

How to set up a multiuser account

Go to <https://brandingservice.lenzing.com>

1. Multiuser account
 - a. Click on “Register Now”

Welcome to
Lenzing E-Branding Service

The Lenzing E-Branding Service offers our value chain partners access to Branding Services for the Lenzing fiber brands.

[Watch explanation Video](#)

Pick your plan

[Need help?](#)

Single User Account
You will register on behalf of your company for a Single User Account.

- 1 One user
- ✓ Simple and quick registration
- ✓ Request Lenzing Certification
- ✓ Request Product License
- ✓ Order Swing Tickets and other branding materials
- ✓ List of submitted applications

REGISTER NOW

Multi User Account
You will register on behalf of your company for a Multi User Account.

- ∞ Multiple users and user roles
- ✓ Self service user administration
- ✓ Recommended for retailers
- ✓ Request Lenzing Certification
- ✓ Request Product License
- ✓ Order Swing Tickets and other branding materials
- ✓ List of submitted applications

REGISTER NOW

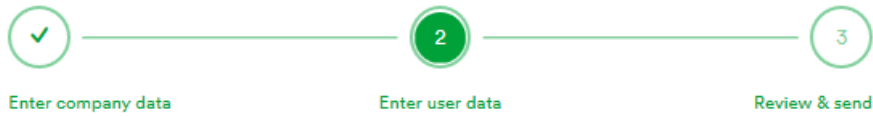
2. A new window opens
 - a. Please fill in all mandatory fields (*)
 - b. Click on “Next”

The screenshot shows a registration form with three steps: 1. Enter company data, 2. Enter user data, and 3. Review & send. The current step is 'Enter company data'. The form contains the following fields and options:

- Company Name ***: Text input with 'Your Company'.
- Company ID Type ***: Radio buttons for Tax ID (selected), Company Registration No, VAT ID, and D-U-N-S No.
- Company ID ***: Text input with 'AT12345667'.
- Company Email Address ***: Text input with 'daylin.harnoor@cowaway.com'.
- Website**: Text input with 'www.company.com'.
- Phone ***: Text input with '+43 7672 1234567' and a clear button (X).
- Fax**: Empty text input.
- Company Address**: Section header.
- Address ***: Text input with 'company street'.
- Address detail**: Text input with 'Only ENGLISH language allowed'.
- Further Address Detail**: Text input with 'Only ENGLISH language allowed'.
- Zip / Postal Code**: Text input with 'Only ENGLISH lan...'.
- City ***: Text input with 'Lenzing'.
- State / Province**: Text input with 'Only ENGLISH language allowed'.
- Country/Region ***: Dropdown menu with 'Austria' selected.
- Address in local language ?**: Empty text input.
- Next**: A green button at the bottom right.

Creating a Multiuser Account

3. A new window opens – please enter User Data



Enter user data

Salutation
 Mrs. Mr.

First Name * Last Name *

Other Name

Position in Company

Email Address * Repeat Email Address *

Password * Repeat Password *

Phone * X

Additional Phone Number Fax

Address of user different to company address

4. Create Administrator of the Multi User Account

The Admin will be able to maintain the user accounts for your company (create new users, assign user, roles, disable users e.g.if one of your employees has left the company).

- a. Either the same data as before
- b. Or nominate a different user for Administrator role
- c. Click on “Next”

Multi User Account

1 Enter company data 2 Enter user data 3 Review & send

Enter user data

Create Admin

The Admin will be able to maintain the user accounts for your company (create new users, assign user, roles, disable users e.g.if one of your employees has left the company).

Will be the admin
 Nominate a second user as Admin

Back Next

5. Create ASC (Authorised Signatory Contact) of the Multi User Account

The Authorized Signatory Contact is the “owner” of the Multi User Account and is the main contact person for Lenzing. Only declarations and statements of the Authorized Signatory Contact with regard to the Multi User Account shall be legally binding (e.g. accepting the Terms of Use on behalf of your company). The Authorized Signatory Contact has full rights and permissions in relation to the Multi User Account (e.g. close the Multi User Account; Admin rights).

