



THE GLOBAL LANGUAGE
OF BUSINESS

GS1 US User Portal
User Guide

March 18th, 2024

Table of Contents

GS1 US User Portal Overview	03
GS1 US User Portal Roles Defined	04
Basic User Information.....	06
GS1 US User Portal Set Up Email	07
Password Reset	08
General User Administrator Information.....	09
GUA Prefix Welcome Email	10
Add a New User and Assign Roles	11
Activate a New User (Additional Prefix)	14
Change Previously Assigned Roles	15
Edit Username or Email	16
Remove a User from a Company	17
Reassign Product and/or Location	
Create/Manage Roles to a New User	18
Support	19

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.

The screenshot shows the GS1 US User Portal interface. At the top left is the GS1 US logo and the text "GS1 US User Portal". Below it, a navigation bar includes "User Portal > GS1 US Enterprises 1". On the left, there's a sidebar titled "GS1 US Enterprises 1" with a "Users" section showing a table of names and a dropdown for "Active". A large central box contains the "Sign In" form with fields for "Email Address" and "Password", and a "Sign In" button. Below the form is a link "Forgot your password?". At the bottom of this box is a note about help with login issues. To the right of the sign-in form is a table showing user statistics: "214 Active", "22 Pending", and "3 Inactive". Further down is a list of user logins with their timestamps: 19, 7:09:38 PM UTC; 19, 7:18:56 PM UTC; 19, 3:29:20 PM UTC; 18, 12:30:21 PM UTC; 18, 2:40:03 PM UTC; 19, 8:37:37 AM UTC; 17, 8:29:08 AM UTC; 9, 3:10:51 PM UTC. The bottom right corner of the main content area says "1 - 10 of 214 items".

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> 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).

GS1 US User Portal Roles Defined

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

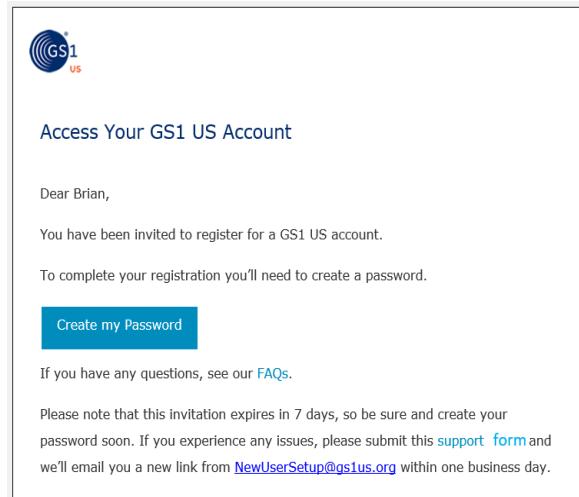
Allows the user of a GS1 US Solution Partner to gain access to Solution Finder tools.

Basic User Information

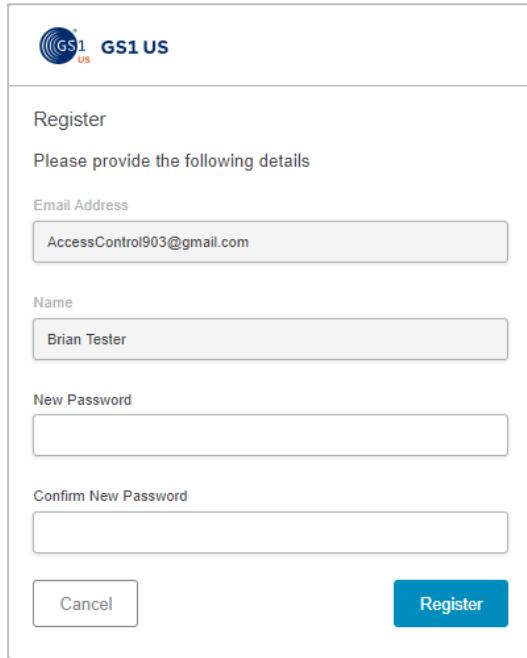


GS1 US User Portal Set Up Email

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 image shows an email invitation from GS1 US. It features the GS1 US logo at the top left. The subject line is "Access Your GS1 US Account". The body of the email starts with "Dear Brian," followed by "You have been invited to register for a GS1 US account." It then says "To complete your registration you'll need to create a password." Below this is a blue button labeled "Create my Password". At the bottom, it says "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@g1us.org](mailto>NewUserSetup@g1us.org) within one business day."



