

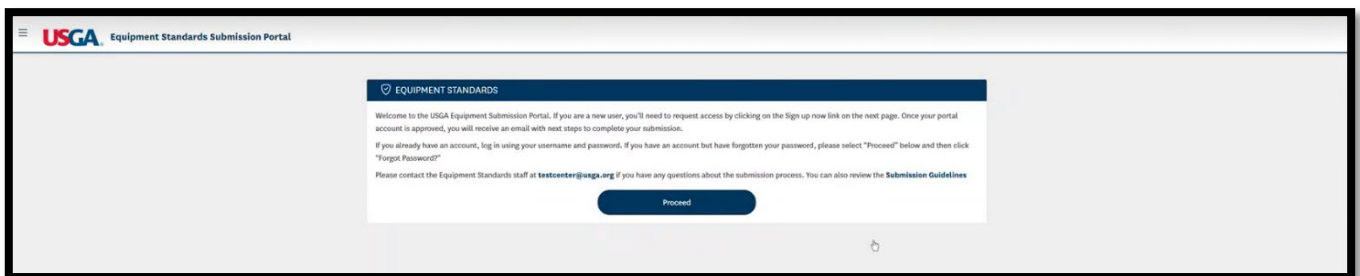
Purpose

This document explains **how to sign up for the Equipment Submission Portal**. It is written for **manufacturers** and outlines the supported registration path.

The instructions below describe what you will see in the portal and what to expect after registration.

Steps

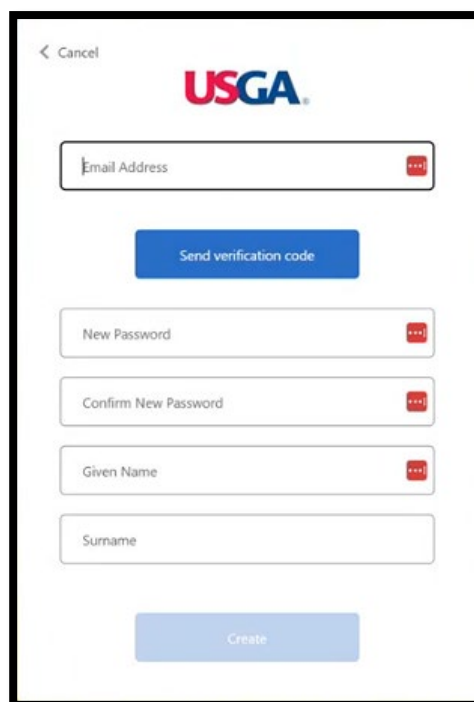
1. Go to the [Equipment Submission Portal](#) landing page.
2. Select **Proceed** from the landing page.



3. Click "Sign Up Now"



4. You will be redirected to an account creation page



A screenshot of the USGA account creation page. At the top left is a '< Cancel' link. The USGA logo is centered at the top. Below it is an 'Email Address' input field with a red eye icon. A blue button labeled 'Send verification code' is positioned below the email field. Underneath are three more input fields: 'New Password', 'Confirm New Password', and 'Given Name', each with a red eye icon. A 'Surname' input field is at the bottom. A light blue 'Create' button is centered at the very bottom.

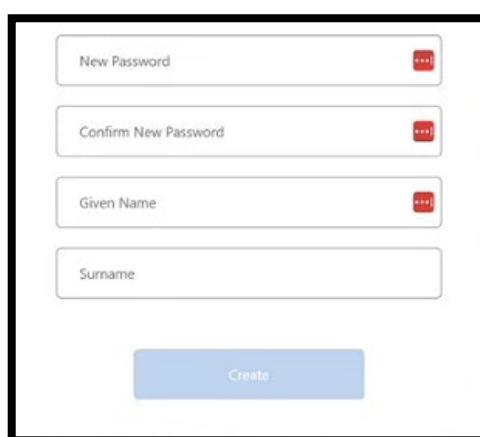
5. Upon providing your email address, you will receive a verification code at that specified email

6. When your unique code is received, you will need to verify it on the Sign-Up page



A screenshot of the verification code input page. It features a single 'Verification Code' input field at the top. Below the field are two blue buttons: 'Verify code' on the left and 'Send new code' on the right.

7. Create your password and submit the registration form.



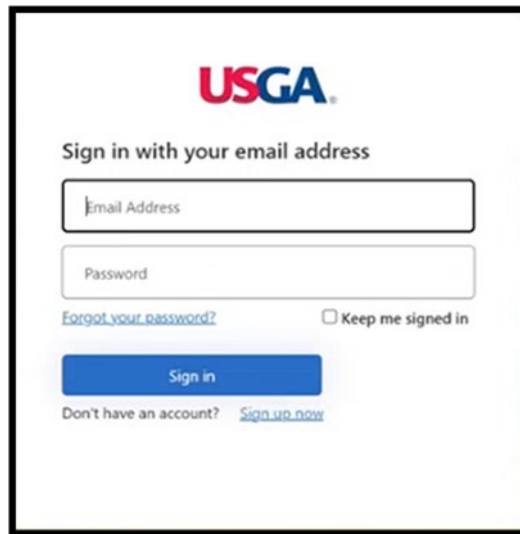
A screenshot of the registration form, showing the bottom portion of the form. It includes four input fields: 'New Password', 'Confirm New Password', 'Given Name', and 'Surname', each with a red eye icon. A light blue 'Create' button is centered at the bottom.