Enter company data Enter user data Review & send

Enter user data

Create Admin

Create Authorised Signatory Contact

The Authorized Signatory Contact is the “owner” of the Multi User Account and is the main contact person for Lenzing. Only declarations and statements of the Authorized Signatory Contact with regard to the Multi User Account shall be legally binding (e.g. accepting the Terms of Use on behalf of your company). The Authorized Signatory Contact has full rights and permissions in relation to the Multi User Account (e.g. close the Multi User Account; Admin rights). Please note that applications within the Multi User Account (e.g. Product License applications) might be submitted by every user within the account, as long as such user is authorized to do so on behalf of the company.

- I will be the ASC
- Use Admin as Authorized Signatory Contact
- Nominate a third user as ASC

Back Next

6. A New window opens with the summary of your registration – when all data are correct you can download and accept the Terms of Use

Multi User Account

Enter company data Enter user data **3** Review & send

Company Data

Your Company	Website: www.company.com
Tax ID AT12345667	Company Email Address: daylin.harnoor@cowaway.com Phone: +43 7672 1234567
company street, Lenzing, Austria	

[Edit](#)

User Data

Portal user is also the Admin user
Portal user is also the Authorised Signatory Contact

First Name Last Name	Email Address: daylin.harnoor@cowaway.com Phone: +43 7672 12345678-88
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[Edit](#)


Terms of Use

[Terms of Use](#)

I accept the Terms of Use and hereby confirm that I have read and understood the data protection clause regarding the processing of personal data in section 14 of the Terms of Use. *

[Back](#) [Send registration](#)

7. A new window opens
 - a. Here you can download your registration summary
this summary will also be sent via E Mail to you
 - b. Click on **“Done”**




Multi User Account

Thank you for your registration!

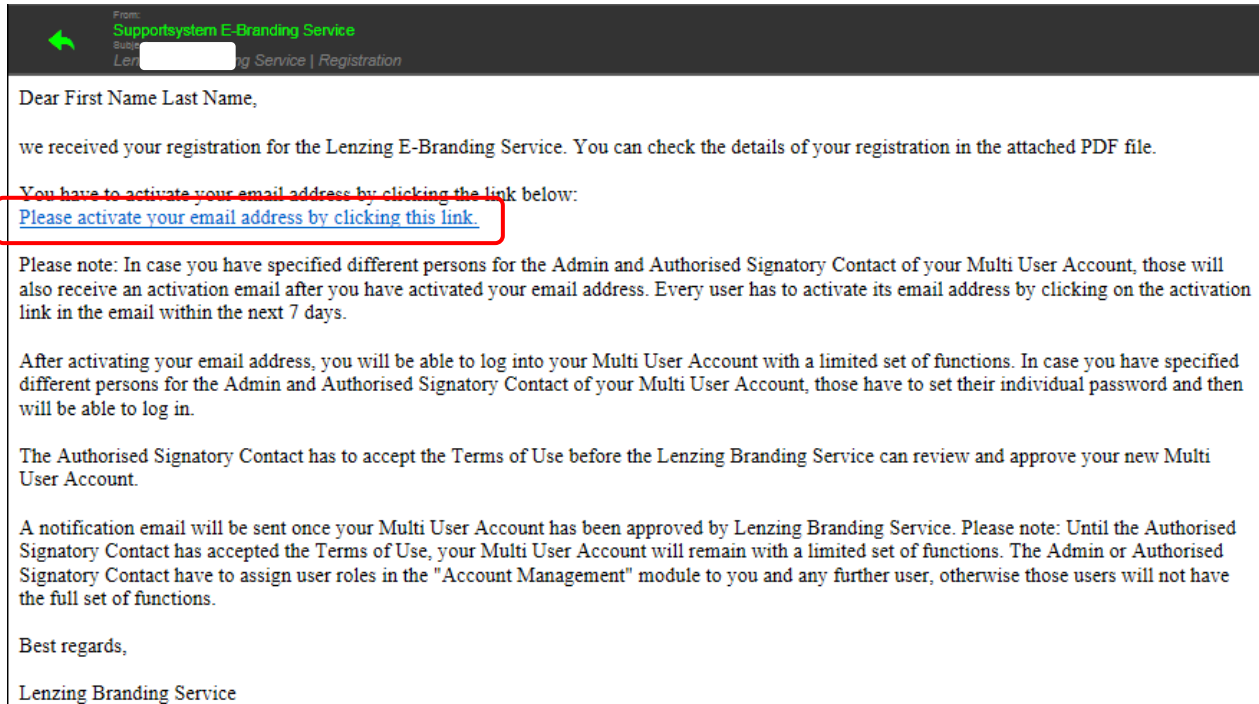
The next steps are:

- 1** We will send an activation email to daylin.harnoor@cowaway.com
In case you have specified different persons for the Admin and Authorised Signatory Contact of your Multi User Account, those will also receive an activation email after you have activated your email address. Every user has to activate its email address by clicking on the activation link in the email within the next 7 days. If you have not received the email, please check the spam folder.
- 2** After activating your email address, you will be able to log into your Multi User Account with a limited set of functions. In case you have specified different persons for the Admin and Authorised Signatory Contact of your Multi User Account, those have to set their individual password and then will be able to log in.
- 3** The Authorised Signatory Contact has to accept the Terms of Use before the Lenzing Branding Service can review and approve your new Multi User Account.
- 4** A notification email will be sent once your Multi User Account has been approved by Lenzing Branding Service. Please note: Until the Authorised Signatory Contact has accepted the Terms of Use, your Multi User Account will remain with a limited set of functions. The Admin or Authorised Signatory Contact have to assign user roles in the "Account Management" module to you and any further user, otherwise those users will not have the full set of functions.

[Download registration summary](#) 

Done

8. After the registration is submitted an automatically email is sent to the Admin
 - a. Click **on the link** to confirm your email address



9. A new window opens
 - a. Please login with your email address and password (generated within the registration process)
 - b. Click on "Log In"

Welcome to Lenzing E-Branding Service. This is a new platform, existing login data of the previous website of the Lenzing Branding Service are no longer valid. Please create a new user account.

Log In

Em.....

daylin.harnoor@cowaway.com

Password *

.....

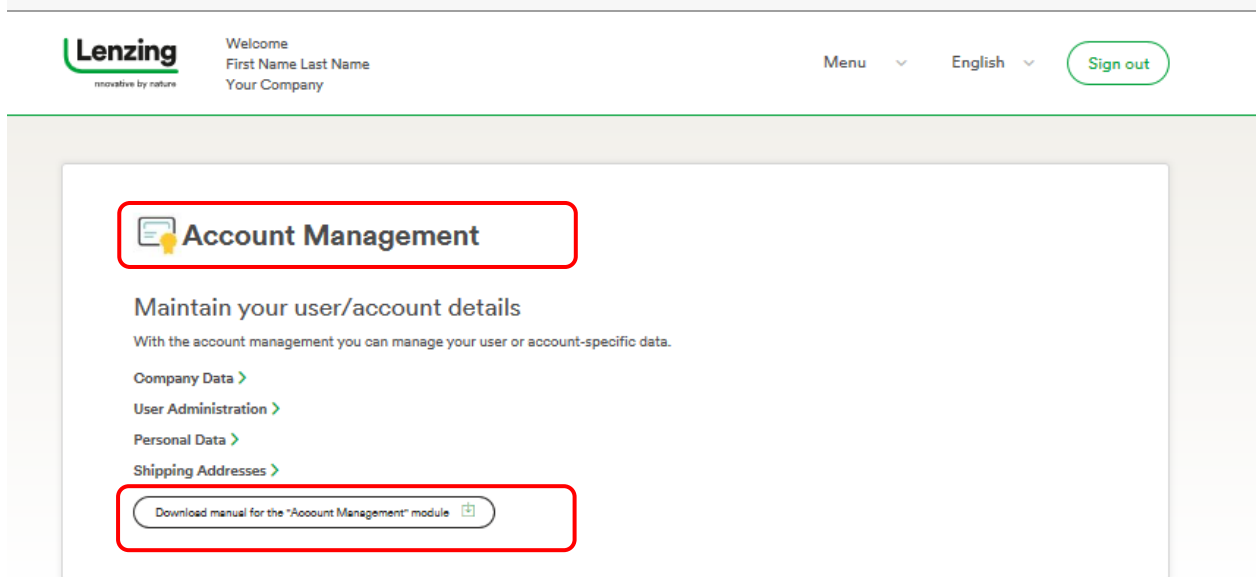
[Forgotten your password?](#)

