



THE GLOBAL LANGUAGE
OF BUSINESS

GS1 US User Portal
User Guide

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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:

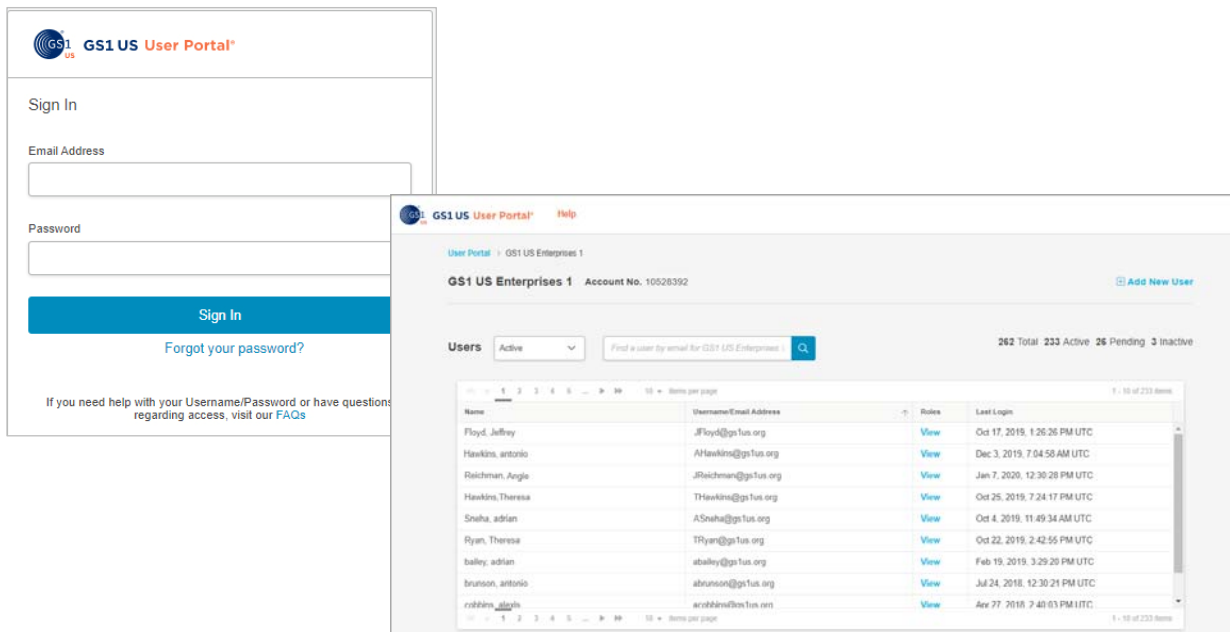
- User level visibility showing who is accessing what tools
- Companies can manage their own access rights
- Users can manage their own profiles and reset their password

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

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 set up. The General User Administrator will then add GS1 US Data Hub users and assign roles. Visit <https://www.gs1us.org/tools/g1-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

