

# Registration Process

1. In order to register for the first time, please send an email with your request to: [Payment-status-onboarding-GEP@exxonmobil.com](mailto:Payment-status-onboarding-GEP@exxonmobil.com).
2. You will then receive a Registration email from GEP with a [Click Here](#) button

Thu 8/15/2019 9:38 PM

@gep.com

Test Notification - Registration request from URT\_ExxonMobil

To

Dear

You have been added as the contact of \_\_\_\_\_ for  
URT\_ExxonMobil.

Please [Click Here](#) to create your user account.

In case you have already created your login credentials, please ignore this message.

In case of any queries, please contact GEP Support at the following:

**Phone:**

USA: +1 732 428 1578

Asia: +91 22 61 372 148

Europe: +42 022 59 86 501

**Email:**

[Support@gep.com](mailto:Support@gep.com)

Regards,

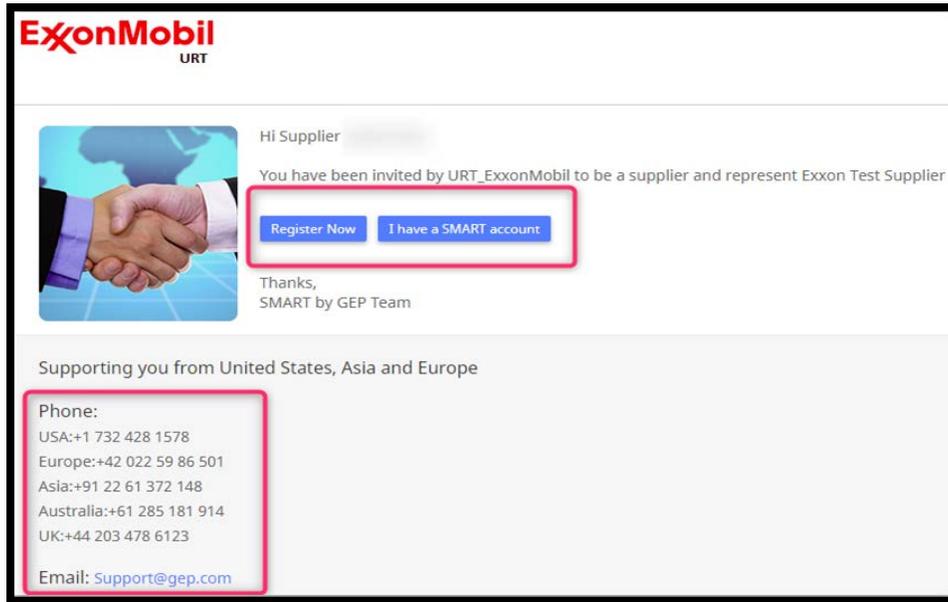
GEP

*To Avoid emails going to spam or junk folders*

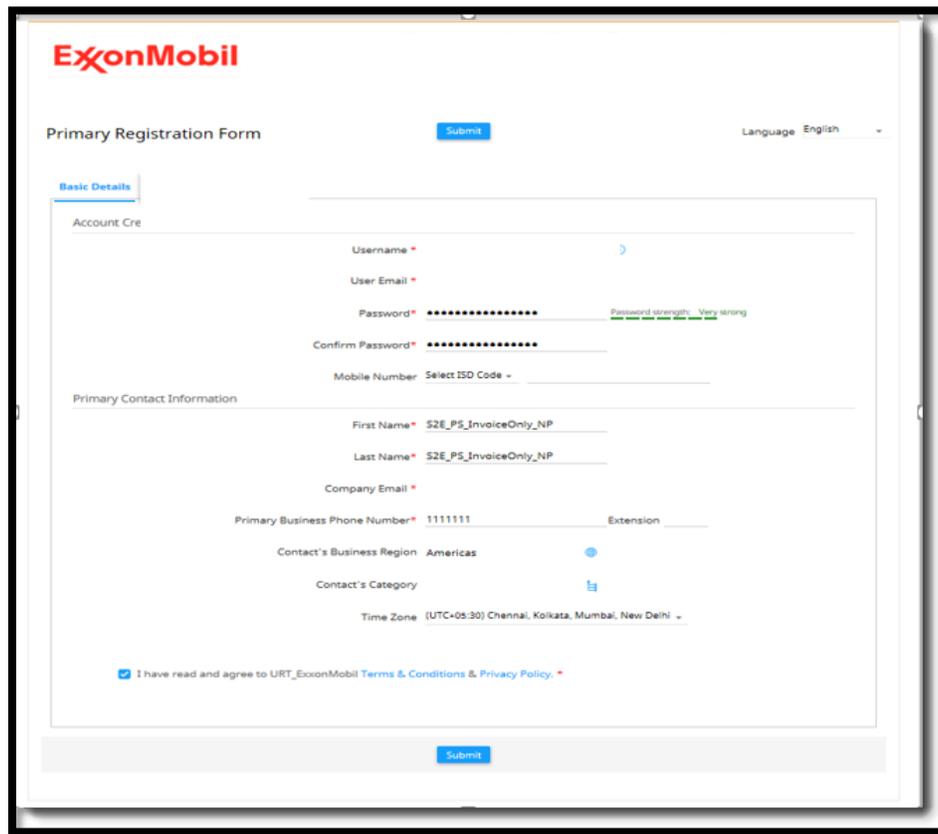
*To ensure you receive all emails from [support@gep.com](mailto:support@gep.com) in your inbox, please mark this email address as safe. Sender email address can be marked safe by adding it in the safe senders list, contacts list or your address book.*

