

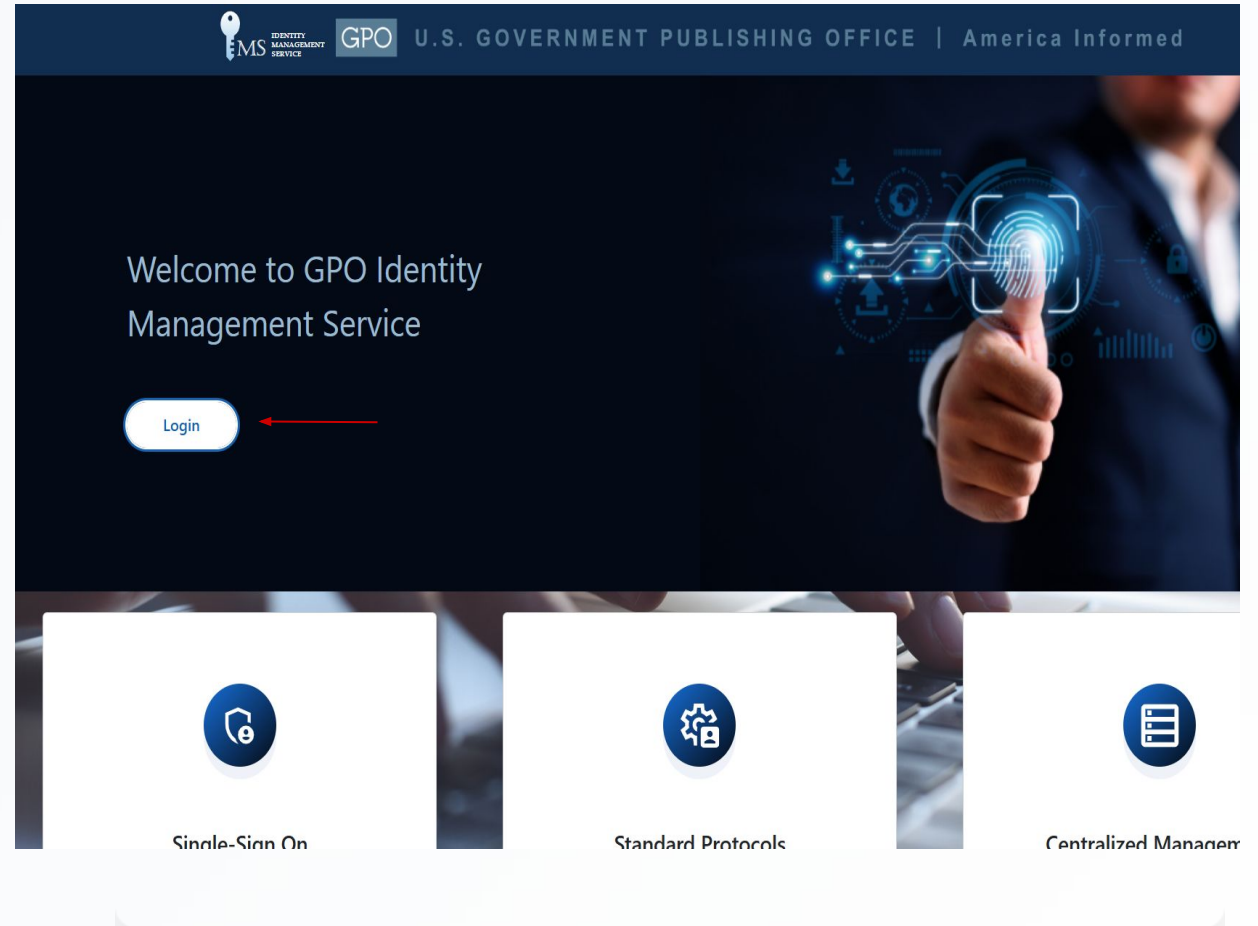
GPO IMS Registration

1. Navigate to IMS Portal

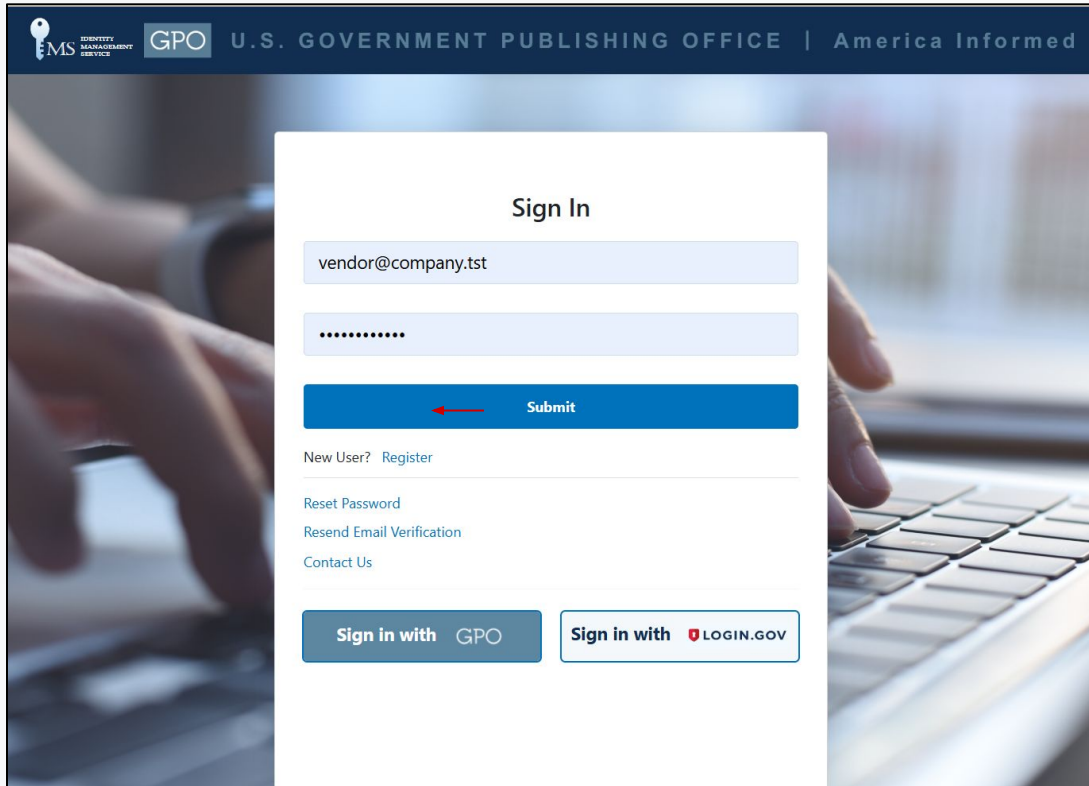
Access the Homepage

Begin by navigating to the official GPO IMS website. The homepage features primary navigation for all users.

- ✓ Locate the **Login** button on the home page
- ✓ Start the authentication process here.



2. Creating a New Account



The screenshot shows the GPO Sign In page. At the top, the header includes the GPO logo and the text "U.S. GOVERNMENT PUBLISHING OFFICE | America Informed". The main content area is titled "Sign In" and contains a form with the following elements:

