

# How to Register a New User in Ford Supplier Portal

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Access OpenText (Covisint) Automotive Exchange: <https://us.register.covisint.com/>

Click on **New User? Register Here.**

opentext™

User Name

Password 

Remember User ID on this computer

By continuing, you accept the terms of use and privacy policy.

Continue

[Forgot your user name or password?](#)

[Check Your Registration Status](#)

[New User? Register Here](#)

Select **Vendor code** in the **Search by** dropdown.

opentext™ | Identity and Access Management CE 24.2

Welcome. Get started with your account creation.

Organization information    Login and personal information    Select packages    Application packages    Summary

### Organization search criteria for walk-up registration

Search by

Vendor code    Select top-level package    Enter vendor code    +

- Organization name
- Parent vendor code
- Vendor code**

Select **Ford Supplier Portal** as the **top-level package**.

**opentext™** | Core Secure Access Admin CE 25.3

Welcome. Get started with your account creation.

Organization inform... Login and personal informati... Select packages Application packages Summary

**Organization search criteria for walk-up registration**

Search by

Vendor code  Enter vendor code +

English

Enter your **4-digit parent code** as the **vendor code** and click **Search**.

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Welcome. Get started with your account creation.

Organization information    Login and personal informati...    Select packages    Application packages    Summary

**Organization search criteria for walk-up registration**

Search by

Vendor code    Ford Supplier Portal    **E7GW**    +

**Search**    Clear

English    **Next**    Cancel

When the proper search results are returned, select the radio button next to the desired organization then click **Next**.

The screenshot displays the OpenText Core Secure Access Admin interface. At the top, the header includes the OpenText logo, the text "Core Secure Access Admin", and the version "CE 25.2". Below the header, a progress bar indicates the current step: "Organization information" (active), "Login and personal informati...", "Select packages", "Application packages", and "Summary".

The main content area is titled "Organization list" and shows a search bar with "Edit search" and "Search results : 1 Items". A "Create organization" button is visible. Below the search bar, there is a table with two columns: "Organization" and "Sub division". The table contains one entry: "Detroit Glass and Tire LLC", which is highlighted with a red box around its radio button. At the bottom right, there are "Next" and "Cancel" buttons, with the "Next" button also highlighted with a red box.

Organization	Sub division
<input type="radio"/> Detroit Glass and Tire LLC	

Populate all the (\*) mandatory fields, at minimum, and click on **Next** to proceed.

Welcome. Get

Organization information ✓ Login and personal information ○ Summary ○

### Login details

\*User ID  i Check for availability

\*Password  \*Retype password  i

### Personal details

Title  \*First name  Middle name  \*Last name

Suffix  Job title

\*Address

Previous **Next** Cancel

- The password must contain 3 of the following character types: upper case letters, lower case letters, numbers, special characters
- The password length must be between 8 and 20 characters
- The password will be expired after 90 days
- The password cannot be repeated for 7 cycle changes

Select the checkbox for the **Ford Supplier Portal** service package then click **Next**.

Welcome. Get started with your account creation.

Organization information    Login and personal information    **Select packages**    Application packages    Summary

Organization name  
Detroit Glass and Tire LLC

Selected 1

<input type="checkbox"/>	Name	Created date	Category	View details
<input checked="" type="checkbox"/>	Ford Supplier Portal	2023-08-22	Access Partner Portals	<i>i</i>
<input type="checkbox"/>	Jaguar Land Rover Supplier Portal	2023-08-22	Access Partner Portals	<i>i</i>
<input type="checkbox"/>	Covisint (required)	2024-03-10	Administration	<i>i</i>
<input type="checkbox"/>	Content Management	2023-05-23	Content Management Applications	<i>i</i>
<input type="checkbox"/>	Supplier Connection	2023-05-23	Covisint Supplied Services	<i>i</i>
<input type="checkbox"/>	Ford Web Reports	2023-05-23	Reporting Tools	<i>i</i>

25 Per page    7 Items

Previous    **Next**    Cancel

Enter your 4-digit parent code as the **GSDB Code** then click **Review terms and conditions**.

