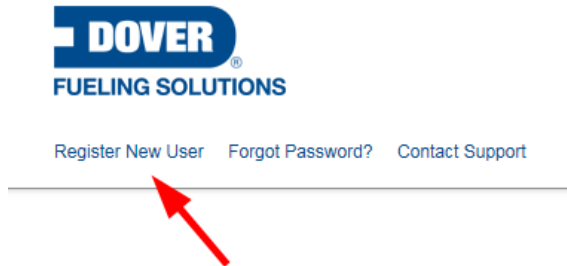


DFS LMS New User Registration

1. Go to the DFS Training web site at <https://producttraining.doverfuelingsolutions.com>
2. Select the option to Register New User



3. Fill out the New User Registration form. Users need to provide a valid (Approved) company domain email in order to receive full access to the training site. All other accounts are subject to approval.

The screenshot shows the 'New User Registration' form. The title 'New User Registration' is at the top. Below it, there are three steps: 'Step One', 'Step Two', and 'Step Three'. The 'Step One' section is titled 'Personal Information' and contains the following fields:

- * First Name**: Text input field with 'Test' entered.
- * Last Name**: Text input field with 'User' entered.
- Time Zone**: Dropdown menu with 'GMT-06:00, Central (US and Canada, Mexico City) (DST)' selected.
- * Preferred Language**: Dropdown menu with 'English (en)' selected.
- * Email Address**: Text input field with 'Your.Email@Your_Domain.com' entered.
- * Verify Email Address**: Text input field with 'Your.Email@Your_Domain.com' entered.

A green 'NEXT >>' button is located at the bottom right of the form.

4. Next, select the company/branch from the list provided. (the options presented are based on your company email domain)

☐	NORTH AMERICA	OPW FMS	DoverFS Internal
☒	NORTH AMERICA	Sales	DoverFS Internal
☐	NORTH AMERICA	SASS Operations	DoverFS Internal
☐	NORTH AMERICA	Services	DoverFS Internal
☐	NORTH AMERICA	United States	DoverFS Internal

5. Next, you must acknowledge the Privacy Policy and submit your request.

New User Registration

1 Step One 2 Step Two 3 Step Three

Verify Information

Please verify your information below.

User Information		
First Name	Last Name	
Test	User	
Preferred Language	Time Zone	Email Address
English (en)	Central Time	Your.Email@Doverfs.com

Company Information		
Company	Branch	Relationship
NORTH AMERICA	DFS DX Solutions	DoverFS Internal

☐ I agree with the privacy policy for Dover Fueling Solutions Training Center [Privacy Policy](#) *

☐ Is the above information correct?

6. Next, you'll receive conformation that your request was received.

☒ Your registration request has been received. You will receive an email with further instructions shortly.

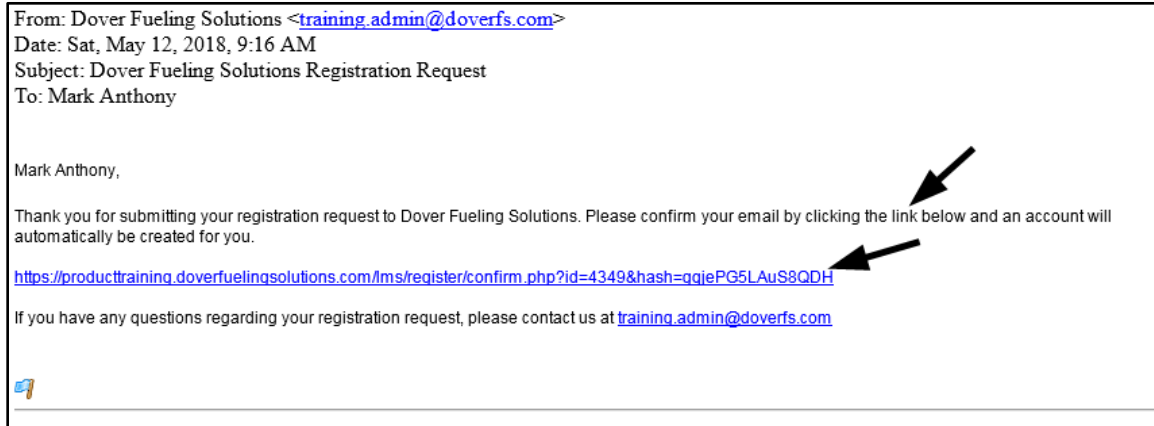
Note: If the email address provided has been previously registered, you will need to use the password reset option to gain access to the DFS Training site. Duplicate account will not be created.

Personal Information

✖ This Email Address is already registered. Please verify that the information you entered is correct. If the information submitted is correct, you may already have an active account. Please use the [Forgot Password](#) page and your password will be emailed to the address provided when this account was created. If you require further assistance, please contact support.



7. You will receive a conformation email that you need to acknowledge
Note: The account will not be created if you do not acknowledge the email. Check your spam or junk folder if you do not see it in your inbox.



8. Next, you will receive 2 emails, one with your username and a separate one with your password.
9. Use your login credentials to gain access to the DFS Training Site