- An email input field containing "vendor@company.tst".
- A password input field with masked characters ".....".
- A blue "Submit" button with a red arrow pointing left.
- A link for "New User? Register".
- Links for "Reset Password", "Resend Email Verification", and "Contact Us".
- Two social login buttons: "Sign in with GPO" and "Sign in with LOGIN.GOV".

Initiate Registration

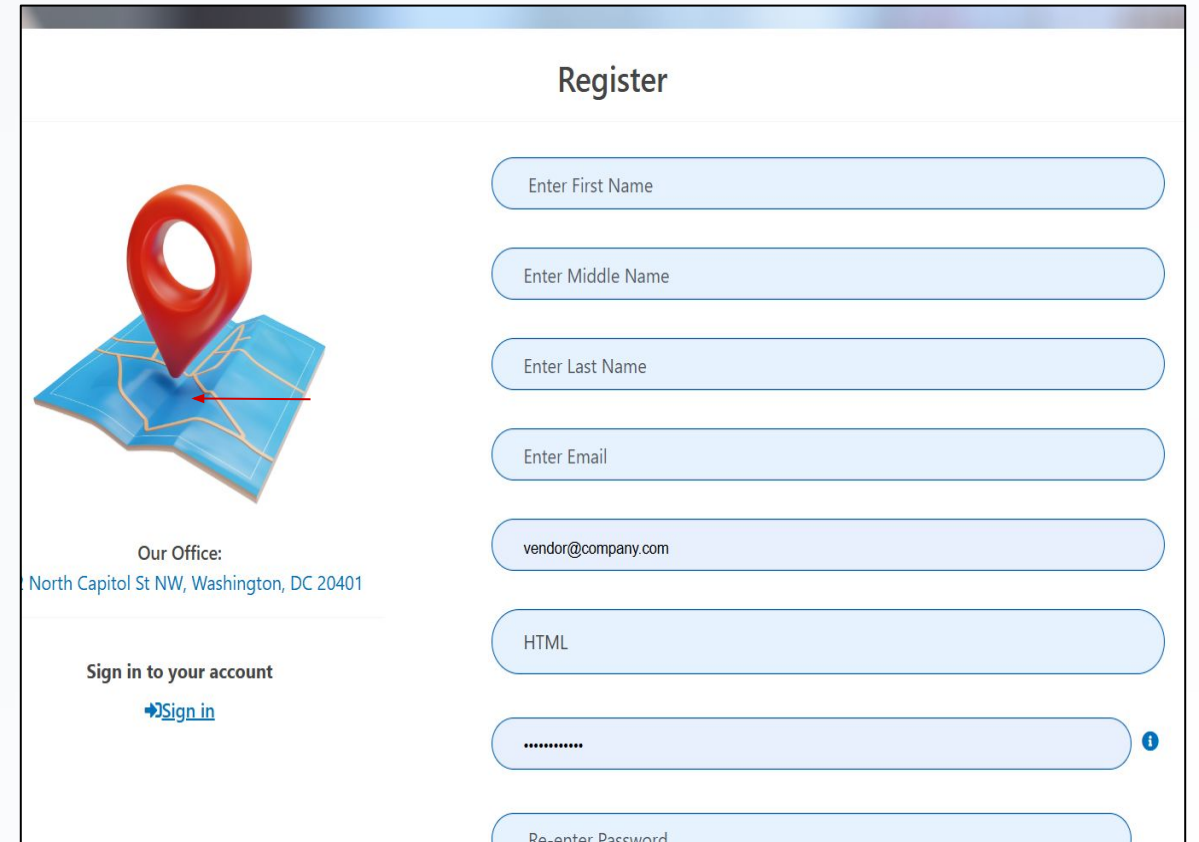
If you do not have an existing account, you must register for access. On the login page, locate the "New User?" section.

