

PTCS Website Account Creation and Login

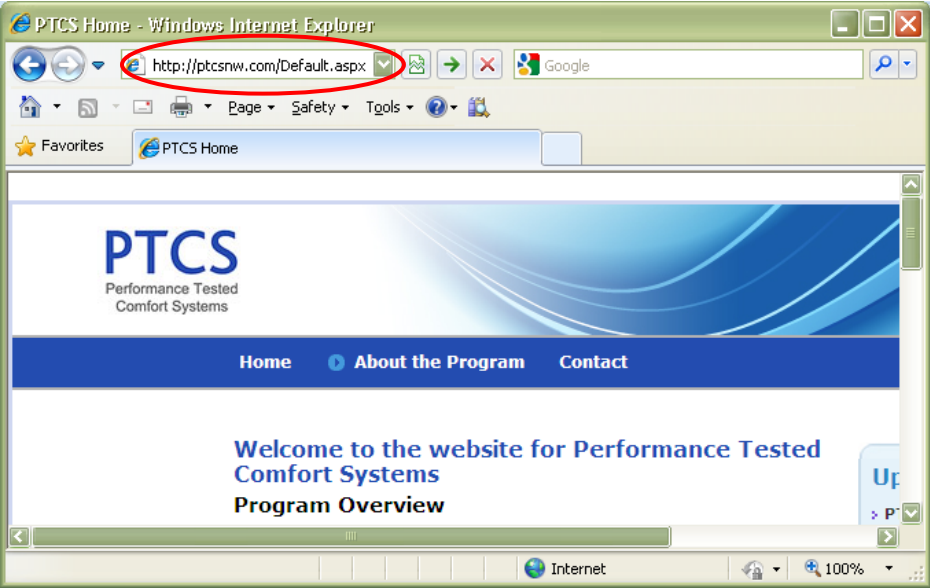
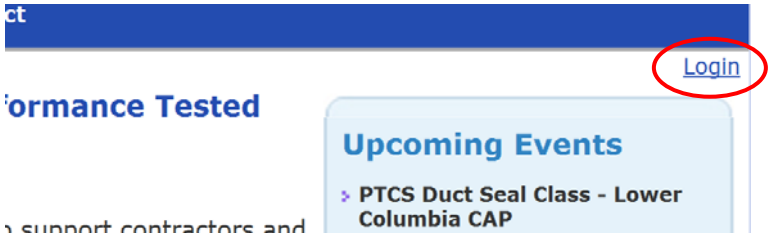
May 2011

This document will cover:

- PTCS Account Registration
- PTCS Login
- PTCS Password Resets and Updates

Please Note: Jobs for non-BPA utilities (PGE, PSE, Pacific Power, Avista, Northwest Natural) require a \$45 fee for processing in the PTCS site.

Account Registration

<p>Navigate to http://ptcsnw.com in an internet browser</p>	
<p>On the right side of the screen click the Login hyperlink.</p>	

Click on the hyperlink for a **New Account** to register a new account.

Login

User Name:

Password:

Keep Me Logged In

- › To create a **New Account** [click here](#)
- › Forgot your **Password**? Please [click here](#).
- › Forgot your **User Name**? Please [click here](#).

For a new account, select the appropriate option in the group dropdown menu for your account.

Select from: Contractor, Utility, Other Entity

Register New Account

Please select the group that you belong to:

▾
Contractor
Utility
Coalition

Click [here](#) for assistance on how to register

Create a unique **Login / User Name**, enter a **Password** of your choosing (at least 5 characters long) along with your **Company** and **Contact** information.

Click the **Create User** button.

Register New Account

Login / User Name	<input type="text"/>	Company Name	<input type="text"/>
Password	<input type="password"/>	Company Address	<input type="text"/>
Confirm Password	<input type="password"/>	Company City	<input type="text"/>
E-mail	<input type="text"/>	Company State	<input type="text"/>
First Name	<input type="text"/>	Company Zip	<input type="text"/>
Last Name	<input type="text"/>	Company Phone	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
Phone Ext	<input type="text"/>		
Technician ID Number	<input type="text"/>		

*If you currently have a Technician ID Number, please enter it here.

An informational email will be sent to the email address entered in the form, pending account approval.

Access to the site will be granted within 1-2 business days. If account access needs to be activated immediately, please call **800-941-3867**.

Please note: For contractors to access and process installations in this website, you must be PTCS certified. To learn more about becoming PTCS Certified, send an email to info@ptcsnw.com.

