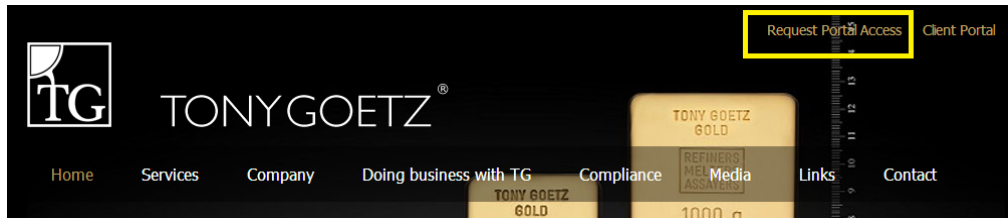


Manual: TONY GOETZ Client Portal

How to request portal access

- Open your internet browser and go to <http://www.tonygoetz.com>
- After choosing your language you can click “Request Portal Access” in the right upper corner:



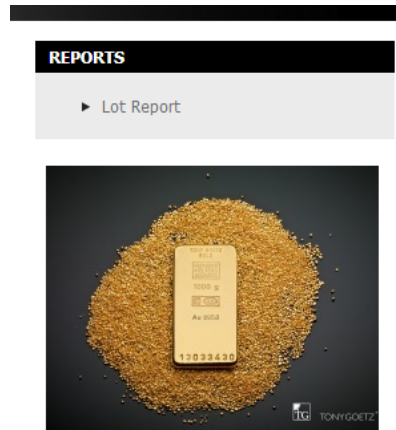
- Next a form will pop up, which you need to fill out, in order to get your login details for the client portal.

Company Name*:	<input type="text"/>
Your Customer Id:	<input type="text"/>
First name*:	<input type="text"/>
Last name*:	<input type="text"/>
Email*:	<input type="text"/>
Telephone:	<input type="text"/>

- After completing the form, click the ‘submit’ button and your request will be sent to our compliance department.
- After our compliance department confirms access can be granted, your web account will be created by our IT department. (Please note access to your company’s data will only be granted to authorized representatives of your company, as confirmed by our compliance department.)
- Subsequently the login details (username & password) will be sent to you via automated e-mail.

How to access the client portal

- Open your internet browser and go to <http://www.tonygoetz.com>.
- After choosing your language, you can click on “Client Portal” in the right top corner.
- Login with your username and password (you can find both in the confirmation email).
- When you are logged in, you can click on “Lot Report” in the Reports menu on the right.



- Subsequently, the “Lot Sheet” page will open. Please input the Lot Number (an L followed by 6 numbers) you received from our Intake department in the field preceded by “Lot Number*” and click “Submit”.

Lot Number*

SUBMIT

- The number you have submitted will be shown now in the table below and the status will show “waiting”.

DATE OF DOCUMENT	DOCUMENT	STATUS	
10/21/2013 02:37:19 PM	Lot Number L044756	Waiting	Waiting <input type="checkbox"/> Remove

- After a few moments the status will automatically change to “Completed” and a download link will appear.

DATE OF DOCUMENT	DOCUMENT	STATUS	
10/21/2013 02:37:19 PM	Lot Number L044756	Completed	<input type="checkbox"/> Download <input type="checkbox"/> Remove

- By clicking the download link you will get a pdf file showing the results for your lot number.
- If you’ve downloaded a pdf file which shows “The filters provided produced no data” then there is something wrong with the corresponding L-number or the account details (e.g. the lot number does not exist, you may not have access to the lot number, ...). Please don’t hesitate to contact us if this occurs.

Please note additional reports will be added in the future. Feel free to provide your feedback regarding the webportal at info@tonygoetz.com