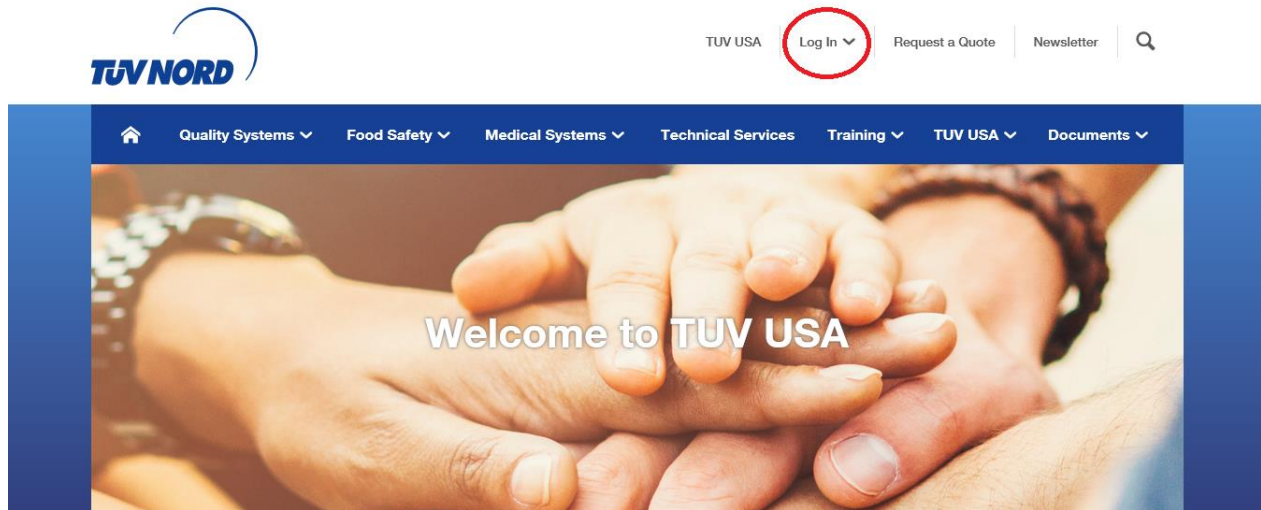


# Brief Introduction to the Workflow Portal of TUV USA Inc.



To access the customer workflow:

- 1) Go to: [www.tuv-nord.com/us](http://www.tuv-nord.com/us)
- 2) Select the “Log In” drop down menu at the top of the page, and select the Customer Log In option (pictured below)



- 3) Enter the Username and Password assigned to you in the welcome email. There will be an option to change your password once you log in.

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Need help? Please call 603-870-8023

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## Login

User Name:

Password:

Remember Me

[Click here if you forgot your username or password](#)

# Brief Introduction to the Workflow Portal of TUV USA Inc.



Once you log in, you should be looking at a screen similar to this:

**View**

- View Audit Dashboard
- View Contact List

**Tasks**

- Submit Corrective Action Reports
- Approve Certificates

**Administration**

- View FYIs
- View Policies and Procedures
- View Profile**
- Request a Quote

**Help**

- Help Manual

Take the time to go to the “View Profile” link, and make sure your information is correct. On this screen, you have the option to change your username or password.

## Customer Profile

For any profile changes please contact your project manager.

Company Name:	<input type="text" value="Test Co"/>	User Name:	testco
Contact First Name:	<input type="text" value="Dan"/>	Contact Last Name:	<input type="text" value="Smith"/>
Address Line#1:	<input type="text" value="123 Main St"/>	Address Line2:	<input type="text"/>
City:	<input type="text" value="Salem"/>	Province:	<input type="text"/>
State/Zip:	<input type="text" value="NH"/> <input type="text" value="03079"/>	Country:	<input type="text" value="United States"/>
Business:	<input type="text"/>	Home:	<input type="text"/>
Mobile:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>	Site Count:	1
Shift Count:	<input type="text" value="1"/>	Employee Count:	<input type="text" value="20"/>

[Change Username/Password](#)

### Sites

Nickname	Address	City, State, Zip
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No records to display.

To change your username/password, please select the “Change Username/Password” option on your Customer Profile screen. Fill in the requested information.

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### Customer Profile

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Change Username and/or Password for Dan Smith

Existing Username: testco      New Username:

New Password:       Repeat Password:

Security Question:       Security Answer:

---

If you have any further questions or concerns, please see the Help Manual on the main page of your account (pictured below).

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 <b>View</b>	 <b>Administration</b>
<input type="button" value="View Audit Dashboard"/>	<input type="button" value="View FYIs"/>
<input type="button" value="View Contact List"/>	<input type="button" value="View Policies and Procedures"/>
 <b>Tasks</b>	<input type="button" value="View Profile"/>
<input type="button" value="Submit Corrective Action Reports"/>	<input type="button" value="Request a Quote"/>
<input type="button" value="Approve Certificates"/>	 <b>Help</b>
	<input type="button" value="Help Manual"/>

If you cannot find your answer there, please call your assigned Project Manager at TUV USA, 603-870-8023.