GLOBAL e-SERVICE MEMBER REGISTRATION

Reference Guide

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Overview

The purpose of the Global e-Service Member Registration Reference Guide is to provide dealers with a simple process to create Global e-Service member accounts for dealer personnel.

This reference guide identifies the 3 steps to complete the member registration process.

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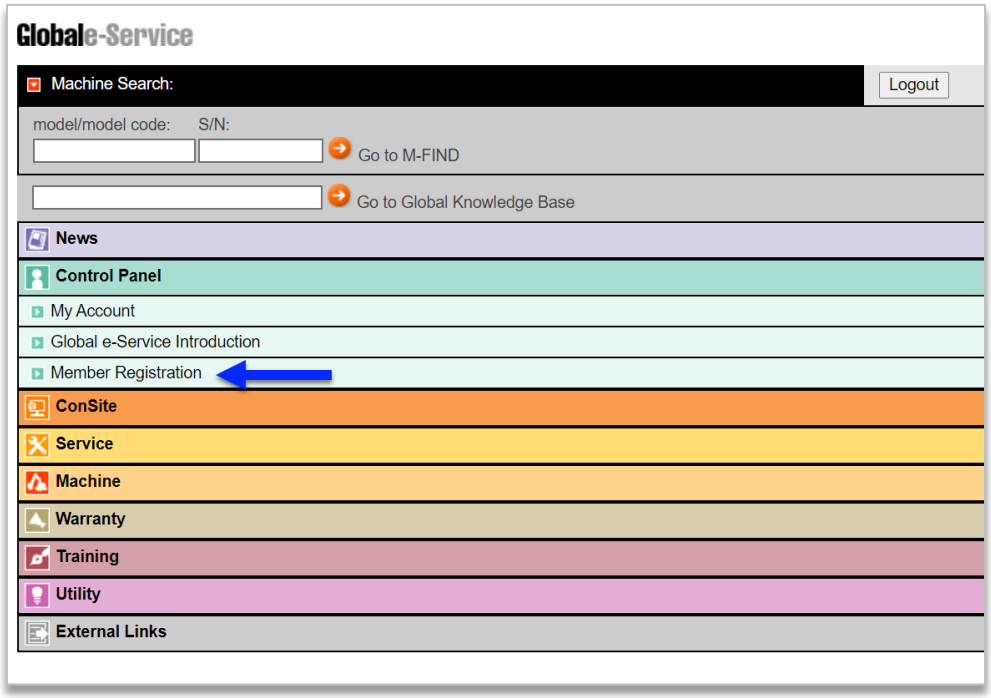
Login to Global e-Service (GeS) **www.globaleservice.com** and enter your User ID and Password.

Note: The use of a single ID by several persons is strictly prohibited. If you do not have an ID, request one by contacting the Global e-Service administrator.

From the main menu, click on ‘Control Panel’ and select ‘Member Registration’.



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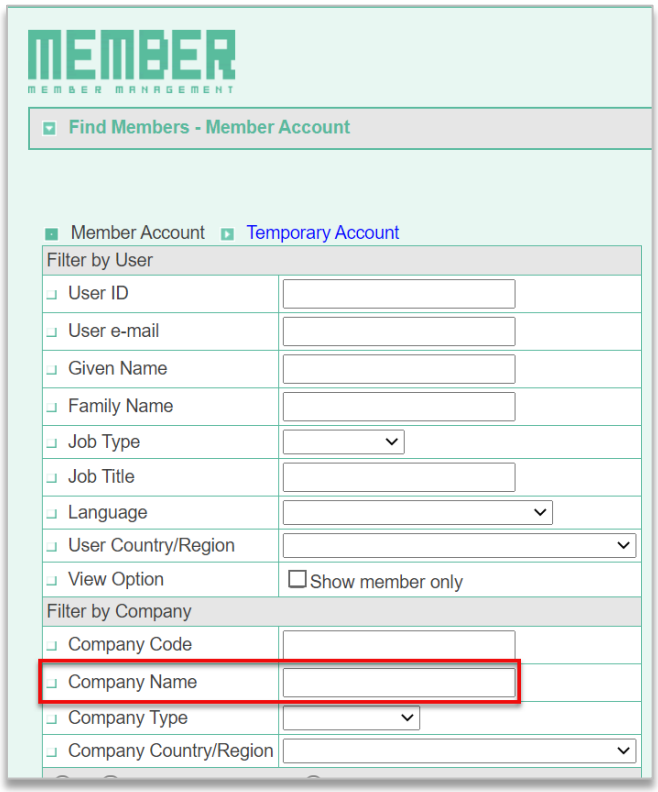
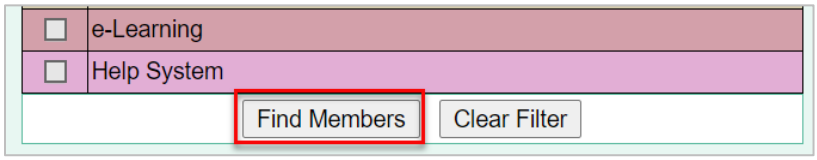
STEP 1 – LOCATE THE DEALER OR COMPANY

Enter the ‘Dealer’ or ‘Company’ name.



Scroll to the bottom of the page and select ‘Find Members’.



