

# Bell's Distributor Portal User Account Walkthrough

## When a new account has been created, the user will receive this email. To confirm your account, click on the link that says **Click here to confirm your account**

Hello James Test!

An account has been created for you at the Bell's Brewery Distributor Portal.

Your username: test@test.com

Your temporary password: Y8om908Mge5oXpV2hfMxpQ

To begin using our distributor portal, you must activate your account and confirm your email address.

### Your confirmation code is: 0748fce2361ae33fbf1ddf7e086018f9b744e20544a5e33db8

Please click on the following link to confirm your account

Click here to confirm your account

or copy and paste the following link into your browser address bar

http://localhost:3000/user/confirm/test@test.com/0748fce2361ae33fbf1ddf7e086018f9b744e20544a5e33db8

If you have any questions or concerns, please contact us at sales@bellsbeer.com

You are receiving this email because you registered an account at http://distributor.bellsbeer.com If this was sent to you in error, please ignore this message.

(please note URLs in this image are examples and are not valid)

# The email address and confirmation code will be prepopulated in the confirmation form.



# If you have lost the confirmation code, or it has expired, you can resend the confirmation email by clicking on the **Resend Confirmation Email** button.

Once confirmed, you will automatically be logged in and can update your password.

BELL'S. Distributor Portal Orders Invoic	25	Hello, James Test	Profile	Log Out
Thank you. You have successfully confirmed your account				×
Please update your password to something you can easily	remember.			×
	Update User			
	James Test First and Last name			
	Email Address: * test@test.com			
	If the email address is changed, an email will be sent to the new address to confirm it.			
	Phone #:			
	(269) 555-1212			
	Update Password To change your password, enter the new password here, otherwise leave these fields blank.			
	Password			
	Strength			
	Type it again			
	Update User Cancel			

Choose a password that is at least 8 characters long. Avoid sequential phrases like 'abcd' or '1234'. The strength meter will update below the password entry to indicate the strength of your password.

Enter the password again to confirm, and then click **Update User** 

If you have forgotten your password, you can request a password reset email by clicking the **Forgot Password** link on the login screen.

	Login Email Address:					
	Password:					
erns? Contact U	Log In	Forgot Password	Request Password Reset Enter your email address to have a password reset email sent to you			
			test@te	est.com		
			Reset P	Password		Know your password? Log In

This will send you a password reset email.

**Please note:** Password reset tokens expire 8 hours after they have been issued, so please reset your password as soon as possible, or you will need to request a new token.

### Password Reset Email

Hello!

We have received a password reset request for your account. Please click the following link to create a new password for your account:

#### Click here to reset your password

or copy and paste the following link into your browser address bar

http://localhost:3000/password/reset?auth\_token=0eecc2bb0d658be13ed8b568507ee685b42f033b0211938e11

#### Password reset tokens expire 8 hours after they are requested, so please use this link immediately.

If you did not request this password reset, you can ignore this email.

### Click on the link labeled Click here to reset your password

Enter a new password, and confirm your new password, then click on **Reset Password** 

<b>Reset Password</b>	
Please enter your new password	
Password:	
strong	
Password confirmation:	
Reset Password	Know your password? Log In
ncerns? Contact Us	