

# How to create a new user account on MicrosolV website

This guide provides a straightforward step-by-step process for creating an account on the website, ensuring users can easily navigate the registration system. It simplifies the account setup by detailing specific fields and actions, making it accessible even for those who may not be tech-savvy. By following these instructions, users can efficiently establish their accounts and gain access and set up 2FA

1 Navigate to <https://www.mtc-usa.com/>

2 Click "Signup"



3

Fill in your general information the website requires. MicroSolv employees should always use company issued emails.

The screenshot shows a 'User Signup' form with a blue header. On the left is a sidebar menu with options: GENERAL INFORMATION (selected), VERIFY EMAIL, BILLING, SHIPPING, VERIFY INFO, LOGIN, and DONE. The main content area is titled 'General Information' and contains five input fields: 'First Name\*', 'Last Name\*', 'Email', and 'Company\*'. An orange circle highlights the 'First Name\*' field.

4

Once all info is filled in Click "NEXT"

This screenshot shows the bottom portion of the form. A blue button labeled 'NEXT' is centered at the bottom of the form area. An orange circle highlights the 'NEXT' button.

5

Click the "Verification Code" field. You will receive an email with code. Copy that code here.

AL INFORMATION

## Validate Email

**VERIFY EMAIL**

To protect your email address from fraudulent use, we sent an Email to **marketing@mtc-usa.com** with a Verification CODE. Please enter that CODE in the field below.

If you do not receive this email from us within 10 minutes, and it is not in your junk mail folder or blocked by your firewall, call 732-380-8900 & ask for Website Support."

Verification Code

PREVIOUS

NEXT

6

Click "NEXT"

s from fraudulent use, we sent an Email to **marketing@mtc-usa.com** with a Verification CODE. Please enter that CODE in the field below.

If you do not receive this email from us within 10 minutes, and it is not in your junk mail folder or blocked by your firewall, call 732-380-8900 & ask for Website Support."

Verification Code

464157851

NEXT

7

Fill in your billing information. Employees should use MicroSolv address. DO NOT USE PERSONAL INFORMATION.

User Signup

GENERAL INFORMATION

VERIFY EMAIL

**BILLING**

SHIPPING

VERIFY INFO

LOGIN

DONE

### Billing Information

Address Line\*

Address Line 2

City\*

State\*

8

Once all the info is filled in Click "NEXT"

NEXT

9

Fill in your shipping information or "Copy from Billing"

TS WHAT'S NEW INFORMATION SUPPORT RESOURCE CENTER CONTACT

ormation

COPY FROM BILLING



10

Click "NEXT"

NEXT

11 Review all your information and Click "NEXT"

Address Line 2

City Leland

State NC

Zip Code 28451

Country United States

Shipping Information

Address Line 9158 Industrial Blvd NE

Address Line 2

City Leland

State NC

Zip Code 28451

Country United States

PREVIOUS NEXT

SINCE 1992

MICROSOLV  
TECHNOLOGY CORPORATION  
Greater Wilmington, NC USA

ABOUT US  
PRODUCTS  
WHAT'S NEW

INFORMATION  
SUPPORT  
RESOURCE CENTER

CONTACT  
LOGIN  
SIGNUP

in f X  
Chrom Resource Center

12 Click the "Password" field.

INFORMATION

## Login Information

VERIFY EMAIL

YOUR VERIFIED EMAIL ADDRESS IS YOUR USERNAME.  
PLEASE CREATE YOUR PASSWORD BELOW.

BILLING

SHIPPING

VERIFY INFO

LOGIN

DONE

Username  
marketing@mtc-usa.com

Password

I'm not a robot

reCAPTCHA  
Privacy - Terms

PREVIOUS COMPLET

13

Enter a password. Use a password you do NOT use for other accounts. Use a password that is secure. Recommendation - Use a password generating tool.

User Signup

GENERAL INFORMATION

VERIFY EMAIL

BILLING

SHIPPING

VERIFY INFO

LOGIN

DONE

### Login Information

Your Verified Email Address is your Username.  
Please Create your Password below.

Username  
marketing@mtc-usa.com

Password  
.....

I'm not a robot

reCAPTCHA  
Privacy - Terms

PREVIOUS

COMPLETE

14

Click "COMPLETE"

