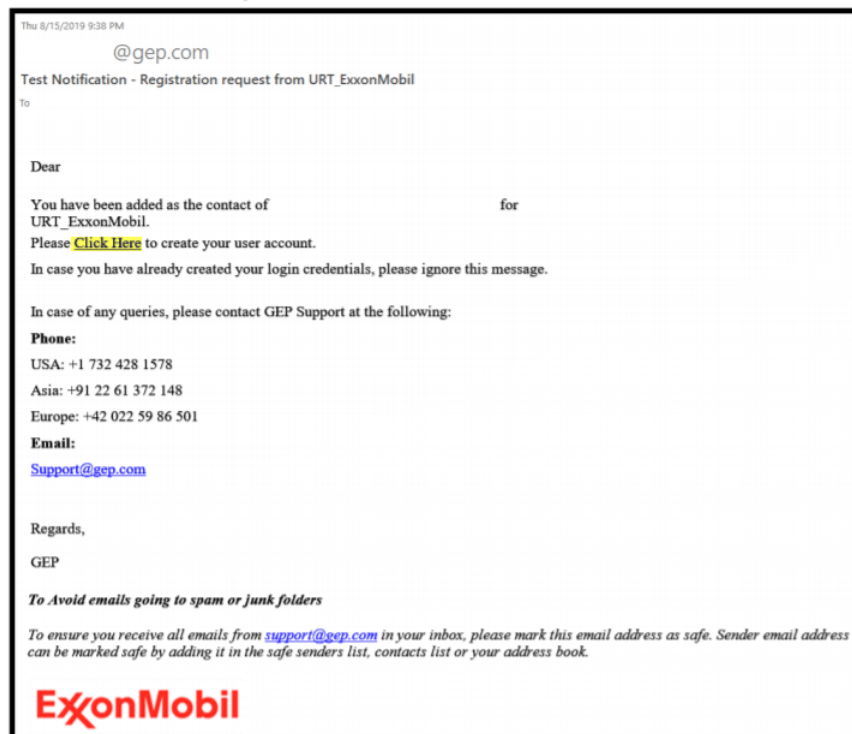
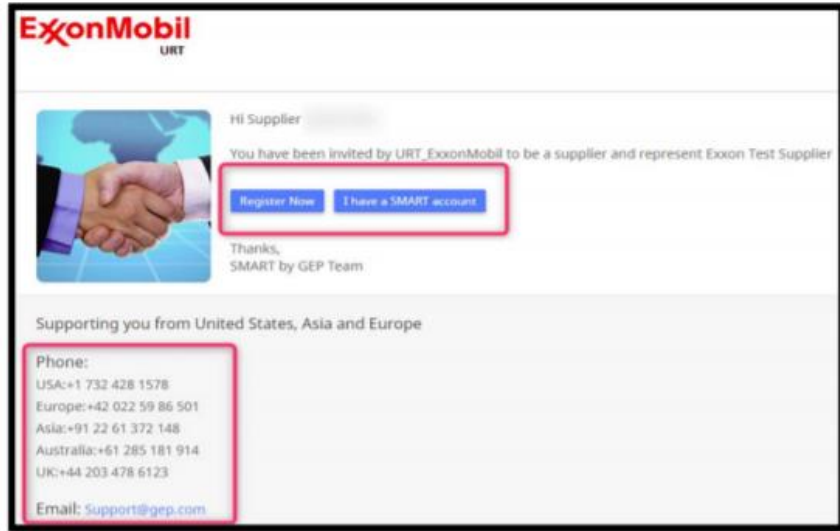


1. In order to register for the first time, please send an email to [Payment-status-onboarding-GEP@exxonmobil.com](mailto:Payment-status-onboarding-GEP@exxonmobil.com) along with either:
  - Your vendor number(s) or;
  - Purchase Order Number(s) or;
  - Copy of latest invoice submission.
2. The team will work on your request and once it's completed, you will receive registration email from GEP with a "Click Here" button:



