

A helpful guide to setting up your account

Let's get started! To self-register, please follow these steps.

STEP 1: MyPurolator Set-up

First, you must register or log in to your MyPurolator account at purolator.com.

Need an account? You can create one on purolator.com. Select Tracking, click "Register for Vision" to create a MyPurolator account. You'll receive an email once completed that will guide you to complete your profile set-up by entering a password.

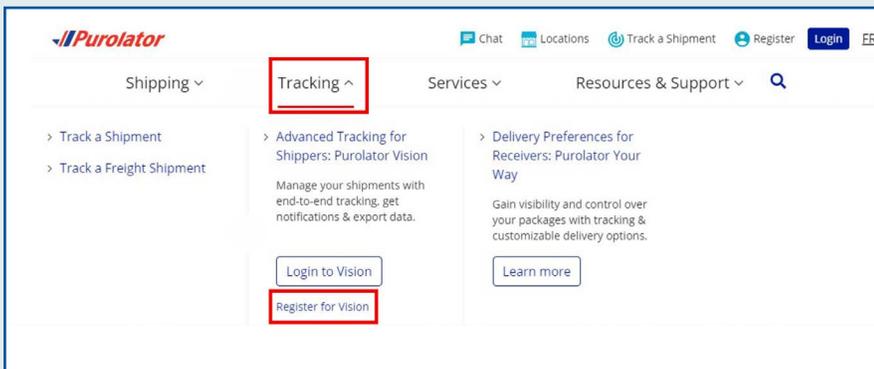
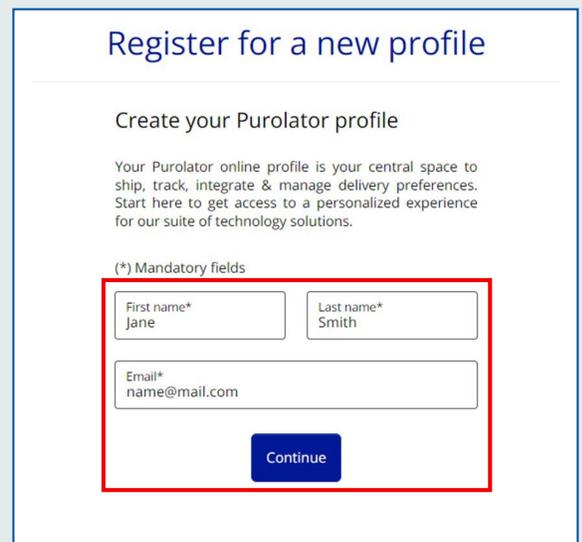


Figure 1 – Register for Vision



STEP 2: Vision Registration

Once you've logged into MyPurolator, click the Vision tile, then enter your billing account and postal code.

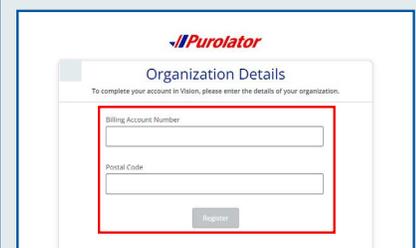
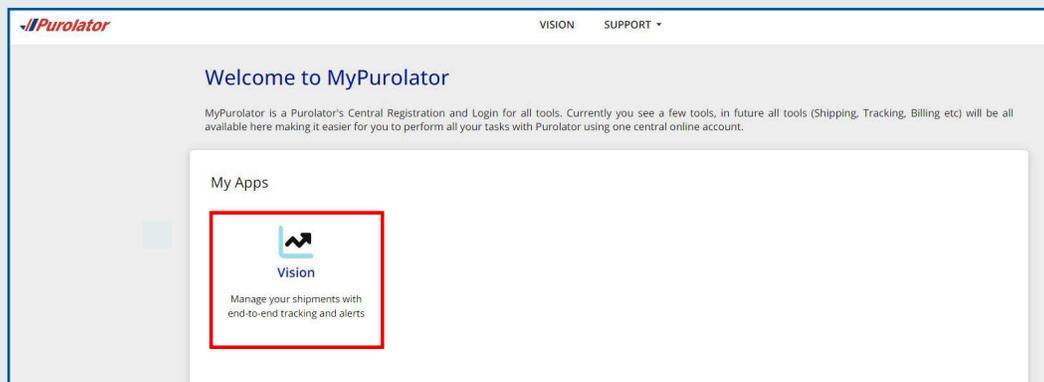
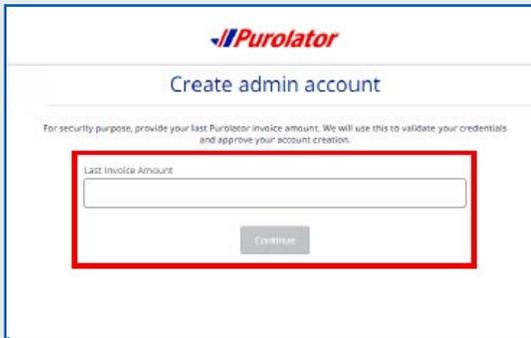


Figure 2 – Vision tile and billing account number

STEP 3: Administrator Role Set-up



Purolator

Create admin account

For security purpose, provide your last Purolator invoice amount. We will use this to validate your credentials and approve your account creation.