[Home](#)

[About the Program](#)

[Contact](#)

Register New Account

Registration Complete

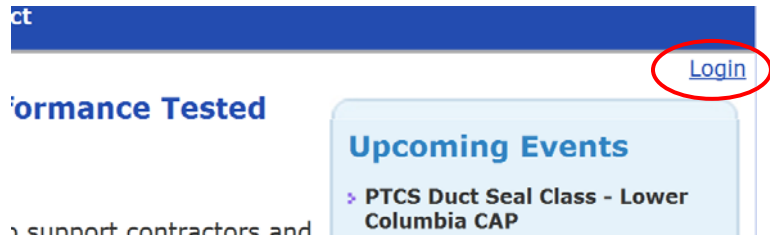
Thank you for registering. Please allow 1-2 business days for your account to be approved.
If you need your account to be immediately activated please call 800-941-3867

[Continue](#)

Click [here](#) for assistance on how to register

Account Login

When your account is approved, click the **Login** link (at the top right of the website under the header bar) to go to the Login page and sign in using the user name and password that you established.



Enter the account **User Name** and **Password** chosen when you first registered your account and then click the **Log In** button or press the **Enter** key.

The login page is also where **Password** and **User Name** emails can be requested by clicking on the corresponding hyperlink.

If the **Forgot your Password** hyperlink is clicked, a reset *temporary password* will be emailed to the email address assigned to the user account.

Login

User Name:

Password:

Keep Me Logged In

✦ To create a **New Account** [click here](#)

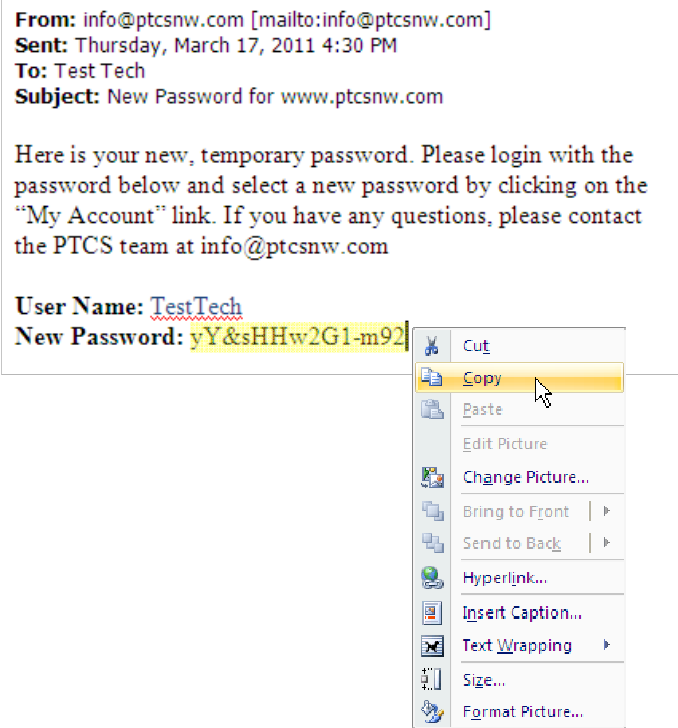
✦ **Forgot your Password?** Please [click here](#).

✦ **Forgot your User Name?** Please [click here](#).

Password Resets and Updates

When the **Forgot your Password** hyperlink is clicked on the Login webpage, a reset *temporary password* is sent from info@ptcsnw.com to the email address assigned to the user account.

To copy the temporary password to the computer clipboard, highlight the **Password** in the email, then right-click the mouse and choose **Copy** from the menu that appears.

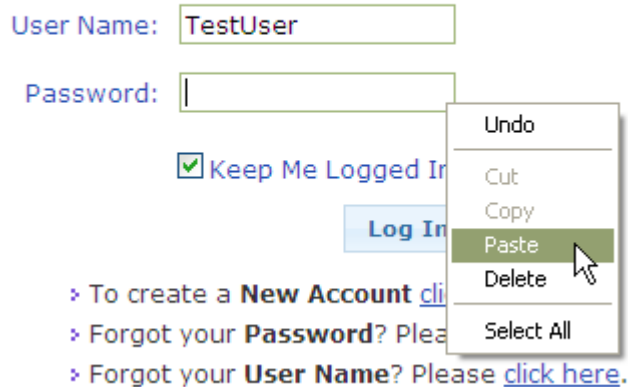


Login to the PTCS website (as described in the previous section of this document).

Enter the account **User Name** in the textbox. Right-click in the **Password** textbox and choose **Paste** from the menu that appears to enter the temporary password from the PTCS Password Reset email.

Click the **Log In** button or press the **Enter** key to login.

Login



An account password can be updated in the **My Account** area by clicking on the **Change Password** hyperlink on the left navigation menu of the web page.

The PTCS Team strongly encourages password updates any time a password has been reset and a temporary password is assigned via the system.

Note: **My Account** is also where management of all user account information is housed, including address, associated company, and contact information.

Home Contractors Utilities About the Program **My Account** Cont

Welcome

My Account

> **Change Password**

> Class Penetration

USER ADMINISTRATION		
User Name	Role(s)	Technician