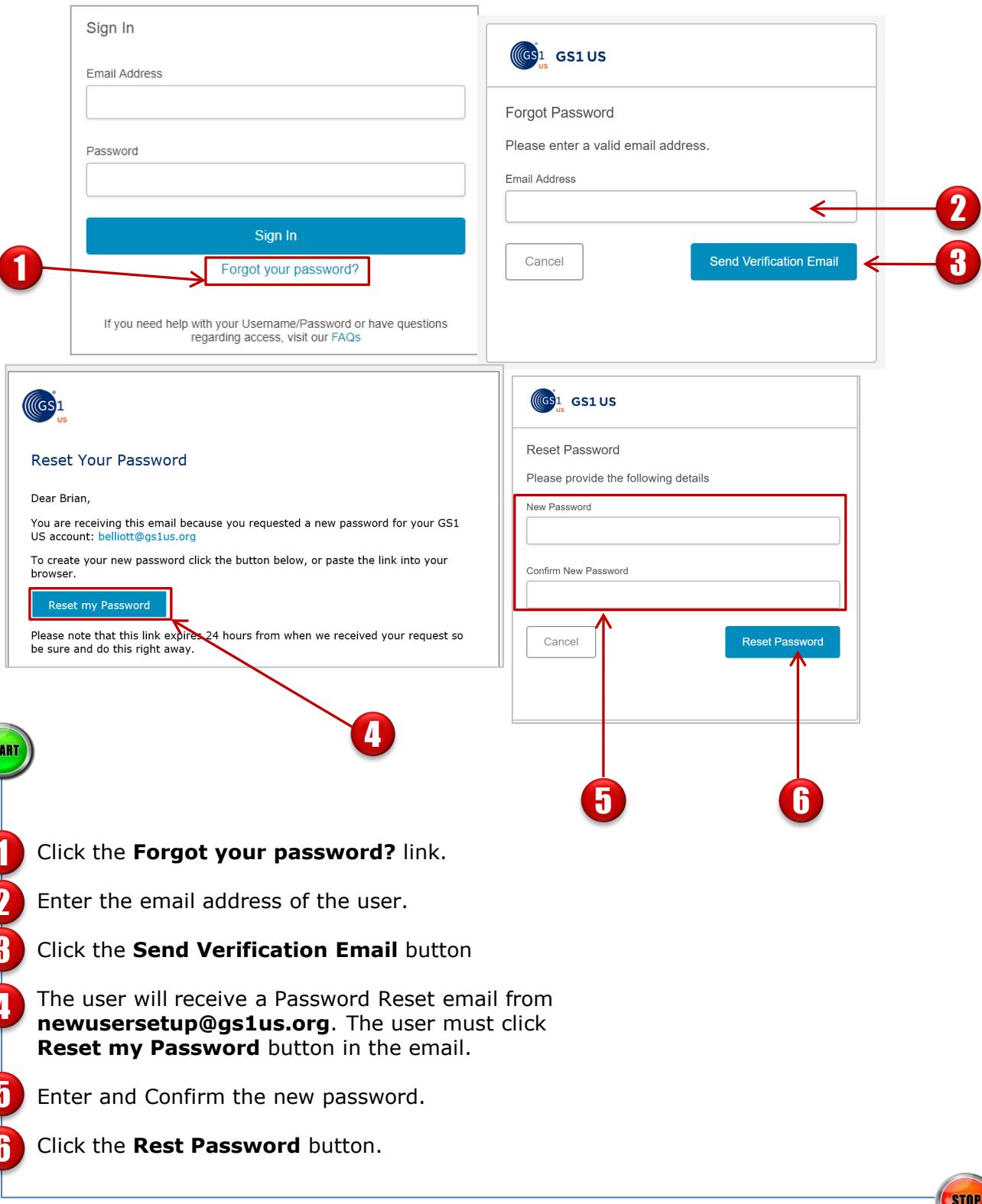
The image shows a registration form for GS1 US. It features the GS1 US logo at the top left. The title "Register" is centered above the form. The first field is "Email Address" with the value "AccessControl903@gmail.com". The second field is "Name" with the value "Brian Tester". The third field is "New Password". The fourth field is "Confirm New Password". At the bottom right is a blue "Register" button, and at the bottom left is a "Cancel" button.

