



THE GLOBAL LANGUAGE  
OF BUSINESS

**GS1 US User Portal**  
User Guide

**March 18<sup>th</sup>, 2024**

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# GS1 US User Portal Overview

## What is the GS1 US User Portal?

GS1 US User Portal authenticates users to access information and functionality that they are authorized to see and use.

Web address: <https://userportal.gs1us.org>

### Benefits:

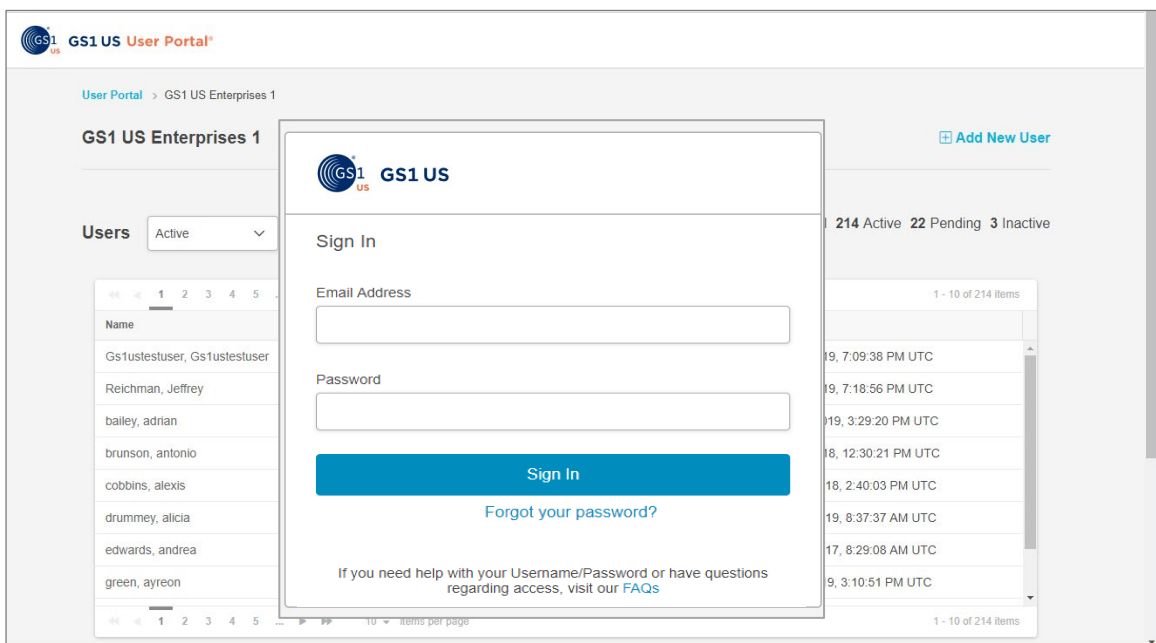
- User level visibility showing who is accessing what tools
- Companies can manage their own access rights
- Users can manage their own profiles and reset their password

### Access Rights/Roles Explained

All users with a registered username and password have access to myGS1 US.

Users assigned to Administrator Roles will also be able to:

- Add additional users for myGS1 US.
- Assign users to GS1 US Data Hub | Product, our online tool for creating and managing barcodes. An administrator can designate someone else in their organization to have access to this module instead of themselves.
- Assign users to GS1 US Data Hub | Location, our online tool for creating and managing locations. An administrator can designate someone else in their organization to have access to this module instead of themselves.
- Assign users to GS1 US Data Hub | Company to configure certain company-wide settings for your organization.



## GS1 US User Portal Roles Defined

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### GS1 US Administrator Roles

#### **myGS1 US User**

If a user makes any purchase within the GS1 US store, then GS1 US assigns this role to the user automatically. Likewise, if you license a GS1 Company Prefix, or license a GS1 US GTIN or GLN, this role is assigned to you. If a user enters a company e-mail, and it matches an existing user, the user can log in using the existing myGS1 US user ID and password.

#### **General User Administrator**

Allows the user to manage other user accounts primarily to gain access to myGS1 US.

Has access to GS1 US Data Hub® using the same credentials established during initial set up. The General User Administrator will then add GS1 US Data Hub users and assign roles. Visit <https://www.gs1us.org/tools/gs1-us-data-hub> to learn more about GS1 US Data Hub.