**ExxonMobil**

3. You will be redirected to a new web page with a Register Now button and contact information in case of issues.

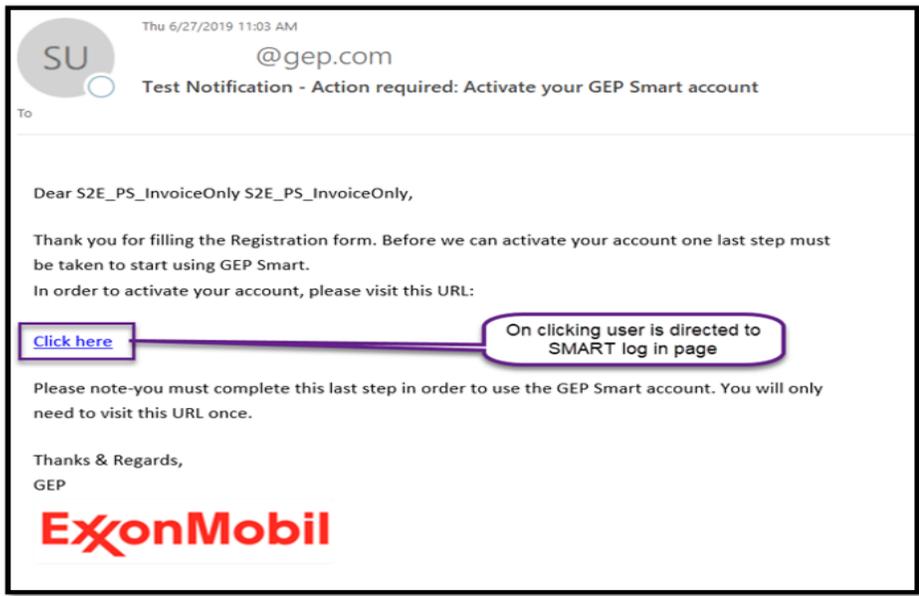


4. Fill in all required info on primary registration form page and click submit

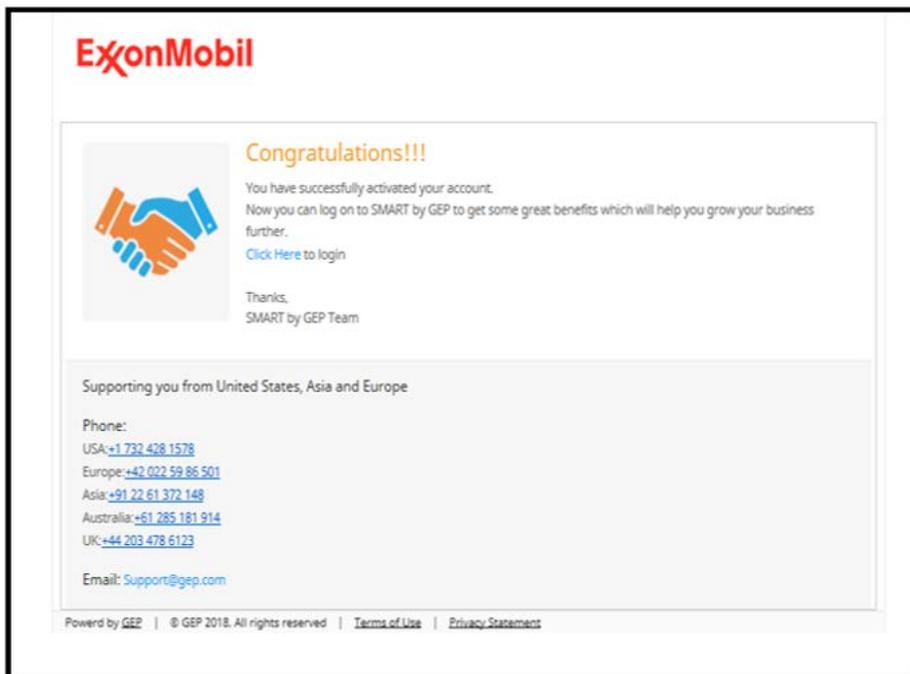


The image shows the 'Primary Registration Form' on the ExxonMobil URT website. The page has the ExxonMobil logo at the top left and a 'Submit' button at the top right. The form is titled 'Primary Registration Form' and has a 'Language English' dropdown menu. The form is divided into two main sections: 'Basic Details' and 'Primary Contact Information'. The 'Basic Details' section includes fields for 'Account Cre', 'Username', 'User Email', 'Password' (with a strength indicator 'Very strong'), and 'Confirm Password'. The 'Primary Contact Information' section includes fields for 'Mobile Number' (with a 'Select ISD Code' dropdown), 'First Name', 'Last Name', 'Company Email', 'Primary Business Phone Number' (with an 'Extension' field), 'Contact's Business Region' (set to 'Americas'), 'Contact's Category', and 'Time Zone' (set to '(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi'). At the bottom of the form, there is a checkbox that is checked, with the text 'I have read and agree to URT\_ExxonMobil Terms & Conditions & Privacy Policy.' A 'Submit' button is located at the bottom center of the form.

5. A notification will be sent to registered email address to confirm the activation of account



6. Confirmation of successful registration



7. After the registration, you can use URL: <https://smart.gep.com> to log in