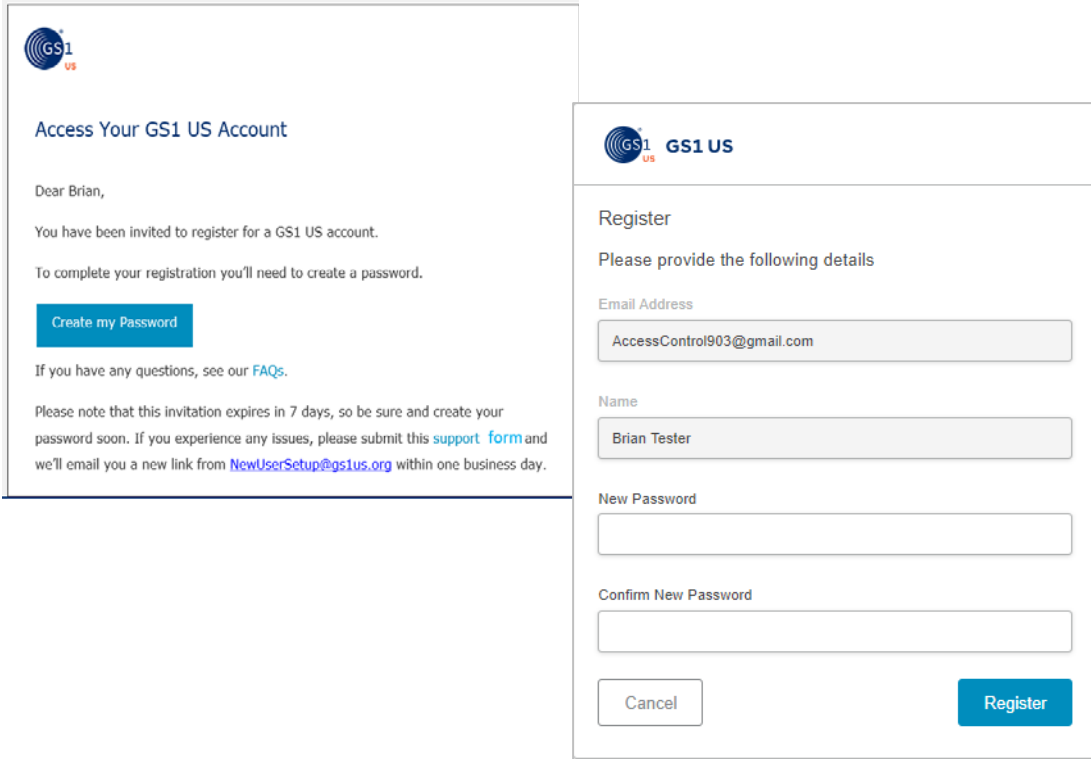
Allows the user the ability to search our expansive repository for companies that have licensed a GS1 Company Prefix.

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 two screenshots related to the GS1 US user portal setup. The left screenshot is an email invitation with the following content:

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 within one business day.

The right screenshot is a registration form with the following content:

Register

Please provide the following details

Email Address

Name

New Password

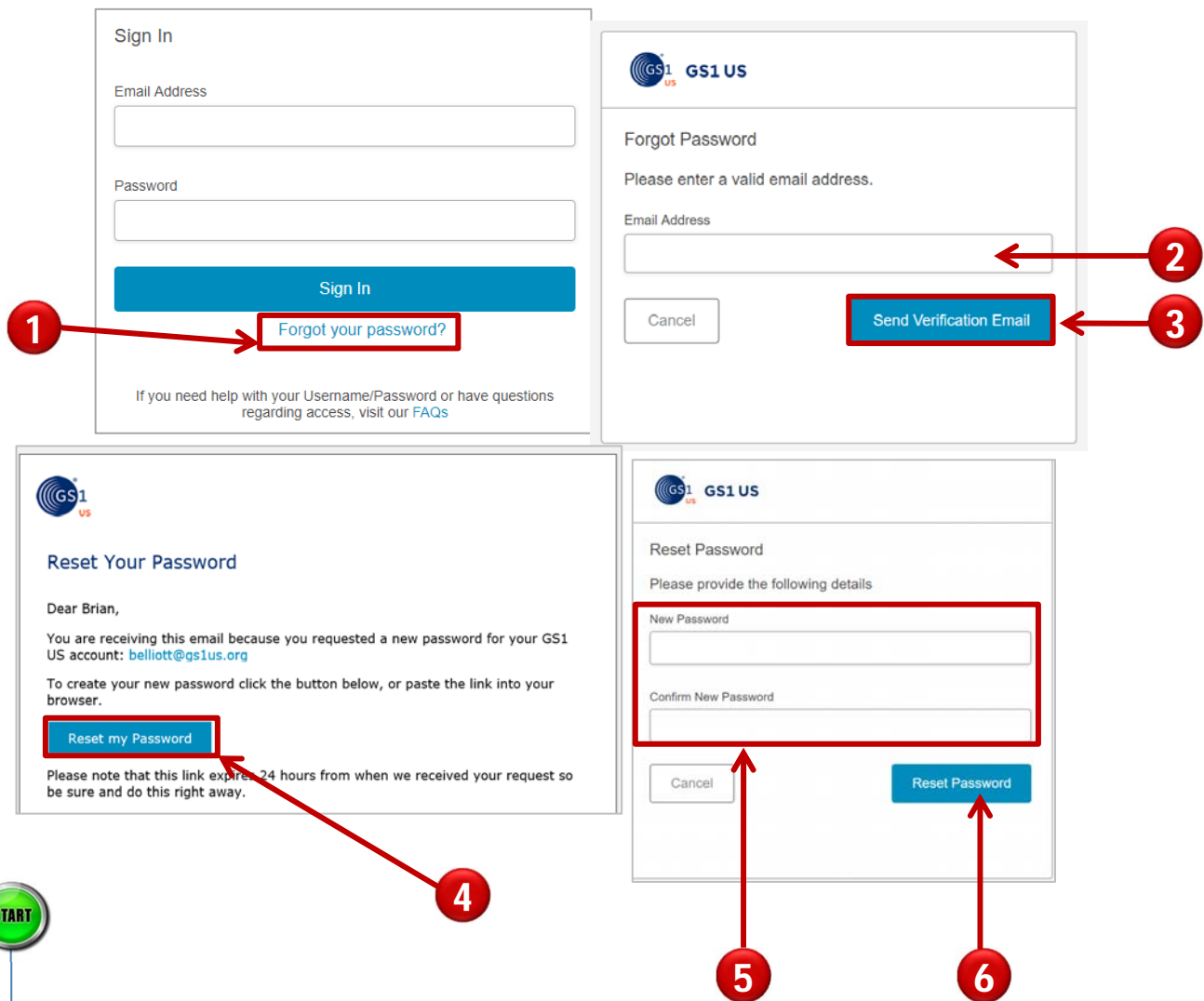
Confirm New Password

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.



- 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 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 Global Language of Business

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.

- [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

The first screenshot shows a 'Sign In' form with fields for 'Email Address' and 'Password', a 'Sign In' button, and a link for 'Forgot your password?'. A red circle with the number '1' points to the form. The second screenshot shows the 'GS1 US User Portal' home page for 'GS1 US Enterprises 1'. A red circle with the number '2' points to the '+ Add New User' button in the top right corner. Below the button is a table of users with columns for Name, Username/Email Address, Role, and Last Login.

The 'Add User' form is shown with the title 'Add User' and 'GS1 US Enterprises 1 | Account Number:16092646'. The form has a section for 'Contact Information' with a red circle '1' and a red box around the 'User's Email address' field. A red circle '3' points to the field. A 'Cancel' button is at the bottom left. A 'Next' button is at the bottom right, with a red circle '4' pointing to it.



- 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: [Red Box]

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: [Red Box]

Last Name: [Red Box]

3 Roles

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

Cancel **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)*

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 Manager/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

Cancel



6 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

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 (GUA) when this new user has applied for the additional company prefix. A separate 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 the appropriate roles to the user, based on responsibilities this user needs to perform.