 Click the **Register** button.

3.Registration Form Details

Fill out the required fields:

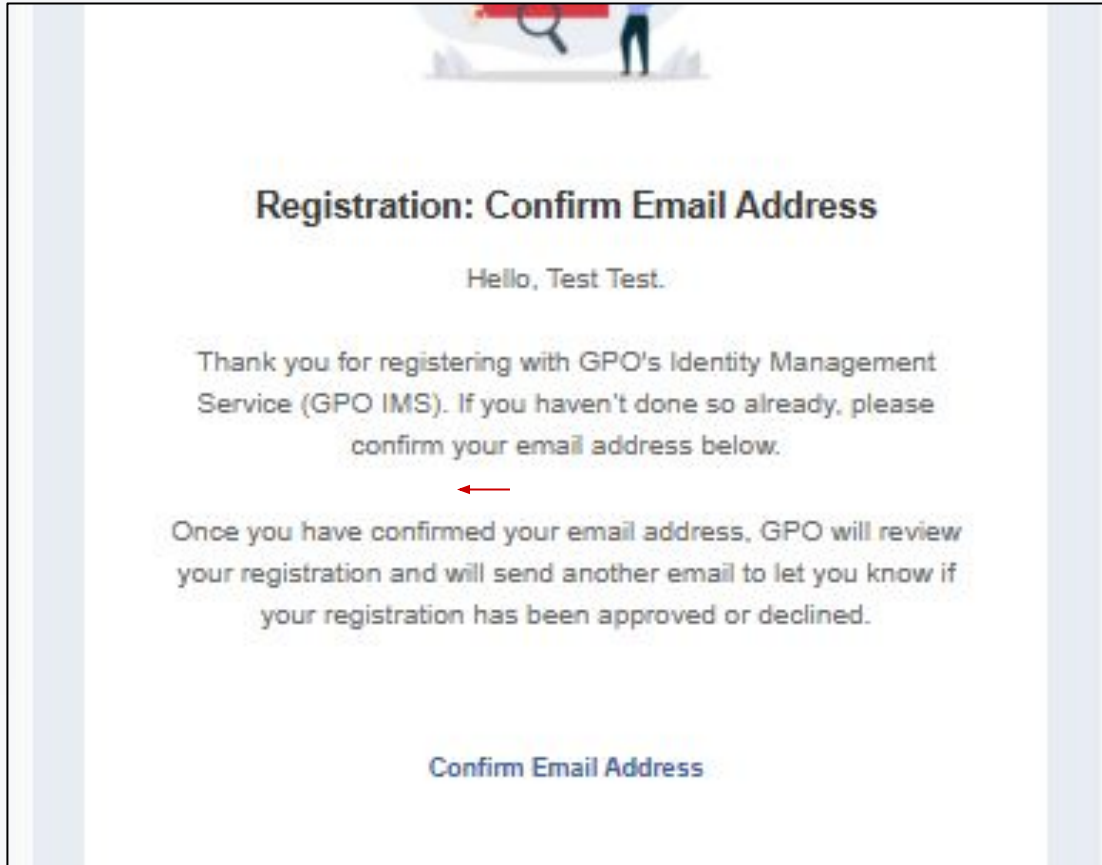
- ✓ Password Requirements: To ensure account security, your password must meet specific criteria. You can view these requirements by clicking the "i" (Information) icon next to the password field.
- ✓ Once the form is complete, click Submit.



The screenshot shows a registration form with the following elements:

- Title:** Register
- Image:** A 3D red location pin on a blue map, with a red arrow pointing to the text below it.
- Text:** Our Office:
North Capitol St NW, Washington, DC 20401
- Form Fields:**
 - Enter First Name
 - Enter Middle Name
 - Enter Last Name
 - Enter Email (pre-filled with vendor@company.com)
 - HTML
 - Password field (masked with dots) with an information icon (i) to its right.
 - Re-enter Password
- Sign in section:** Sign in to your account with a [Sign in](#) button.

4: Email Verification



Confirmation Email

After submitting the form, the system sends an automated message to your inbox.

Open the verification email.

Click **Confirm Email Address**.

This verifies your identity to the system.

Administrative Approval Flow

