

Information Platform User Registration Guide (For Corporate Members)

MarkLines Co., Ltd.
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1. Preface

This guide describes the procedures for issuing an individual Member ID and how to log in to MarkLines. To issue an individual Member ID, it is required that you have a Corporate ID and Password. Please make sure you have one in advance.

The account holder in your company keeps the Corporate ID and Password. If you are unsure about your Corporate ID and Password please consult the main account holder at your company.

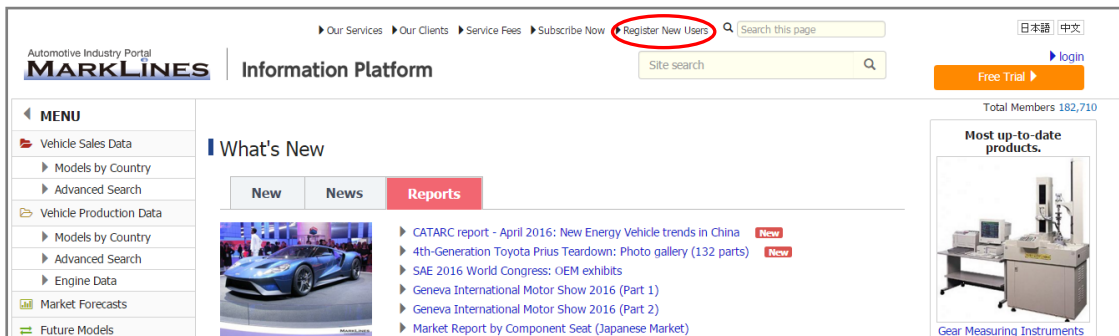
Two kinds of IDs

| | |
|--------------------|---|
| Corporate ID | This ID is necessary when issuing a Member ID and Password. The main account holder keeps this information. |
| Corporate Password | This password is necessary when issuing a Member ID and Password. The main account holder keeps this information. |
| Member ID | This ID will be created for each individual User in your company as log in information to our website. |
| Member Password | This password will be created for each individual User in your company as log in information to our website. |

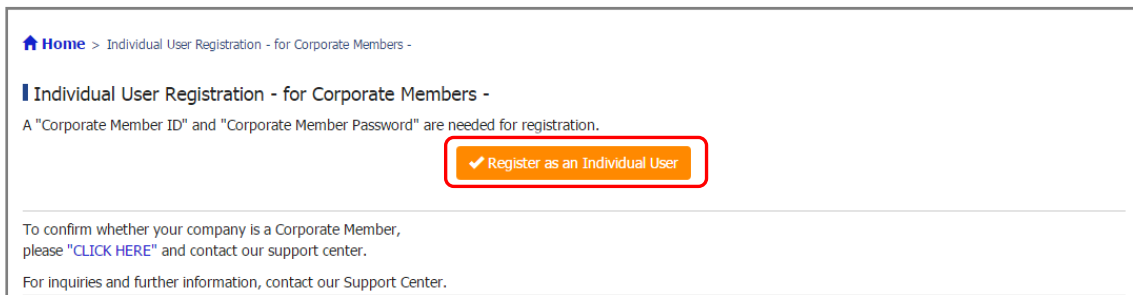
*If you do not know the account holder in your company, please contact the MarkLines Customer Support.