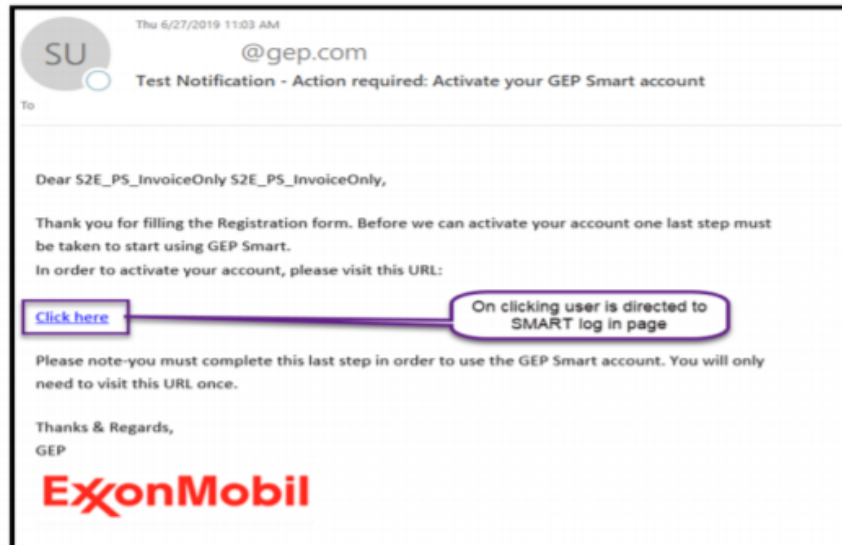
3. You will be redirected to a new web page with a "Register Now" button and contact information in case of issues:



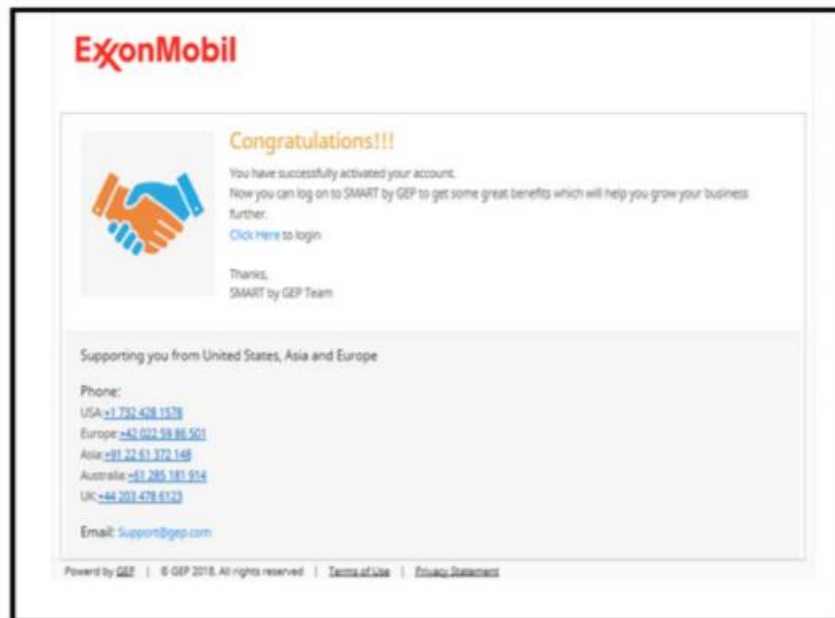
4. Fill in all required information on primary registration form page and click on "Submit":

The image shows the ExxonMobil Primary Registration Form. At the top left is the ExxonMobil logo. Below it is the text "Primary Registration Form" and a "Submit" button. On the right, there is a "Language: English" dropdown. The form is divided into sections: "Account Cre" with fields for "Username", "User Email", "Password" (with a strength indicator), and "Confirm Password"; "Mobile Number" with a "Select ISO Code" dropdown; "Primary Contact Information" with fields for "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-08:00 Chennai, Kolkata, Mumbai, New Delhi"). At the bottom, there is a checkbox for "I have read and agree to URT, ExxonMobil Terms & Conditions & Privacy Policy" and a "Submit" button.

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



6. Confirmation of successful registration:



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