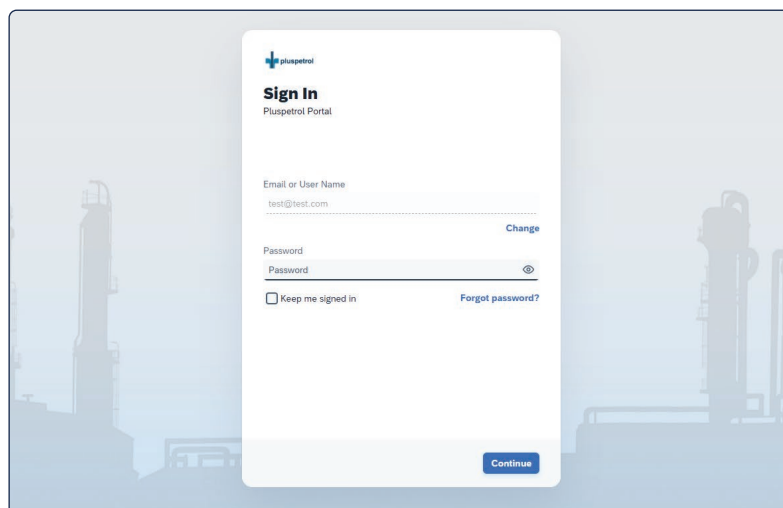
The screenshot shows the Pluspetrol Sign In screen. At the top, there is the Pluspetrol logo and the text "Sign In" and "Pluspetrol Portal". Below this, there is a label "Email or User Name" and a text input field containing "Email or User Name". At the bottom right of the form, there is a blue "Continue" button. The background of the screen shows a blurred image of industrial equipment.

Username

In the "Email or Username" field, enter the email address you used during registration.

This email address serves as your unique identifier within the Supplier Portal.

Once you have entered your username, click the blue "Continue" button.



The screenshot shows the Pluspetrol Sign In screen with the fields filled. The "Email or User Name" field contains "test@test.com" and has a "Change" link to its right. Below it is the "Password" field, which is currently empty and has a toggle icon to its right. At the bottom left of the form, there is a checkbox labeled "Keep me signed in". At the bottom right, there is a link labeled "Forgot password?". A blue "Continue" button is at the bottom right of the form. The background of the screen shows a blurred image of industrial equipment.

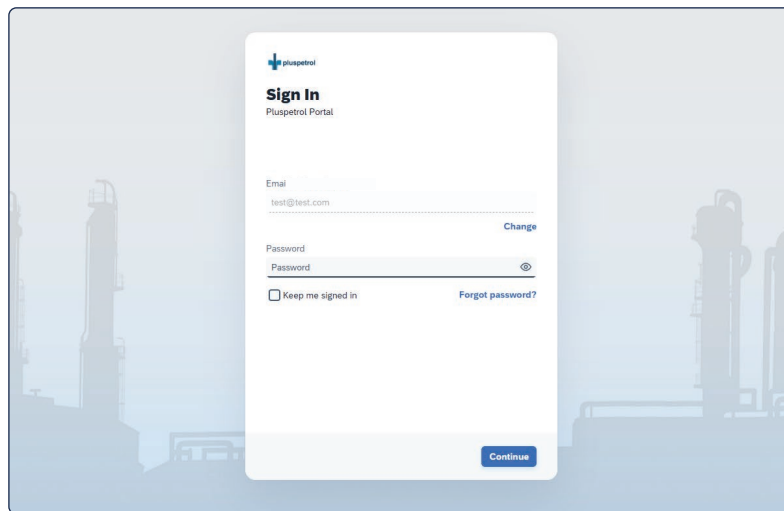
Password

In the "Password" field, enter the password you set during the activation process.

If you want to stay logged in on the current device, check the "Keep me signed in" box.