### GS1 US Data Hub Roles Administrator Roles

#### **GS1 US Data Hub Product Administrator**

Allows the user to assign this role to other product users within their organization as well as assign product create/manage roles to others within their organization if they subscribed to add additional users

#### **GS1 US Data Hub Location Administrator**

Allows the user to assign this role to other location users within their organization as well as assign location create/manage roles to others within their organization if they subscribed to add additional users

#### **GS1 US Data Hub Company Administrator**

This role is required to configure the GS1 US Data Hub | Company environment for your company.

#### **GS1 US Data Hub Umbrella Account Administrator**

This role is assigned after the company subscribes to the Enterprise Edition version of GS1 US Data Hub, which enables access to functions related to the Verified by GS1 program: Umbrella Accounts, GDSN Requests and reporting.

### General GS1 US Data Hub User Roles

These roles will vary based on the individual's GS1 US Data Hub subscriptions.

#### **Product / Brand Owner User Roles**

##### *Product Create/Manage*

Allows the user to create and manage their products. The number of users available will vary by the company's chosen subscription. The number of roles available to assign will be shown in the "Total Available" column of the Edit Roles screen.

##### *Product View/Use*

Allows the user the ability to query other GS1 US Data Hub | Product companies' product GTINs and information (with their permission).

### **General GS1 US Data Hub User Roles (continued)**

These roles will vary based on the individual's GS1 US Data Hub subscriptions.

#### **Location User Roles**

##### *Location Create/Manage*

Allows the user to create and manage their locations. The number of users available will vary by the company's chosen subscription. The number of roles available to assign will be shown in the "Total Available" column of the Edit Roles screen.

##### *Location View/Use*

Allows the user the ability to query other GS1 US Data Hub | Location companies' location information (with their permission).

#### **Company User Role**

##### *Company View/Use*

Allows the user the ability to search our expansive repository for companies that have licensed a GS1 Company Prefix.

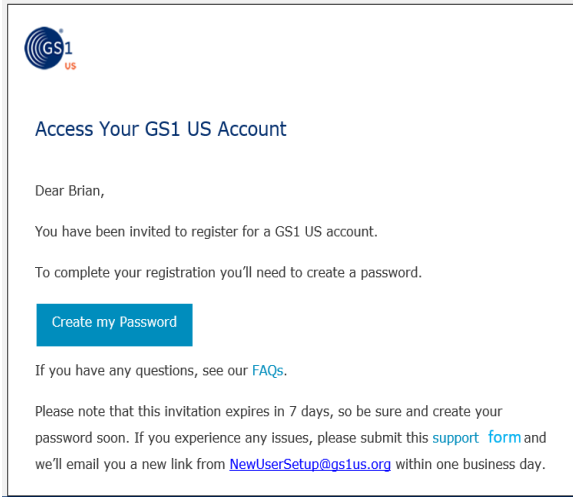
#### **Solution Partner Role**

Allows the user of a GS1 US Solution Partner to gain access to Solution Finder tools.



## GS1 US User Portal Set Up Email

When a user is created, either systematically as a result of joining GS1 US or when added by the General User Administrator, an email is sent to the new user's email address. The email address is the username and the password is set up by the user.



The screenshot shows an email invitation from GS1 US. It includes the GS1 US logo, the subject 'Access Your GS1 US Account', a salutation 'Dear Brian,', and instructions to create a password. A blue button labeled 'Create my Password' is visible. At the bottom, there is a link to 'NewUserSetup@gs1us.org' and a note about a 7-day expiration period.

