

How to register for a Single User Account

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

1. Single User Account
 - a. Click on “Register Now”

The screenshot shows the Lenzing E-Branding Service registration interface. At the top left is the Lenzing logo with the tagline 'Innovative by nature'. To the right, there is a language dropdown set to 'English' and a green 'Sign in' button. The main banner features a woman and a child smiling, with the text 'Welcome to Lenzing E-Branding Service'. Below the banner, a 'Watch explanation Video' button is visible. The registration options are presented in two columns. The 'Single User Account' option is highlighted with a red border and lists the following benefits: 1 One user, Simple and quick registration, Request Lenzing Certification, Request Product License, Order Swing Tickets and other branding materials, and List of submitted applications. A green 'REGISTER NOW' button is at the bottom of this option, also highlighted with a red border. The 'Multi User Account' option lists: 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, and List of submitted applications. A green 'REGISTER NOW' button is at the bottom of this option. A 'Need help?' button is located at the bottom left of the registration area.

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

The form is titled 'Enter company data' and is part of a three-step process. The progress indicator shows step 1 (Enter company data) is active, step 2 (Enter user data) is next, and step 3 (Review & send) is final. The form contains several fields, with mandatory ones marked with an asterisk (*). The following fields are highlighted with red boxes:

- Company Name * (text input: Your Company)
- Company ID Type * (radio buttons: Tax ID, Company Registration No, VAT ID, D-U-N-S No.)
- Company ID * (text input: AT12345667)
- Company Email Address * (text input: daylin.harnoor@cowaway.com)
- Phone * (text input: +43 7672 1234567)
- Address * (text input: company street)
- City * (text input: Lenzing)
- Country/Region * (dropdown menu: Austria)

Other fields include Website (www.company.com), Fax, and Address detail (Only ENGLISH language allowed). A 'Next' button is located at the bottom right of the form.

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. 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 |
| company street, Lenzing, Austria | Phone: +43 7672 1234567 |

[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 |

[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](#)


5. A new window opens
 - a. Here you can download your **registration summary**.
You will also get this document via e-mail.
 - b. Click on **“Done”**.

Single User Account

Thank you for your registration!

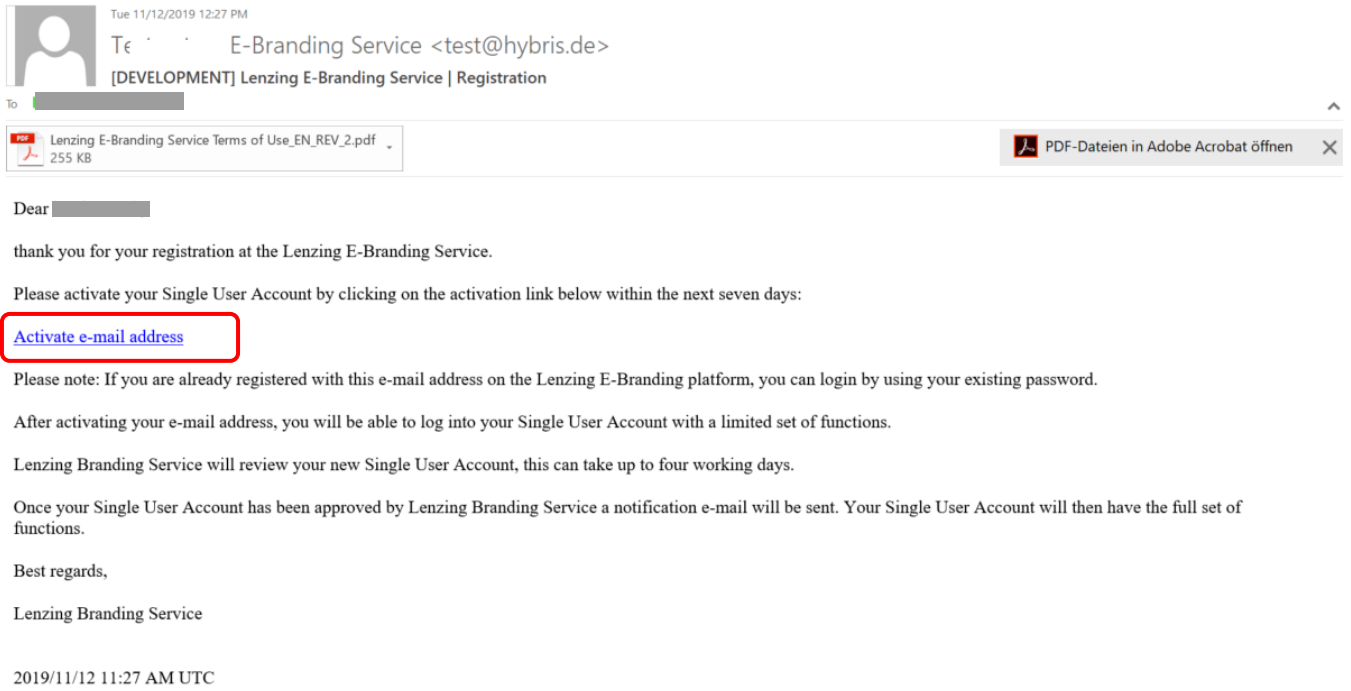
The next steps are:

- 1** We will send an activation email to k.preuner@lenzing.com
Please activate your Single User Account by clicking on the activation link in the email within the next seven 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 Single User Account with a limited set of functions.
- 3** Lenzing Branding Service will review your new Single User Account, this can take 2 - 4 working days.
- 4** A notification email will be sent once your Single User Account has been approved by Lenzing Branding Service. Your Single User Account then will have the full set of functions.

 [Download registration summary](#)

[Done](#)

6. After the registration is submitted, an e-mail is sent to the Admin.
 - a. Click **on the link** to confirm your e-mail address.



7. 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

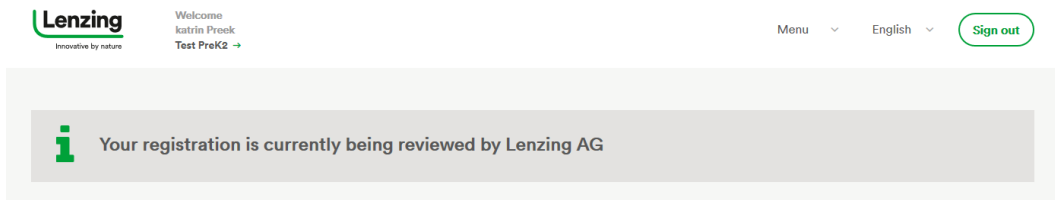
Password *

.....

[Forgotten your password?](#)

Log In

8. A new window opens
 - a. As long as Lenzing is reviewing your account you see the following information



9. You will receive an e-mail when Lenzing approved your registration.
 - a. Click on the **link** in the e-mail and login to your account. AOU have now full access to your account as well as and to the modules related to your business.