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.

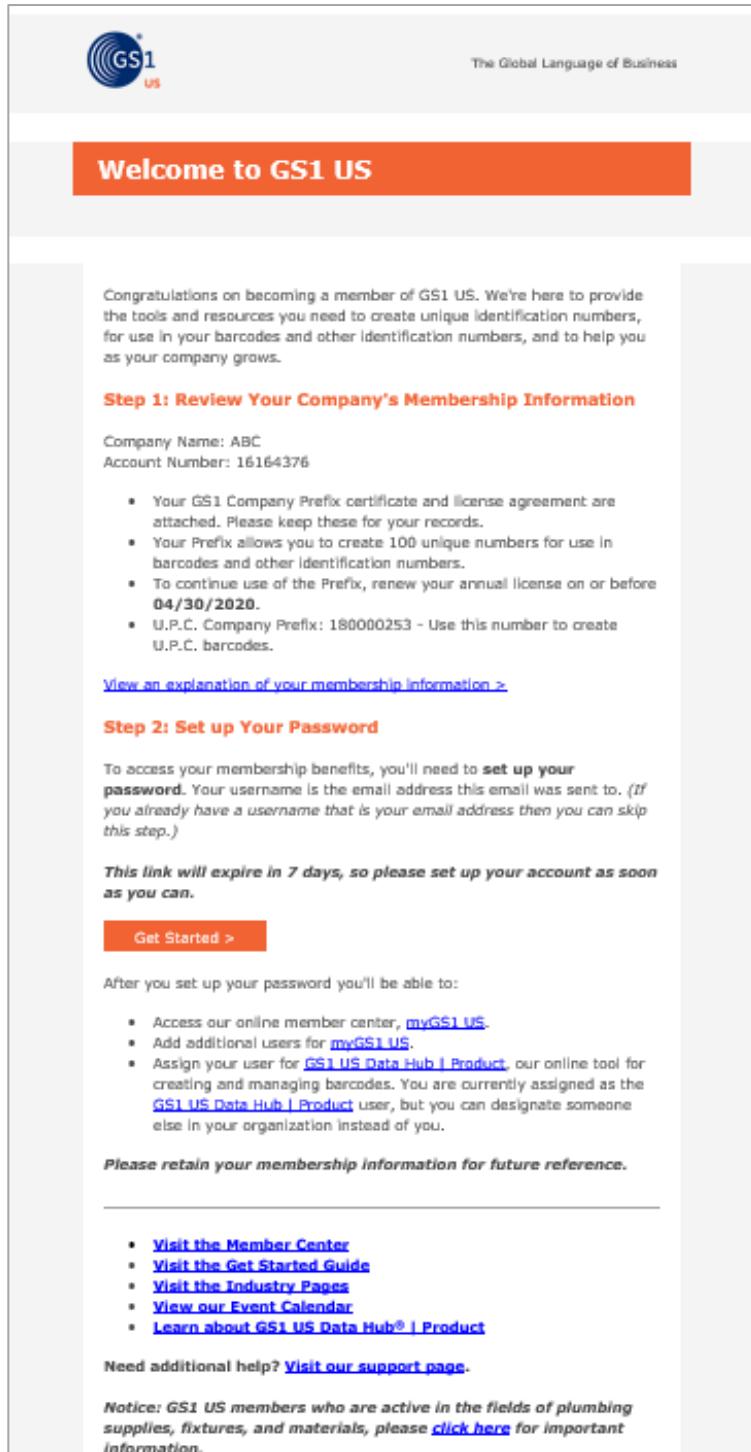


General User Administrator Information



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 **newusersetup@gS1us.org** that includes important membership information, the prefix certificate and instructions to set up a password for access to myGS1 US.



The screenshot shows a welcome email from GS1 US. At the top left is the GS1 US logo. To its right is the tagline "The Global Language of Business". A red banner across the top says "Welcome to GS1 US". Below the banner, a message congratulates the user on becoming a member and provides tools and resources for creating unique identification numbers. It lists several key points under "Step 1: Review Your Company's Membership Information", including a company prefix certificate, 100 unique numbers, and renewal instructions. A link to "View an explanation of your membership information >" is provided. The next section, "Step 2: Set up Your Password", explains that a password needs to be set up, noting it will expire in 7 days. A "Get Started >" button is available. Below this, a list of what can be done after setting up a password includes accessing the online member center, adding users, and using the GS1 US Data Hub | Product. A note at the bottom encourages retaining membership information and provides links to various resources like the Member Center and Data Hub.

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, [myGS1US](#).
- Add additional users for [myGS1US](#).
- 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.