**GS1 US**

### Access Your GS1 US Account

Dear Brian,

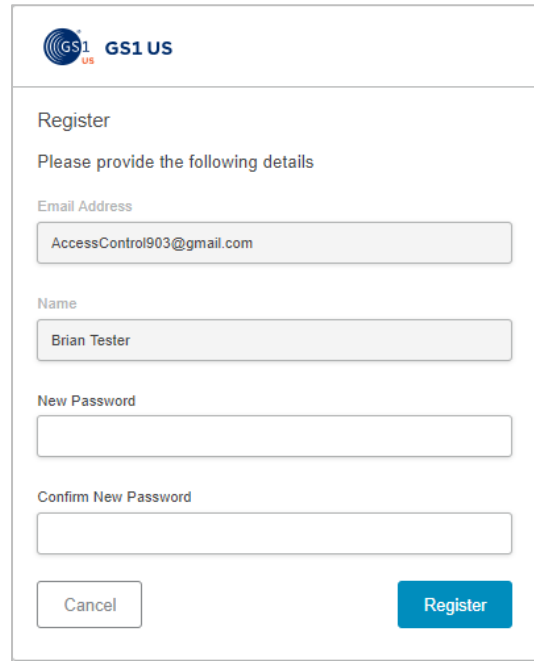
You have been invited to register for a GS1 US account.

To complete your registration you'll need to create a password.

[Create my Password](#)

If you have any questions, see our [FAQs](#).

Please note that this invitation expires in 7 days, so be sure and create your password soon. If you experience any issues, please submit this [support form](#) and we'll email you a new link from [NewUserSetup@gs1us.org](mailto:NewUserSetup@gs1us.org) within one business day.



The screenshot shows a registration form with the GS1 US logo and the title 'Register'. It asks for 'Email Address', 'Name', 'New Password', and 'Confirm New Password'. The email address field contains 'AccessControl903@gmail.com' and the name field contains 'Brian Tester'. There are 'Cancel' and 'Register' buttons at the bottom.

**GS1 US**

### Register

Please provide the following details

Email Address

Name

New Password

Confirm New Password

### What are the requirements for my password?

Your password must be at least eight characters and contain at least one uppercase letter, one lowercase letter, and either one number or one special character.

## Password Reset

If a user forgets their password, they can use the **Forgot Password?** link on the login screen to reset the password.

The diagram shows four stages of the password reset process:

- Sign In Screen:** A user is on the login page. A red box highlights the "Forgot your password?" link, with a red arrow pointing to it from a "1" in a red circle.
- Forgot Password Form:** The user is on a page titled "Forgot Password" with the instruction "Please enter a valid email address." A red box highlights the "Email Address" input field, with a red arrow pointing to it from a "2" in a red circle. A red arrow points from the "Send Verification Email" button to a "3" in a red circle.
- Password Reset Email:** The user receives an email titled "Reset Your Password" addressed to "Dear Brian,". A red box highlights the "Reset my Password" button, with a red arrow pointing to it from a "4" in a red circle.
- Reset Password Form:** The user is on a page titled "Reset Password" with the instruction "Please provide the following details". A red box highlights the "New Password" and "Confirm New Password" input fields, with a red arrow pointing to it from a "5" in a red circle. A red arrow points from the "Reset Password" button to a "6" in a red circle.



- 1 Click the **Forgot your password?** link.
- 2 Enter the email address of the user.
- 3 Click the **Send Verification Email** button
- 4 The user will receive a Password Reset email from **newusersetup@gs1us.org**. The user must click **Reset my Password** button in the email.
- 5 Enter and Confirm the new password.
- 6 Click the **Rest Password** button.








## General User Administrator Prefix Welcome Email

When licensing a GS1 Company Prefix, the primary contact on the prefix application becomes the General User Administrator for that member company and receives a welcome email from **newusesetup@gs1us.org** that includes important membership information, the prefix certificate and instructions to set up a password for access to myGS1 US.



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### Welcome to GS1 US

Congratulations on becoming a member of GS1 US. We're here to provide the tools and resources you need to create unique identification numbers, for use in your barcodes and other identification numbers, and to help you as your company grows.

#### Step 1: Review Your Company's Membership Information

Company Name: ABC  
Account Number: 16164376

- Your GS1 Company Prefix certificate and license agreement are attached. Please keep these for your records.
- Your Prefix allows you to create 100 unique numbers for use in barcodes and other identification numbers.
- To continue use of the Prefix, renew your annual license on or before **04/30/2020**.
- U.P.C. Company Prefix: 180000253 - Use this number to create U.P.C. barcodes.

[View an explanation of your membership information >](#)

#### Step 2: Set up Your Password

To access your membership benefits, you'll need to **set up your password**. Your username is the email address this email was sent to. *(If you already have a username that is your email address then you can skip this step.)*

**This link will expire in 7 days, so please set up your account as soon as you can.**

[Get Started >](#)

After you set up your password you'll be able to:

- Access our online member center, [myGS1 US](#).
- Add additional users for [myGS1 US](#).
- Assign your user for [GS1 US Data Hub | Product](#), our online tool for creating and managing barcodes. You are currently assigned as the [GS1 US Data Hub | Product](#) user, but you can designate someone else in your organization instead of you.