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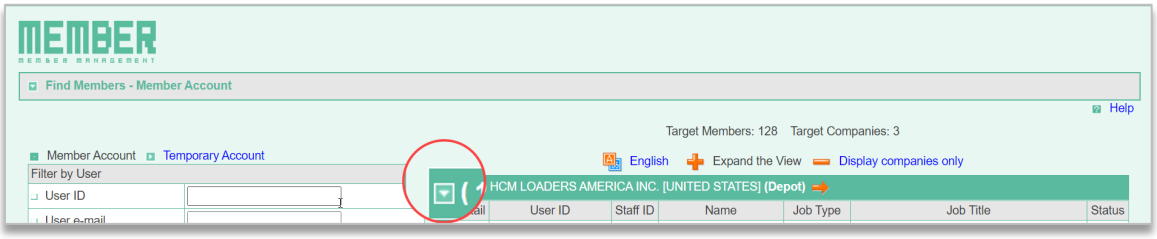
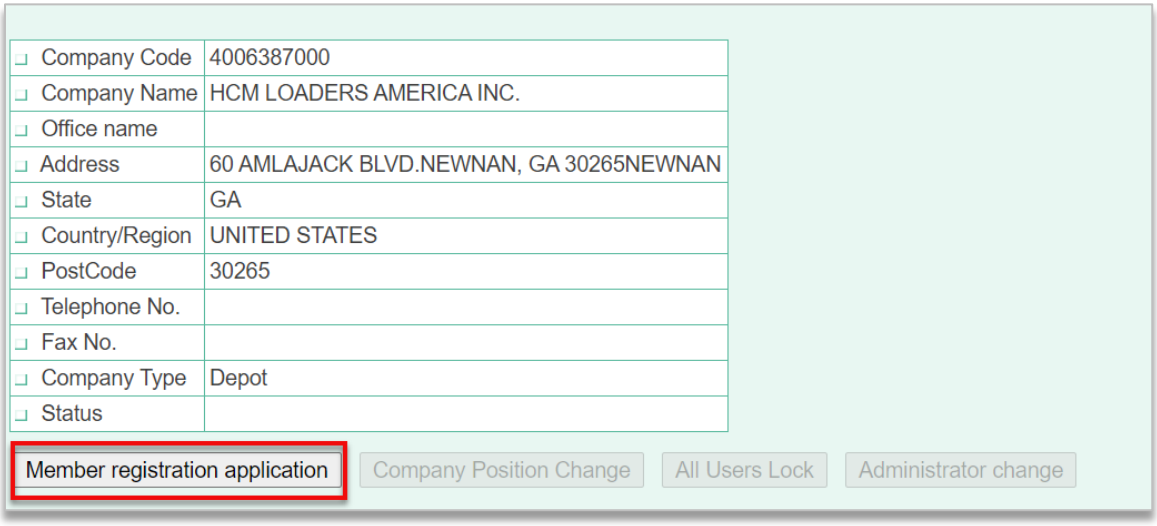
STEP 2 – ACCESS THE MEMBER REGISTRATION APPLICATION

When the company name appears, click on the ‘drop-down arrow’ to expand the account information.

- Select the ‘Member registration application’ button.





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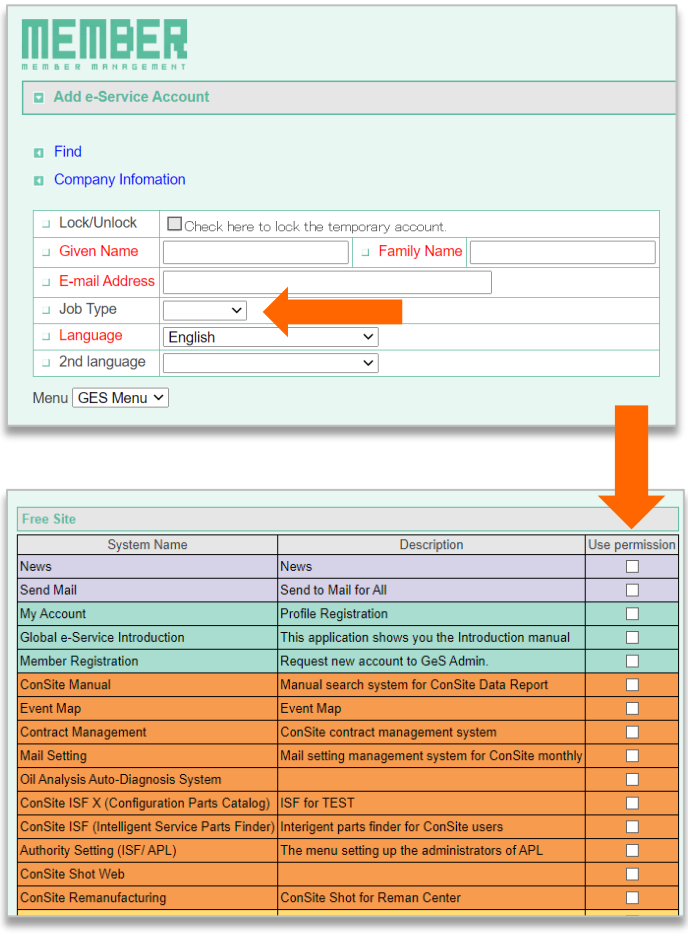
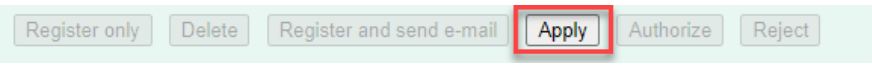
STEP 3 – ENTER THE CUSTOMER INFORMATION

Complete the boxes highlighted in RED.

- Enter the member's given name (first) and family name (last).
- Enter the member's business email address. A personal email address cannot be used.
- Select the 'Job Type' from the drop-down menu. The correct selection determines which user permissions will be made available for that "job type".



Scroll down to the bottom of screen and click the 'Apply' button.



Note: Once the registration has been verified and approved by the GeS Admin, the member will receive an email with instructions on how to complete the registration.

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