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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

**Administrator Role for myGS1 US**

**General User Administrator**
Allows the user to manage other user accounts primarily to obtain access to myGS1 US.

Has access to GS1 US Data Hub using the same credentials established during initial setup. 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](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 solution: 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).

**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.
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.

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.

1. Click the **Forgot your password?** link.

2. Enter the email address of the user.

3. Click the **Send Verification Email** button.

The user will receive a Password Reset email from newusersetup@gs1us.org. The user must click **Reset my Password** button in the email.

4. Enter and Confirm the new password.

5. Click the **Rest Password** button.
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 newusersetup@gs1us.org that includes important membership information, the prefix certificate and instructions to set up a password for access to myGS1 US.

From the home page for your company, click + Add New User.

Enter user’s email address. This will perform a check to see if it is already active.

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

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.

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

The user profile displays. Click Activate User. The user will be activated. You can now assign roles to this user.
Login to the **GS1 US User Portal**. Enter your e-mail address and password. If you have more than one company, click the company name in the top left corner of the page.

From the User List, click the row of the user you want to update. The user row will be highlighted in blue.

The user record and the assigned roles display. To remove an assigned role from this user, uncheck the box for a role, such as Product Create/Manage or Location Create/Manage, so it is blank. To add the role, check the box.

Click **Save** to save your changes.

**NOTE:** if you view an “EXPIRED” badge next to a user, that means a Company Prefix or a specific subscription has lapsed. Follow the instructions to renew, then return to the User Portal to update this user.

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.

Click Edit. See note below if you need to update the e-mail address.

Update desired information in First Name and/or Last Name fields.

Click Save to confirm changes.

NOTE: to update an email address, please contact Member Support at: usersetup@gs1us.org

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.

Click Deactivate User.

Confirm information in modal window is correct.

Click OK to confirm deactivation.

NOTE: if users are selected to be deactivated, they are deactivated from all company accounts that they are associated with, including all assigned roles.

Select Inactive from the drop down to select all Inactive users.

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.

Click Activate User.

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.

To remove a role, such as Product Create/Manage or Location Create/Manage role, uncheck the role so it is blank. To add a role, check the box to activate. Click Save to save your changes.

To edit another users, click your company name in the top left corner of the page, then select another user and repeat Step 3.
Support

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

• Answers to frequently asked questions
• Form to request support
• Questions?: usersetup@gs1us.org