Password Recovery

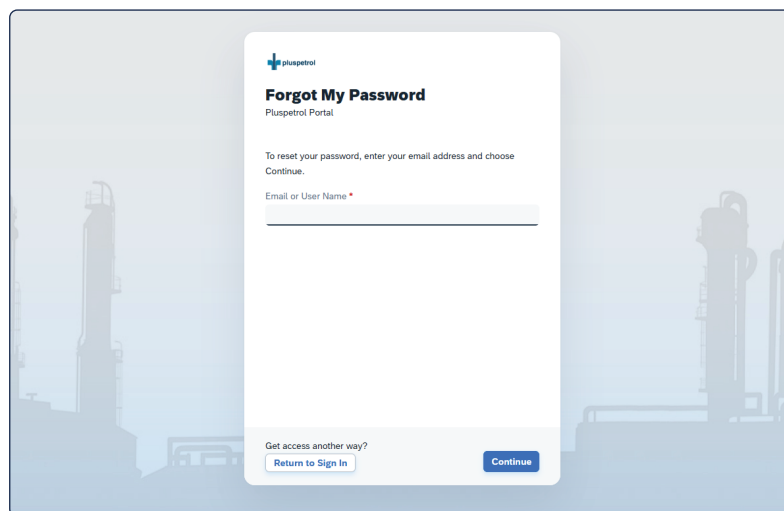
If you forget your password, you can easily reset it by following the automated recovery process.



The screenshot shows the 'Sign In' page of the Pluspetrol Portal. It features a white login card with the Pluspetrol logo at the top. Below the logo, the text 'Sign In' and 'Pluspetrol Portal' are displayed. The card contains two input fields: 'Email' with the placeholder 'test@test.com' and a 'Change' link, and 'Password' with a toggle icon. There is a checkbox for 'Keep me signed in' and a link for 'Forgot password?'. A blue 'Continue' button is located at the bottom right of the card. The background is a blurred image of an industrial facility.

1 Initiate Request

From the "Log in" screen, click the "Forgot Password?" link.



The screenshot shows the 'Forgot My Password' page of the Pluspetrol Portal. It features a white recovery card with the Pluspetrol logo at the top. Below the logo, the text 'Forgot My Password' and 'Pluspetrol Portal' are displayed. The card contains the instruction: 'To reset your password, enter your email address and choose Continue.' followed by an input field labeled 'Email or User Name *'. At the bottom, there is a link 'Get access another way?' with a 'Return to Sign In' button, and a blue 'Continue' button. The background is a blurred image of an industrial facility.

Identity Verification

The system will ask you to enter the email address you registered with.

Once you have entered your email address, click the blue "Continue" button.

The next step will be to check your email inbox.

Reset Password

After submitting your email address, you will receive an email containing the secure link to continue the process.

Secure Access to Your Account

Dear User

You have requested to reset the password for your **Pluspetrol Supplier Portal** account.

To continue, please click the link below.

[Reset Password](#)

If the button above does not work, please copy and paste the following link into your browser's address bar:

<https://acrxqs79.accounts.ondemand.com/ids/activation?token=1241414141444B352532467264516C664332734F6D76536F78436A74687149576E314A566F4E472532424672784A53727825324625324232647264756E6C7A6A573479776E7362736A754555344A53614E4A54645338312532426A5949696E5750376F6C7763253344>


Best regards,
Identity Authentication Service Team

PLUSPETROL SUPPLIER PORTAL MESSAGE

This email may contain confidential, proprietary, or privileged information. If you have received this message in error, please be advised that any review, copying, or distribution is strictly prohibited. Kindly notify us immediately and delete the original message. Thank you for your cooperation.

Set New Password

Click the link provided in the email. You will be directed to a screen where you can set a new password. Save your new password, then return to the Portal and log in.



Reset Your Password
Pluspetrol Portal

Reset the password for your account portal.test.ptl@gmail.com:

New Password *

Re-enter New Password *

Save



Ensure your new password complies with the security policy, detailed on page 5 of this manual, to protect your account information.

That's all.

Remember that you can revisit this material whenever you need it.
And if you have any questions, you can visit the Frequently Asked
Questions section or contact us through our usual channels.

