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

**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](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).
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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.
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.
4. The user will receive a Password Reset email from **newusersetup@gs1us.org**. The user must click the **Reset my Password** button in the email.
5. Enter and Confirm the new password.
6. 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 **newusesetup@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 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.
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.

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.

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.

Click Edit Roles.

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

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.

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
Log in to the GS1 US User Portal ([https://userportal.gs1us.org](https://userportal.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.

From the user profile screen, click **Remove from Company**.

Confirm information in modal window is correct.

Click **OK** to confirm. This user has now been removed from this company account.

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.

When the user information page displays, select **Edit Roles**.

Uncheck the box for Product Create/Manage or Location Create/Manage and click **Save** to save your changes.

Click your company name in the top left corner of the page, then repeat steps 2 and 3.

Check the box for **Product Create/Manage** or **Location Create/Manage** and click **Save** to save your changes.
Support

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

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