Welcome. Get started with your account creation.

Organization information    Login and personal information    Select packages    **Application packages**    Summary

Application package details

**\* Ford Supplier Portal**

Package description: Ford Supplier Portal    Organization: Detroit Glass and Tire LLC

**\* GSDB Code**

Request reason

Previous    Next    Cancel

Read the terms and conditions and click **Accept**.

opentext | Identity and Access Management

Organization information

Application package details

\* Ford Supplier Portal

Package description

Ford Supplier Portal

\* GSDB Code

Q494

Request reason

Review terms and conditions

**i** Read through and confirm you have read the terms and conditions.

other personal information User may provide Covisint, only for the purposes of providing the Services. Covisint may also share User's personal information with affiliates (including employees and agents), other users, and business partners in furtherance of these activities. User agrees that Covisint may collect, maintain, process and share User's personal information for these purposes, as more fully described in the Covisint Privacy Policy. User further agrees that it is User's responsibility to verify User's personal information and keep it current and accurate, and User therefore agrees to update User's personal information as necessary using the online tools provided or, if those tools are unavailable, by contacting datacntl@covisint.com. In addition, User acknowledges that personal information may be transferred to countries (like the United States) that the European Union does not regard as having adequate data protection.

9.0 UCITA.

The parties agree that the Uniform Computer Information Transactions Act or any version thereof, adopted by any state, in any form ("UCITA"), shall not apply to this Agreement. To the extent that UCITA is applicable, the parties agree to opt out of the applicability of UCITA pursuant to the Opt-Out provision(s) contained therein.

10.0 REFERENCE.

Customer agrees that Covisint may publicly refer to Customer, verbally and in writing, as a customer of Covisint's products and services. Any other reference to Customer by Covisint requires the written consent of Customer.

11.0 TERMS AND CONDITIONS.

If User or its employer is party to a valid and effective Covisint Master Hosted Services Agreement, Services and Fees Schedule or other agreement entered into between the parties prior to the effective date of this Agreement, the terms and conditions of such other agreement shall govern and supersede any conflicting terms in this Agreement.

I have read and understood the terms and conditions.

Download

Accept Decline Close

Summary

portal

ditions

Next Cancel

When the popup closes, click **Next**.

Welcome. Get started with your account creation.

Organization information    Login and personal information    Select packages    **Application packages**    Summary

**i** Accept or reject the terms and conditions to continue.

Application package details

**Ford Supplier Portal**

Package description  
Ford Supplier Portal

Organization :  
Ford Motor Company Portal

**GSDB Code**  
Q494

I have read and accepted terms and conditions.

Previous    **Next**    Cancel

Click **Submit** to submit your user registration request.

Welcome. Get started with your account creation.

Organization information    Login and personal information    Select packages    Application packages    Summary

**Organization information**

Ford Motor Company Portal

**Person information**

User ID  
akshtest2

**Personal details**

Title	First name Akshaya	Middle name	Last name Gopalakrishnan
Suffix	Job title		
Address 12345	Address 2	Address 3	
City chennai	State/Province/Prefectures tamilnadu	Country India	Postal code 12345678
Email	Phone number	Mobile number	

Previous    **Submit**    Cancel

You have successfully submitted your registration request. Please click **Close** to exit the registration process.

Soon, you will receive two emails:

#1 - Confirmation that your registration request has been successfully submitted

#2 - Confirmation that your registration request has been approved (or rejected) by your CSA

Welcome. Get started with your account creation.

Organization information    Login and personal information    Select packages    Application packages    Summary

**Organization information**  
Ford Motor Company Portal

**Person information**  
User ID  
akshtest2

**Personal details**

Title	First name	Middle name	Last name
			krishnan

ode  
678

**Thank you**

Registration request submitted successfully. You can now close the window. You will be notified by email once your registration has been approved.

Previous    **Submit**    Cancel

**Close**