Log In

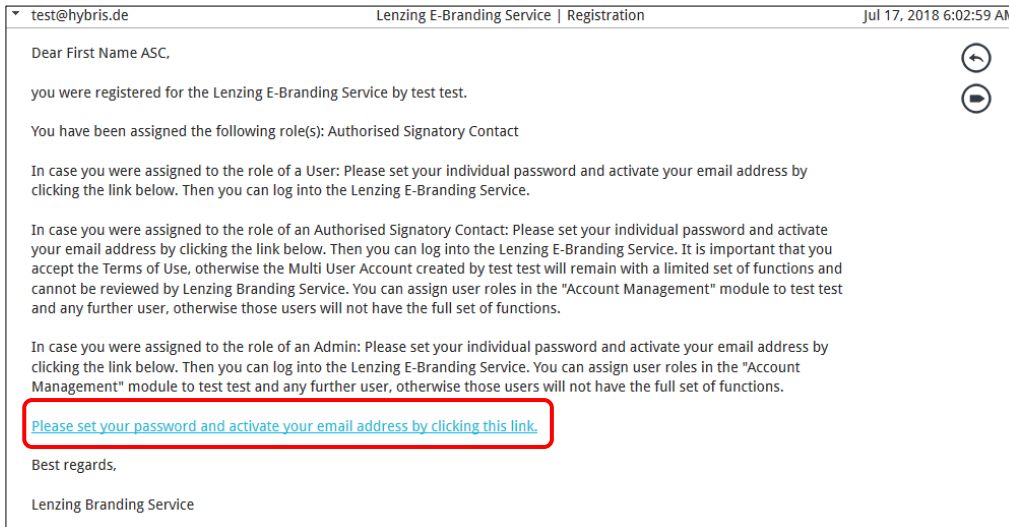
10. A new window opens

a. The full Account Management is already working

- New user(s) and / or Administrators can already be created as well as new shipping addresses, etc.
- The manual for *Account Management* module is available for download



11. If Administrator and ASC are different persons the Administrator receives the verification mail as well
 - a. The ASC needs to click on the link to confirm his/her email address



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12. A new window opens
 - a. The ASC needs to set up his password
 - Put in a new password
 - Confirm the password
 - Click on **"Update"**

The dialog box titled "Change your password" contains the following elements:

Change your password

New Password *

Confirm Password *

Cancel Update

13. A new window opens
 - a. The ASC needs to accept the Terms of Use
 - b. Click on **“Submit”**

Terms of Use

Terms of Use

I accept the Terms of Use and hereby confirm that I have read and understood the data protection clause regarding the processing of personal data in section 14 of the Terms of Use. *

Decline

Submit

14. A new window opens
 - a. Account Management is working.
At the same time the ASC confirms the Terms of Use, Lenzing Registration in the corresponding country receives the information that there is a new registration and can then start with granting access.

Welcome

First Name Last Name

Your Company

Menu English Sign out

Account Management

Maintain your user/account details

With the account management you can manage your user or account-specific data.

[Company Data >](#)

[User Administration >](#)

[Personal Data >](#)

[Shipping Addresses >](#)

[Download manual for the "Account Management" module](#)