*Please retain your membership information for future reference.*

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- [Visit the Member Center](#)
- [Visit the Get Started Guide](#)
- [Visit the Industry Pages](#)
- [View our Event Calendar](#)
- [Learn about GS1 US Data Hub® | Product](#)

Need additional help? [Visit our support page](#).

*Notice: GS1 US members who are active in the fields of plumbing supplies, fixtures, and materials, please [click here](#) for important information.*

# General User Administrator - Add a New User and Assign Roles

**1**

Sign In

Email Address

Password

Sign In

Forgot your password?

If you need help with your Username/Password or have questions regarding access, visit our [FAQs](#)

**2**

GS1 US User Portal

User Portal > GS1 US Enterprises 1

GS1 US Enterprises 1 Account No. 10528392

Users Active Find a user by email for GS1 US Enterprises

239 Total 214 Active 22 Pending 3 Inactive

Name	Username/Email Address	Roles	Last Login
Gs1ustestuser, Gs1ustestuser	Gs1ustestuser+Admin@gmail.com	View	Jul 16, 2019, 7:09:38 PM UTC
Reichman, Jeffrey	JReichman@gs1us.org	View	Jul 31, 2019, 7:18:56 PM UTC
bailey, adrian	abailey@gs1us.org	View	Feb 19, 2019, 3:29:20 PM UTC
brunson, antonio	abrunson@gs1us.org	View	Jul 24, 2018, 12:30:21 PM UTC
cobbins, alexis	acobbins@gs1us.org	View	Apr 27, 2018, 2:40:03 PM UTC
drummey, alicia	adrummey@gs1us.org	View	Apr 17, 2019, 8:37:37 AM UTC

Companies > GS1 US Enterprises 1 > Add User

Add User

GS1 US Enterprises 1 | Account Number:16092646

**1** Contact Information

User's Email address

Cancel

**3**

**4**

Next



- 1** Log in to the GS1 US User Portal (<https://userportal.gs1us.org>).
- 2** From the home page for your company, click **+ Add New User**.
- 3** Enter user's email address. This will perform a check to see if it is already active.
- 4** Click **Next**.



Companies > GS1 US Enterprises 1 > Add User

## Add User

1 Contact Information

User's Email address: 6brian7@live.com  
Confirm Email address: [empty]

This user exists and belongs to the following companies

Company Name	Account Number
GS1 US	ABC123DEF

**Add User**

**5a**

Companies > GS1 US > Add User

## Add User

GS1 US | Account Number:ABC123DEF

1 Contact Information

User's Email address: 6brian7@live.com  
Confirm Email address: 6brian7@live.com

2 Personal Information

First Name: [empty]  
Last Name: [empty]

3 Roles

Role	Total Available	Remaining	Assigned	
<input checked="" type="checkbox"/> General User Administrator ⓘ	Unlimited	Unlimited	Unlimited	<a href="#">View Users with this Role</a>

Cancel **Add User**

**5b**



If the user exists, simply Confirm the Email Address and Click **Add User**.



If the user does not exist, enter/confirm the email address and enter first/last name.



GS1 US User Portal

User Portal > GS1 US Enterprises 1 > Add User

Add User GS1 US Enterprises 1 | Account Number:10528392

**1 Contact Information**

User's Email address:  Confirm Email address:

**2 Personal Information**

First Name:  Last Name:

**3 Roles**

Role	Total Available	Remaining	Assigned	
<input type="checkbox"/> General User Administrator ⓘ	Unlimited	Unlimited	152 Assigned	<a href="#">View Users with this Role</a>
<input checked="" type="checkbox"/> Location Create/Manage ⓘ	Unlimited	Unlimited	156 Assigned	<a href="#">View Users with this Role</a>
<input type="checkbox"/> Location View/Use ⓘ	Unlimited	Unlimited	159 Assigned	<a href="#">View Users with this Role</a>
<input checked="" type="checkbox"/> Product Create/Manage ⓘ	Unlimited	Unlimited	172 Assigned	<a href="#">View Users with this Role</a>
<input type="checkbox"/> Product View/Use ⓘ	Unlimited	Unlimited	168 Assigned	<a href="#">View Users with this Role</a>

Cancel **Add User**



6

Assign available user roles by checking the box to the left of the desired user role. Unchecking removes an assigned role. Click the ⓘ to view role details.