- [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

Screenshot 1: Sign In page. It includes fields for Email Address and Password, and links for Sign In, Forgot your password?, and Help with Username/Password.

Screenshot 2: GS1 US User Portal - GS1 US Enterprises 1. Shows a list of users with columns for Name, Username/Email Address, Roles, and Last Login. A red arrow points to the 'Add New User' button at the top right of the page.

Screenshot 3: Add User page. It shows the 'Contact Information' section with a field for 'User's Email address'. A red box highlights this field, and a red arrow points from it to the 'Next' button at the bottom right.



- 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**.



General User Administrator - Add a New User and Assign Roles (Continued)

Companies > GS1 US Enterprises 1 > Add User

Add User

1 Contact Information

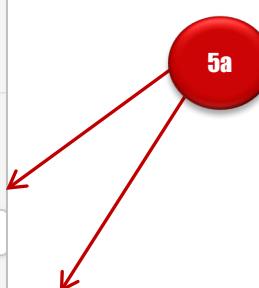
User's Email address: 6brian7@live.com

Confirm Email address:

This user exists and belongs to the following companies

Company Name	Account Number
GS1 US	ABC123DEF

Add User



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

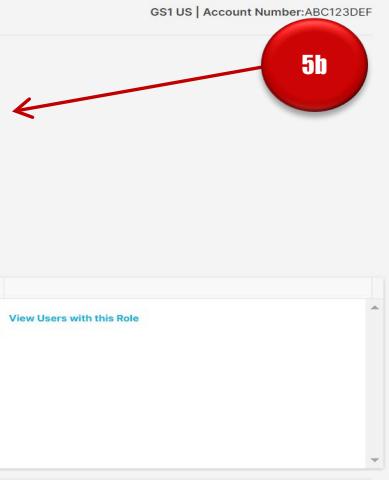
2 Personal Information

First Name: Last Name:

3 Roles

Role	Total Available	Remaining	Assigned	Action
<input checked="" type="checkbox"/> General User Administrator <small>(1)</small>	Unlimited	Unlimited	Unlimited	View Users with this Role

Add User



5a If the user exists, simply Confirm the Email Address and Click **Add User**.

5b If the user does not exist, enter/confirm the email address and enter first/last name.