What happens next

- Your account is created, **pending approval**.
- You will be able to sign in, but **submission features will be unavailable** until your access is approved.
- You will receive an email notification once your access is approved.

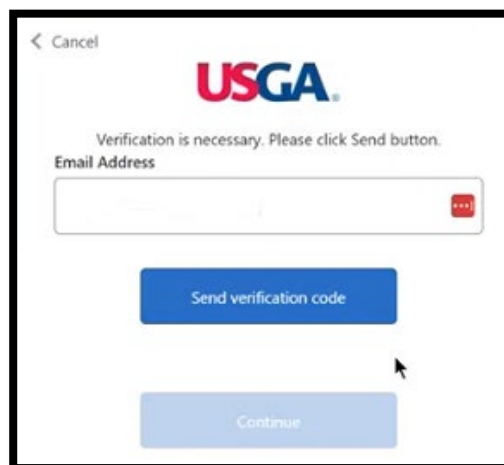
Signing In After Access Approval

- Once approved, return to the landing page and enter login information, then select **Sign In**.



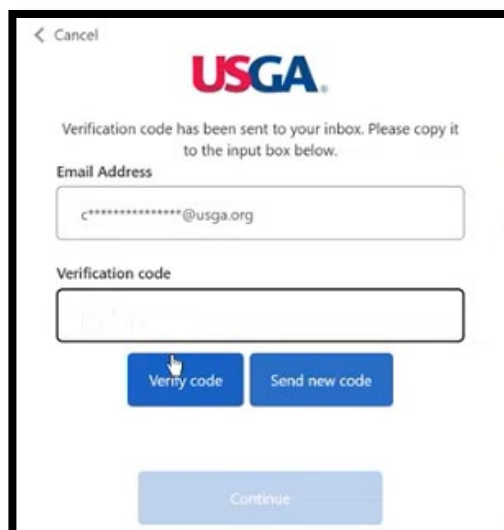
The image shows the USGA sign-in page. At the top is the USGA logo. Below it, the text reads "Sign in with your email address". There are two input fields: "Email Address" and "Password". Below the password field, there is a link "Forgot your password?" and a checkbox "Keep me signed in". A blue "Sign in" button is centered below these elements. At the bottom, there is a link "Don't have an account? Sign up now".

- After selecting Sign In, you will be required to verify your account
 - Enter email address and select **Send Verification Code**



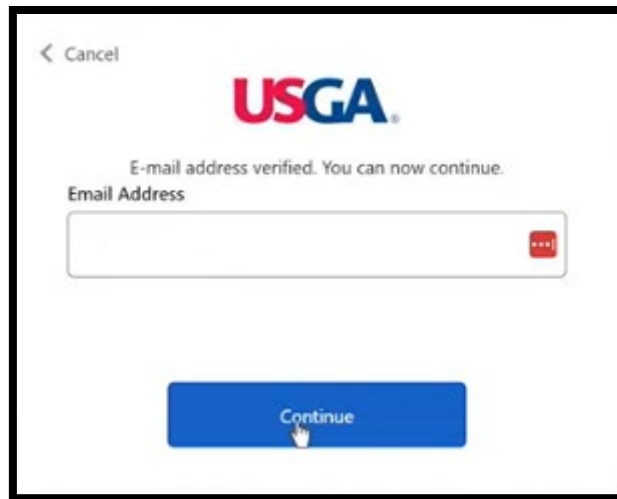
The image shows the USGA verification screen. At the top left is a "Cancel" button. The USGA logo is centered. Below it, the text reads "Verification is necessary. Please click Send button." There is an "Email Address" input field with a red eye icon on the right. Below the input field is a blue "Send verification code" button. At the bottom is a light blue "Continue" button.

- Enter **Verification Code** and select **Verify Code**



The image shows the USGA verification screen with the verification code entered. At the top left is a "Cancel" button. The USGA logo is centered. Below it, the text reads "Verification code has been sent to your inbox. Please copy it to the input box below." There is an "Email Address" input field containing "c*****@usga.org". Below it is a "Verification code" input field containing "123456". Below the input fields are two blue buttons: "Verify code" and "Send new code". At the bottom is a light blue "Continue" button.

- Once verified, enter your email address and select **Continue**

A screenshot of the USGA mobile app sign-in screen. At the top left is a back arrow and the word "Cancel". In the center is the USGA logo. Below the logo, the text "E-mail address verified. You can now continue." is displayed. Underneath is a label "Email Address" followed by a white text input field with a red eye icon on the right side. At the bottom center is a blue button with the word "Continue" and a white hand cursor icon pointing at it.

- If you forget your password, use the **Forgot your Password?** option on the Sign-In page.

Important Notes

- Your **email address is your username.**
- Use the same email address every time you sign in.
- If your access is pending, you will receive an email notification once approved.

Troubleshooting

- **I signed up but can't submit files:** Your account may still be pending approval.
- **I used the wrong email:** You must register with the correct email address to ensure proper access.

--- *This guide is intended for manufacturers and external submitters using the ES Submission Portal.*