Optional: Click **View Users with this Role** to view other users that have this role assigned.

### Role Columns Defined:

**Total Available:** the maximum number of times a role can be assigned based on your subscription

**Remaining:** the number of times that a role can still be assigned in your company

**Assigned:** the number of times the role has been assigned in your company

7

Click **Add User** to save the user details and to send the registration email to the user's email which allows them to set up their password.



## General User Administrator – Activate a User (Additional Prefix)

If a new user applies for an additional GS1 Company Prefix for your company, the user will be automatically added to the company account as “Inactive” without any roles assigned.

An e-mail from **newusersetup@gs1us.org** will alert the General User Administrator when this new user has applied for the additional prefix. Another e-mail from **newusersetup@gs1us.org** alerts the new user that the account will remain “inactive” until the GUA activates the account for this user.

The existing GUA for the company can login into the User Portal to “activate” the user and assign any necessary roles the user needs to perform specific actions with GS1 US tools.

The screenshots illustrate the process of activating a user in the GS1 US User Portal. Step 1 shows a 'Sign In' form with fields for 'Email Address' and 'Password', and a 'Sign In' button. Step 2 shows the 'GS1 US Admin Portal' 'Users' page with a dropdown menu set to 'Inactive' and a table of users. Step 3 shows the user profile for 'Kyle Brunson' with an 'Activate User' link.



**1** Log in to the GS1 US User Portal (<https://userportal.gs1us.org>).

**2** From the Users drop-down, select **Inactive**. All Inactive users will display. Click the user you want to activate.

**3** The user profile displays. Click **Activate User**. The user will be activated. You can now assign roles to this user.



# General User Administrator - Change Previously Assigned Roles

The screenshots show the following steps:


1. Login page with fields for Email Address and Password, and a Sign In button.
2. Home page for GS1 US Enterprises 1 showing a list of users with a search box and a search icon.
3. User profile for Brian Elliott with an 'Edit Roles' button highlighted.
4. 'Roles in GS1 US' table with 'General User Administrator' selected and a 'View Users with this Role' link highlighted.
5. A 'Save' button highlighted.



1

Log in to the GS1 US User Portal (<https://userportal.gs1us.org>).


2

From the home page for your company, select the desired user. If your company has multiple users, you can enter a few letters of the user's first name, last name, or e-mail in the Search box and click the search icon  to display matching users.

3

Click **Edit Roles**.

4

Assign available user roles by checking the desired user role. Unchecking removes an assigned role. Click the  to view role details. Click **View Users with this Role** to view other users that have this role assigned.

5


Click **Save** to save the user details and to send the registration email to the users email which allows them to set up their password.



# General User Administrator - Edit Username or E-mail

The screenshots illustrate the process of editing a user's information in the GS1 US User Portal. The first screenshot shows the login page with a 'Sign In' button. The second screenshot shows the home page for 'GS1 US Enterprises 1' with a search bar for users. The third screenshot shows the user profile for 'Jane Smith' with an 'Edit' button. The fourth screenshot shows the edit user information form with fields for First Name and Last Name. The fifth screenshot shows the same form with the 'Save' button highlighted.