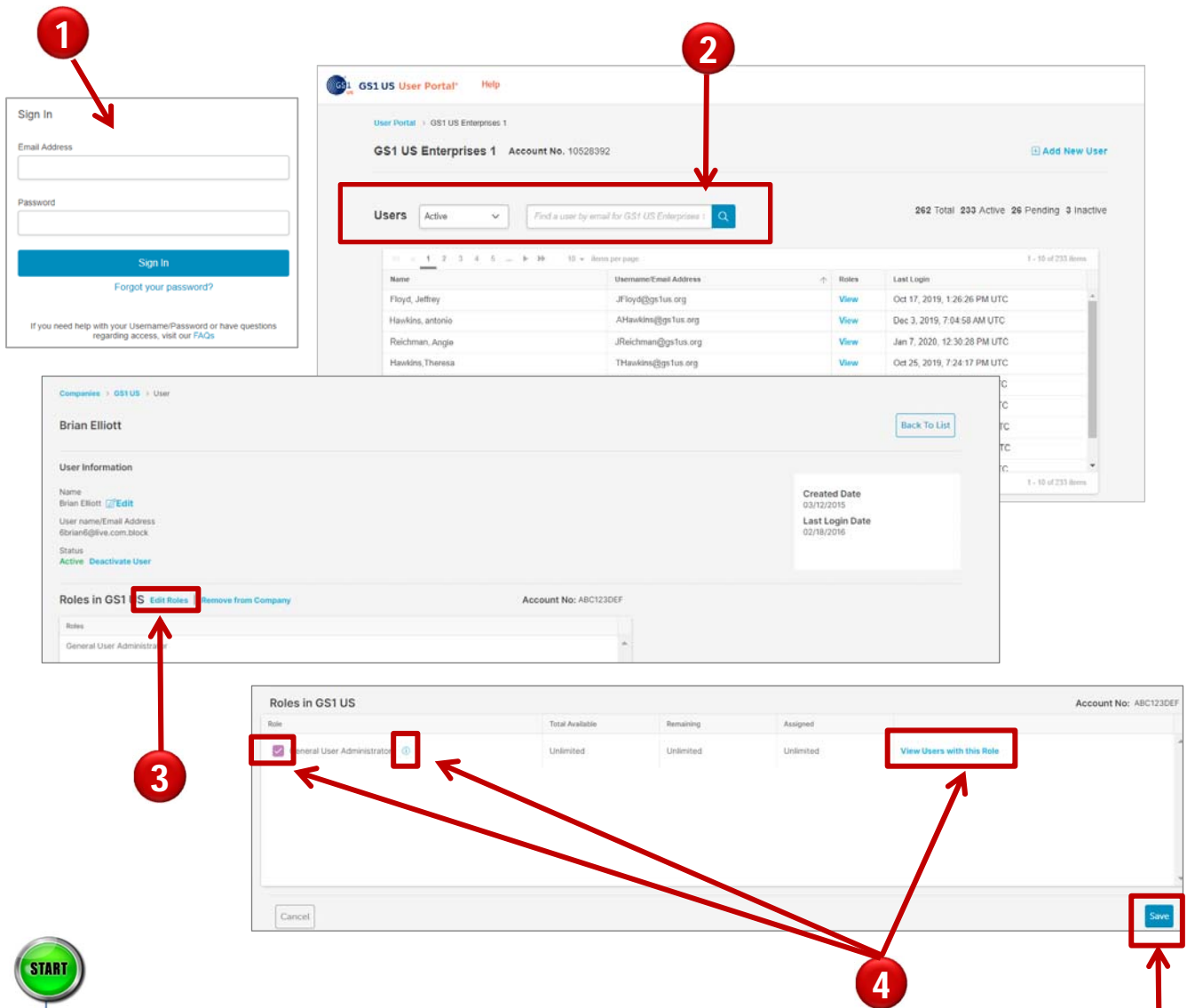
The image shows a sequence of three screenshots illustrating the process of activating a user in the GS1 US User Portal. Step 1 shows a 'Sign In' form with fields for Email Address and Password, and a 'Sign In' button. Step 2 shows the 'GS1 US Admin Portal' interface with a 'Users' dropdown menu set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





- 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



- 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 show the following steps:

1. Sign In page with fields for Email Address and Password, and a Sign In button.
2. GS1 US User Portal home page for a company, showing a search box for users and a list of users with columns for Name, Username/Email Address, Roles, and Last Login.
3. User profile page for Brian Elliott, showing an 'Edit' button next to the Name field.
4. Edit user information form for Brian Elliott, showing fields for First Name (Brian) and Last Name (Elliott), and a Save button.
5. The Save button on the edit form.



- 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 - Deactivate a User

The image contains five numbered steps with red arrows pointing to specific UI elements:

- 1**: Points to the 'Email Address' field in the 'Sign In' form.
- 2**: Points to the search box in the 'Users' list, which contains the text 'Find a user by email for GS1 US Enterprises 1'.
- 3**: Points to the 'Deactivate User' button on the user profile page for 'Brian Elliott'.
- 4**: Points to the main text area of the 'Deactivate User' modal window, which contains the message: 'Completing this action will remove all access and roles for this user. Are you sure you want to deactivate 6brian6@live.com.block? Note : Deactivated users have a status of Inactive.'
- 5**: Points to the 'Ok' button in the 'Deactivate User' modal window.

- 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 **Deactivate User**.
- 4** Confirm information in modal window is correct.
- 5** 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.



General User Administrator - Reactivate a User

The screenshot shows the GS1 US User Portal interface. On the left, there is a 'Sign In' form with fields for 'Email Address' and 'Password', and a 'Sign In' button. A red circle with the number '1' points to the 'Sign In' button. The main area shows the 'Users' section for 'GS1 US Enterprises 1'. A dropdown menu is open, showing 'Active', 'Inactive', and 'Pending' options. A red circle with the number '2' points to the 'Inactive' option. A search box is visible, and a red circle with the number '3' points to the search icon. Below the search box is a table of users with columns for 'Name', 'Email', 'Roles', and 'Last Login'.

The screenshot shows the user profile for 'Joan Nye'. The 'User Information' section includes 'Name: Joan Nye', 'User name/Email Address: JoanGS1ACUAT+deactivate@gmail.com', and 'Status: Inactive'. A red circle with the number '4' points to the 'Activate User' button. The 'Roles in GS1 US Enterprises 1' section shows 'No records available.'.




