


## Subject

Registration on the GfA-Portal and automatic e-mails for TI and SI

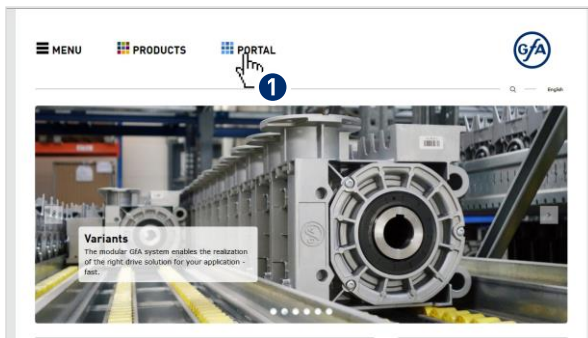
## Description

The portal represents the customer area of GfA. The Portal offers some interesting features. Amongst other things, it is possible to retrieve assembly instructions by using the part number of the product or to display and manage records read from the GfA door controls (with GfA-Stick ). The Portal provides also the two documents "Technical Information (TI)" and "Service Information (SI)". The two documents inform you for example on new GfA products and their use. The following describes the registration process on the GfA-Portal.

We also show you how to receive newly released TI and SI automatically by e-mail.

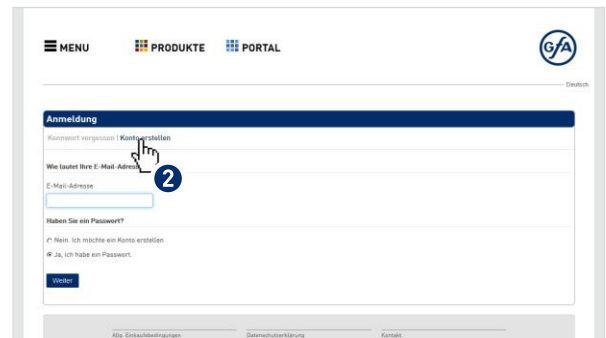


### 1. Accessing the Portal and creating a user account



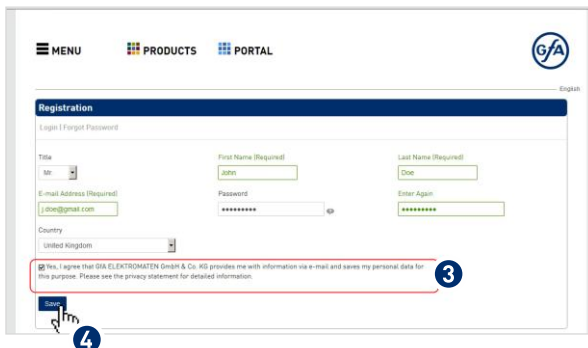
You can access the portal (1) on the GfA website:

[www.gfa-elektromaten.com](http://www.gfa-elektromaten.com)

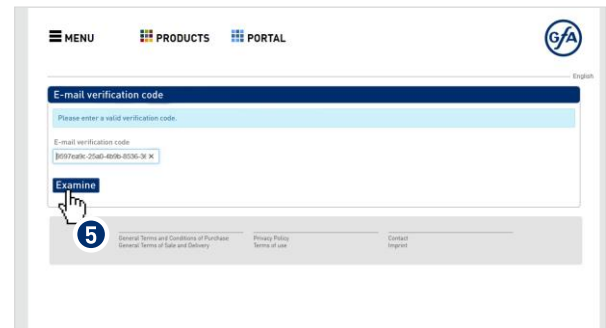


Create a new account (2).

### 2. Entering and verifying the user data

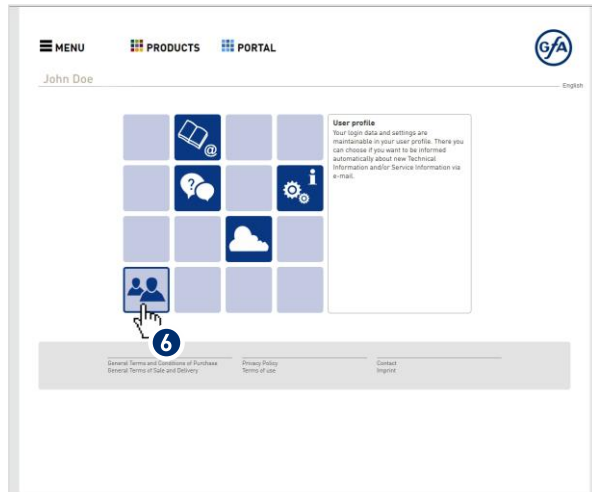


Enter your personal data. If you wish to receive new TI or SI by e-mail, please confirm the consent form. (3). Click "Save" (4). Then an e-mail is sent to your mailbox.

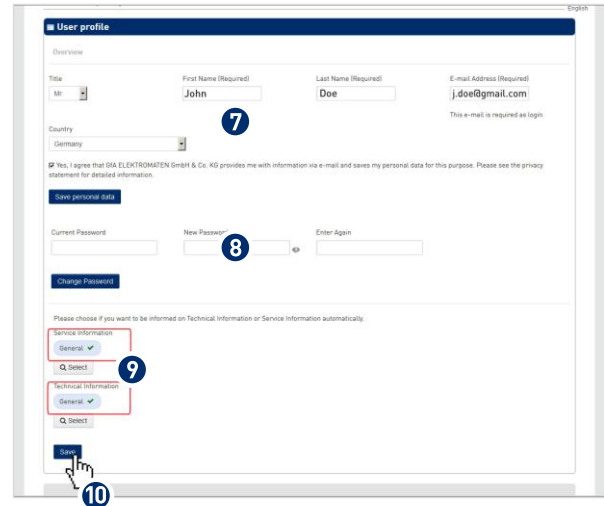


Please open the e-mail and click the link provided. This opens an Internet site. By clicking, you confirm a verification code (5). Please login again in the Portal.

### 3. Changing user data and settings for automatic e-mails



You can access the individual functions of the Portal by clicking on the dark blue tiles. Please click on the tile "User Profile" (6).



You can change your personal data (7) and password (8) in the upper area of the user profile. Confirm each entry with the "Save" button directly below the respective input screen. You can choose what type of documents you wish to receive automatically by e-mail in the lower area (9). Please confirm your entries also with "Save" (10). From this point on, we will inform you regularly.

## Notes

Our technical sales will be happy to advise you. You can find your person of contact on our website under:

<http://gfa-elektromaten.com/en/DE/contact.html>