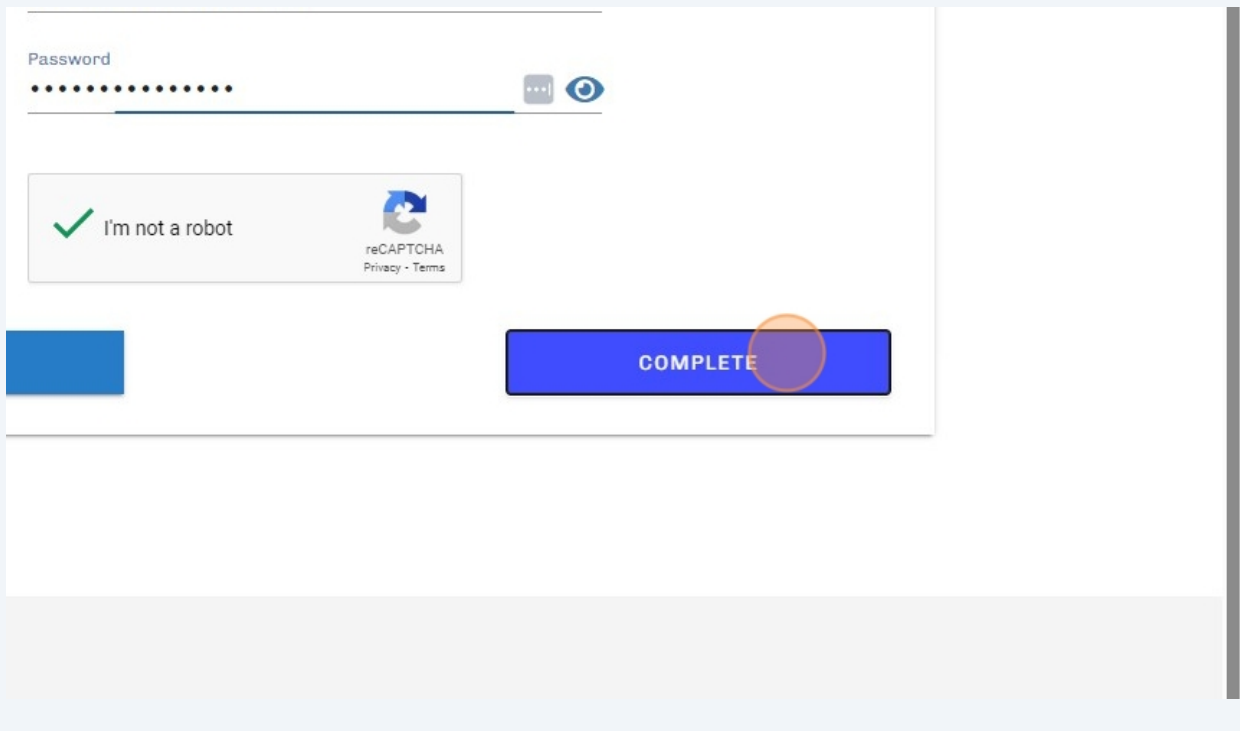
Password  
.....