2. User Registration

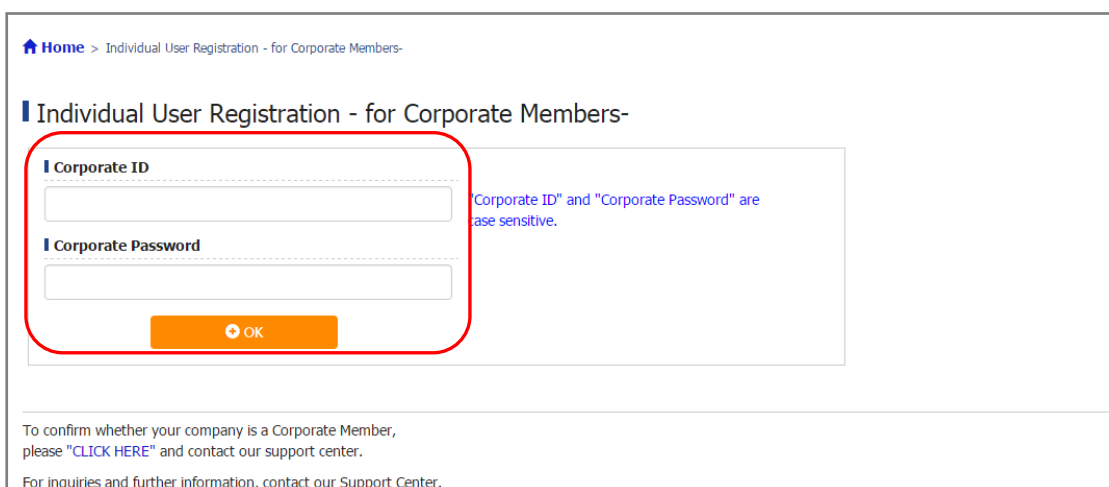
- 1) Click on “Register New Users” shown at the upper right of the MarkLines Information Platform (www.marklines.com/en/) website.



- 2) Click on “Register as an Individual User”.



- 3) Enter the Corporate ID and Password, and then click “OK”.
*”Corporate ID” and “Corporate Password” are case sensitive.



4) You will arrive at the User Registration screen. Fill in the necessary fields and click “next” after checking the box to agree to the Terms and Conditions.

*Please use your company’s address, phone number and e-mail address

Home > Individual User Registration - for Corporate Members-

MarkLines Co., Ltd. Check whether your company name is being displayed here

Individual User Registration - for Corporate Members -

User Information

Occupation
 Required

Branch/Dept./Div..
 Required

Position
 Required

Name
 Required

Phone
 Required

Email address (Business) Fill in your company address here.
 Required

Device Type(Must Select One)
 It is necessary to obtain a member ID for each device.
 Desktop Required
 Laptop
 Smartphone/Tablet

Every corporate registered user can use upto 3 devices.
 Select your choice of device(s) here.
 For every device selected, a separate login ID will be issued on your email.

Address

Country
 Required

Address
 Required

Others

How did you learn about MarkLines?
 Internet Colleagues/Friends Others

Agree to the terms and conditions Please make sure to read the Terms & Conditions before ticking the box.

Next

- 5) Make sure your information is entered correctly on the confirmation screen.
To revise the information, click “Back” and correct the fields necessary.
Click “OK” when you are finished.

Home > Individual User Registration - for Corporate Members-

MarkLines Co., Ltd.

Individual User Registration - for Corporate Members -

User Information

Occupation
Sales/Marketing

Branch/Dept./Div..
SalesDepartment

Position
Manager

Name
Taro Tanaka

Phone
+1-248-327-6987

Email address (Business)
taro_tanaka@marklines.com

Device Type(Must Select One)
• Desktop

Address

Country
USA

Address
400 Galleria Officentre, Suite 415, Southfield

Others

How did you learn about MarkLines?
• Internet

Back OK

- 6) The User Registration is complete, when the page shown below is displayed. Your Member ID and Password will be sent to your e-mail address, along with the procedure to log in for the first time. This log in procedure is only required for your first log-in to MarkLines.

Registration Completed.

Your registration has been completed, we have sent your individual ID and Password to the e-mail address you registered.

Back to MarkLines Home

※After you logged in for the first time you will remain logged in on the device you used.

3. FAQ

Please refer to the “Help & Guide” section on the page below to solve errors or problems that might occur.

<https://www.marklines.com/en/setting>

If you cannot find a solution to your problem please contact our Customer Support.

MarkLines Customer Support:

Japan:

E-Mail : info@marklines.com

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USA:

E-Mail : infous@marklines.com

TEL : +1-248-327-6987

China:

E-Mail : infoshanghai@marklines.com

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Thailand:

E-Mail : infothai@marklines.com

TEL : +66-2-665-2840

Germany:

E-Mail : infoeuro@marklines.com

TEL : +49-69-904-3870-0