General User Administrator - Add a New User and Assign Roles (Continued)

The screenshot shows the 'Add User' page in the GS1 US User Portal. At the top, it says 'User Portal > GS1 US Enterprises 1 > Add User'. On the right, it shows 'GS1 US Enterprises 1 | Account Number:10528392'. The page has three sections: 'Contact Information', 'Personal Information', and 'Roles'. In the 'Roles' section, there is a table with columns: Role, Total Available, Remaining, Assigned, and Actions. The roles listed are: General User Administrator (Unlimited, Unlimited, 152 Assigned), Location Create/Manage (Unlimited, Unlimited, 156 Assigned), Location View/Use (Unlimited, Unlimited, 159 Assigned), Product Create/Manage (Unlimited, Unlimited, 172 Assigned), and Product View/Use (Unlimited, Unlimited, 168 Assigned). To the left of the table, two red numbered callouts point to the 'Location Create/Manage' and 'Product Create/Manage' rows. Red arrows from these callouts point to the 'View Users with this Role' links in the table. A third red numbered callout points to the 'Add User' button at the bottom right of the table.

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

6 **7**

Add User



b 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

1 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.

1 Sign In

2 Inactive

3 Activate User

START

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.

STOP

General User Administrator - Change Previously Assigned Roles

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 screenshot illustrates the process of editing a user's information in the GS1 US User Portal. It shows five numbered steps: 1. Logging in to the portal; 2. Navigating to the user list; 3. Selecting a user to edit; 4. Updating the user's information; and 5. Saving the changes.

User Information

Name	Username/Email Address	Roles	Last Login
Gs1testuser, Gs1testuser	Gs1testuser+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	aballey@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



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.



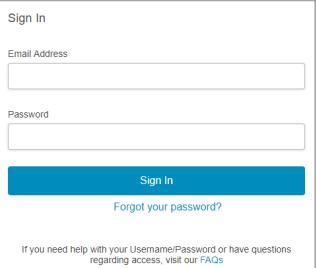
NOTE: to update an email address, please contact Member Support at: usersetup@gs1us.org

General User Administrator – Remove a User from a Company

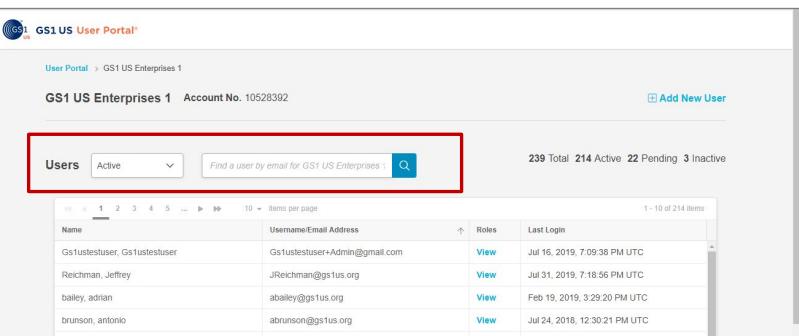
1 

2 

3 



The sign in page has fields for Email Address and Password, a Sign In button, and links for forgot password and FAQs.



The User Portal interface shows a list of users for GS1 US Enterprises 1. The search bar is highlighted with a red box. The table lists users with columns for Name, Username/Email Address, Roles, and Last Login. A status bar at the bottom indicates 239 Total: 214 Active, 22 Pending, 3 Inactive.

Name	Username/Email Address	Roles	Last Login
Gs1usertestuser, Gs1testuser	Gs1usertestuser-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	abaley@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

-  **START**
- 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.
-  **STOP**

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

The screenshot illustrates the steps to reassign roles. It starts with the 'Sign In' screen, moves to the 'User Portal' dashboard where a user is selected, then to the user's information page. From there, it goes to the 'Edit Roles' dialog box, which displays a table of available roles. The 'Location Create/Manage' and 'Product Create/Manage' checkboxes are shown, with 'Product Create/Manage' being checked. Finally, the 'Save' button is highlighted.

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

- 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

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

- Answers to frequently asked questions
- Form to request support
- Questions?: usersetup@gS1us.org