I'm not a robot

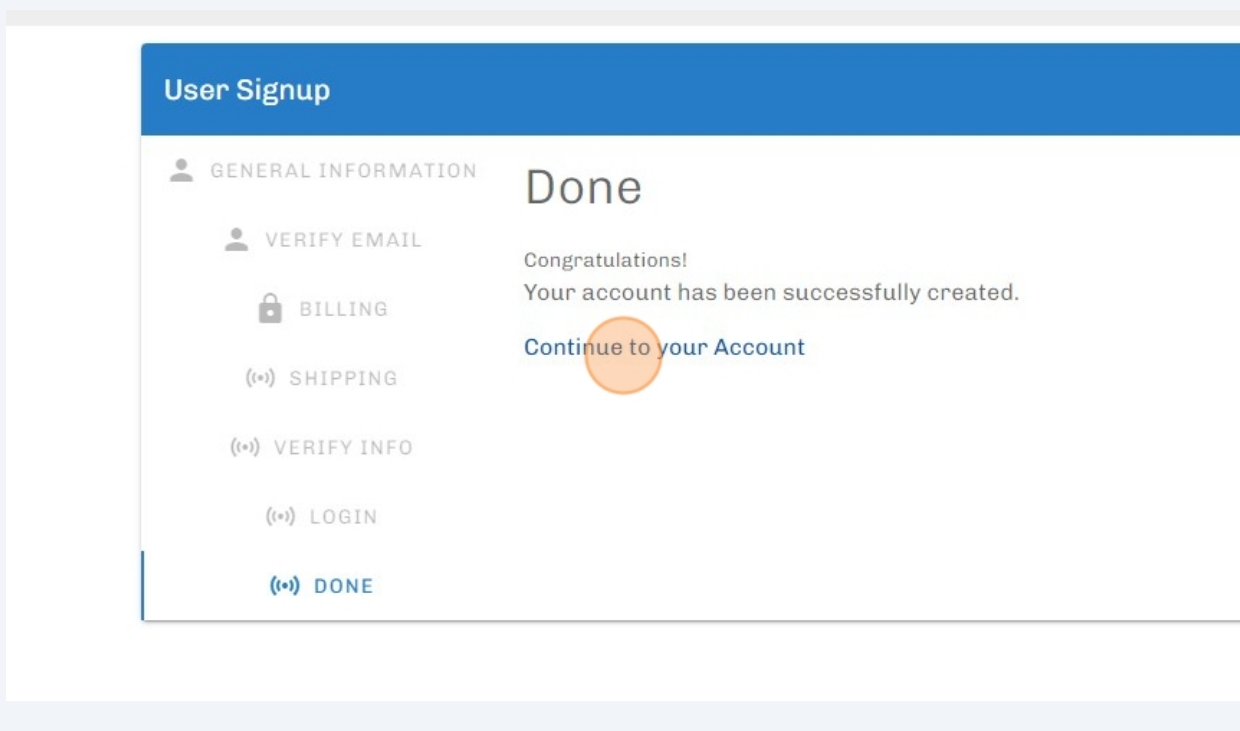
reCAPTCHA  
Privacy - Terms

COMPLETE

15 Click "COMPLETE"



16 Click "Continue to your Account"





17 LOGIN with your newly created password and email.

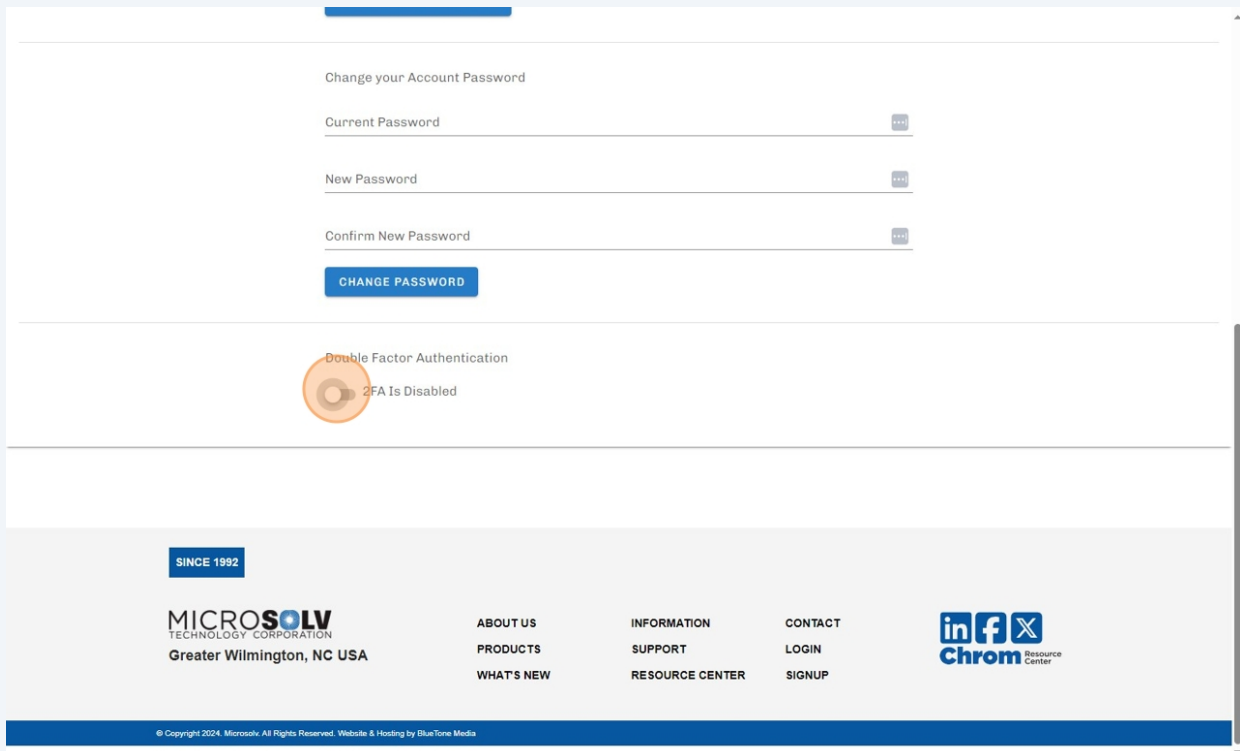
The screenshot shows a login form titled "Login". It contains two input fields: "Username or Email" and "Password". The "Password" field has an orange circle highlighting it. Below the fields are two links: "Signup" and "Forgot your Password?". A blue button is partially visible on the right side of the form.

18 Once logged in Click "LOGIN INFO"

The screenshot shows a user panel with a blue header. The header contains the text "User Panel" and a navigation menu with the following items: "ACCOUNT DETAILS", "LOGIN INFO" (highlighted with an orange circle), "ORDERS", "DOCUMENTS" (with an information icon), and "FAVORITES". Below the header, there is a sidebar with three menu items: "GENERAL INFO" (with a person icon), "BILLING INFO" (with a document icon), and "SHIPPING INFO" (with a document icon). The main content area is titled "General Information" and contains a table with the following data:

First Name	Danielle
Last Name	Catri
Email	marketing@mtc-usa.com
Company	MicroSolv
Department	
Phone	700.000.0000

19 Scroll to bottom of login info page and enable 2FA by sliding the button over.



20 Click "OK"

displayed.

You will need to SCAN IT with your AUTH APP and SAVE THE IMAGE as a backup measure if you lose access to your AUTH APP.

Failing to follow these steps properly might lock you out of your account in the long run.

Confirm Enable 2FA?

CANCEL OK

ABOUT US  
PRODUCTS  
WHAT'S NEW

INFORMATION  
SUPPORT  
RESOURCE CENTER

CONTACT  
LOGIN  
SIGNUP



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Once the QR code is generated open your authenticator app on your phone and scan the QR code. You are now set with 2FA

Please SAVE this image to a safe location.

It's the only resource you have to regain access to your account if you lose access to your application.

Please SCAN this image with your AUTH APP.