1

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

2

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

3

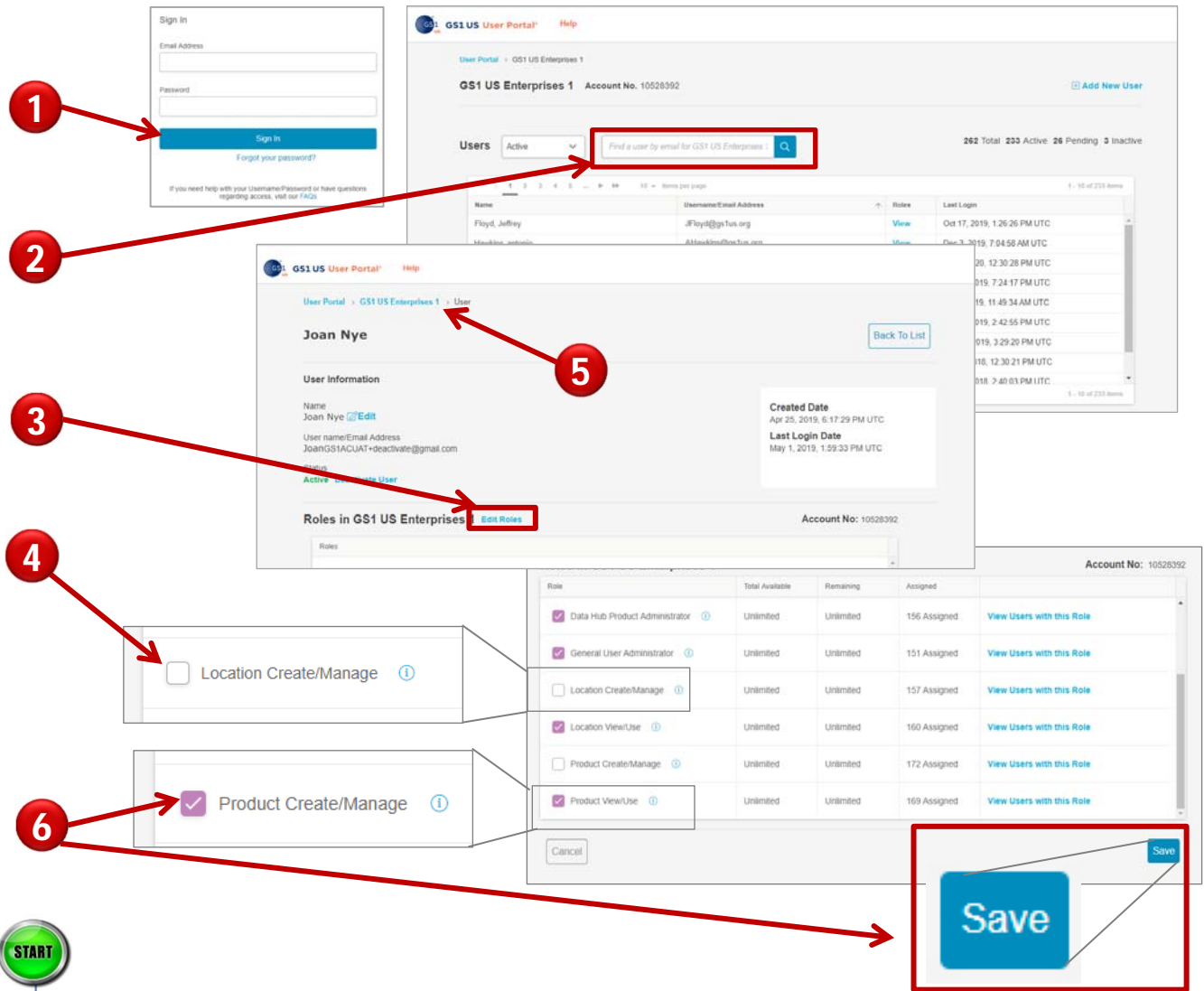
From the home page for your company, select the desired user. If your company has multiple users, you can enter a few letters of the user's first name, last name or e-mail in the Search box, then click the search icon  to display matching users. Click the user's row to select.


4

Click **Activate User**. The user will now be activated.



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



- 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