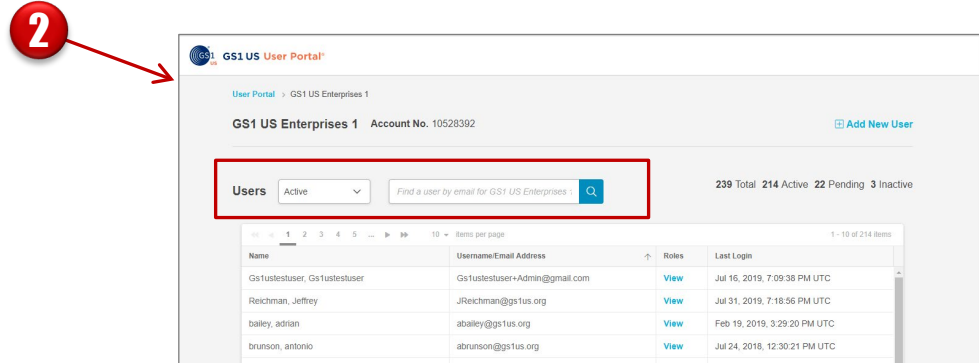
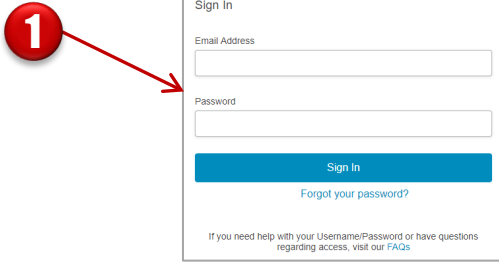
- 1 Log in to the GS1 US User Portal (<https://userportal.gs1us.org>).
- 2 From the home page for your company, select the desired user. If your company has multiple users, you can enter a few letters of the user's first name, last name or e-mail in the Search box, then click the search icon  to display matching users. Click the user's row to select.
- 3 Click **Edit**. See note below if you need to update the e-mail address.
- 4 Update desired information in First Name and/or Last Name fields.
- 5 Click **Save** to confirm changes.




**NOTE:** to update an email address, please contact Member Support at: [usersetup@gs1us.org](mailto:usersetup@gs1us.org)



# General User Administrator – Remove a User from a Company



- 1 Log in to the GS1 US User Portal (<https://userportal.gs1us.org>).
- 2 From the home page for your company, select the desired user. If your company has multiple users, you can enter a few letters of the user's first name, last name or e-mail in the Search box, then click the search icon  to display matching users. Click the user's row to select.
- 3 From the user profile screen, click **Remove from Company**.
- 4 Confirm information in modal window is correct.
- 5 Click **OK** to confirm. This user has now been removed from this company account.




# General User Administrator - Reassign Product and/or Location Create/Manage Roles to a New User

The image shows a sequence of six numbered steps (1-6) illustrating the process of reassigning roles to a user in the GS1 US User Portal. Step 1 shows the sign-in page. Step 2 shows the search for a user. Step 3 shows the user information page for Joan Nye. Step 4 shows the 'Edit Roles' dialog box. Step 5 shows the 'Roles in GS1 US Enterprises 1' table. Step 6 shows the 'Save' button.

Role	Total Available	Remaining	Assigned	Action
<input checked="" type="checkbox"/> Data Hub Product Administrator	Unlimited	Unlimited	156 Assigned	<a href="#">View Users with this Role</a>
<input checked="" type="checkbox"/> General User Administrator	Unlimited	Unlimited	151 Assigned	<a href="#">View Users with this Role</a>
<input type="checkbox"/> Location Create/Manage	Unlimited	Unlimited	157 Assigned	<a href="#">View Users with this Role</a>
<input checked="" type="checkbox"/> Location View/Use	Unlimited	Unlimited	160 Assigned	<a href="#">View Users with this Role</a>
<input type="checkbox"/> Product Create/Manage	Unlimited	Unlimited	172 Assigned	<a href="#">View Users with this Role</a>
<input checked="" type="checkbox"/> Product View/Use	Unlimited	Unlimited	169 Assigned	<a href="#">View Users with this Role</a>



- 1** Log in to the GS1 US User Portal (<https://userportal.gs1us.org>).
- 2** Select the user for which you want to reassign roles. If your company has multiple users, you can enter a few letters of the user's first name, last name or e-mail in the Search box, then click the search icon  to display matching users. Click the user's row to select.
- 3** When the user information page displays, select **Edit Roles**.
- 4** Uncheck the box for Product Create/Manage or Location Create/Manage and click **Save** to save your changes.
- 5** Click your company name in the top left corner of the page, then repeat steps 2 and 3.
- 6** Check the box for **Product Create/Manage** or **Location Create/Manage** and click **Save** to save your changes.



## Support

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Visit <https://www.gs1us.org/login-help>

- Answers to frequently asked questions
- Form to request support
- Questions?: [usersetup@gs1us.org](mailto:usersetup@gs1us.org)