Last Invoice Amount

Continue

Figure 3 – Create an Administrator role

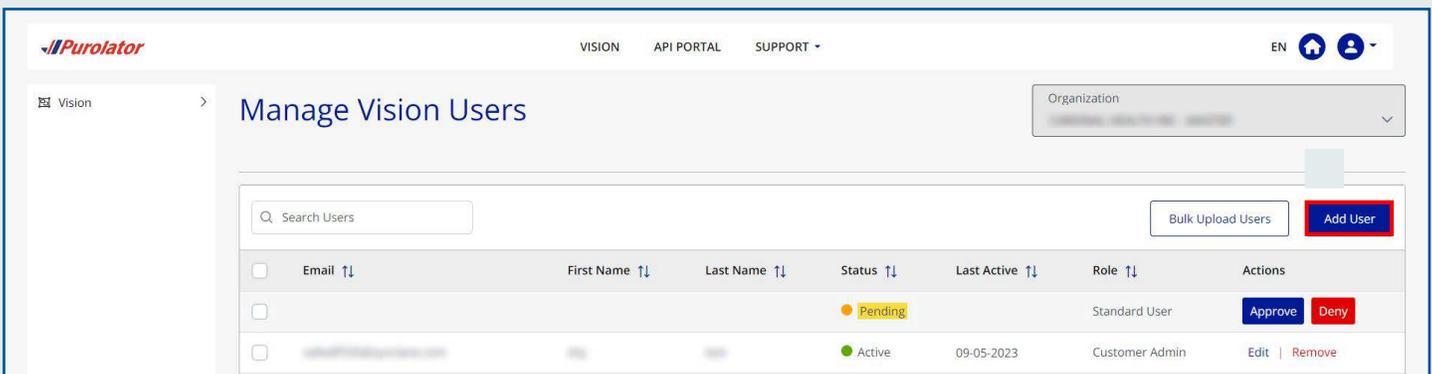
The first user on the account will be set as the Administrator. Simply input your last invoice amount. Then, await Purolator's approval for your Vision access.

STEP 4: Standard User Set-up

Standard users can be added to Vision using any of the following two ways:

1. Vision Administrators adds a standard user

Vision Administrators can add standard users for their organization within Vision User Management (Figure 4). Each added user must verify their MyPurolator account first (Figure 5) before trying to register for Vision (Figure 6). These standard users will not have to provide their billing account number or postal code.



Purolator VISION API PORTAL SUPPORT

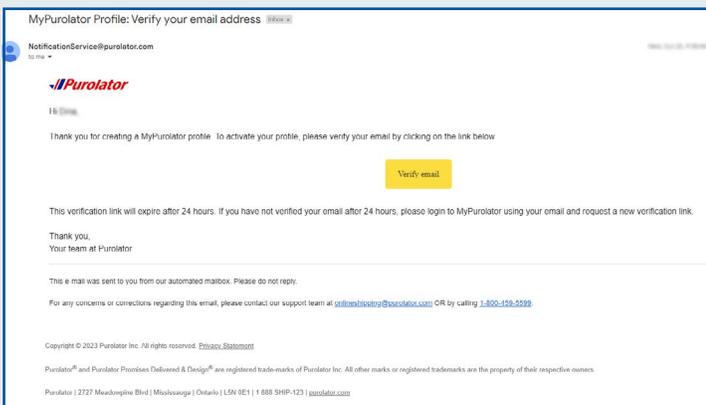
Organization: [Organization Name]

Search Users

Bulk Upload Users Add User

Email	First Name	Last Name	Status	Last Active	Role	Actions
[Redacted]	[Redacted]	[Redacted]	Pending		Standard User	Approve Deny
[Redacted]	[Redacted]	[Redacted]	Active	09-05-2023	Customer Admin	Edit Remove

Figure 4 – Administrator adds standard user



MyPurolator Profile: Verify your email address

NotificationService@purolator.com to me

Purolator

Hello [Name],

Thank you for creating a MyPurolator profile. To activate your profile, please verify your email by clicking on the link below.

Verify email

This verification link will expire after 24 hours. If you have not verified your email after 24 hours, please login to MyPurolator using your email and request a new verification link.

Thank you,
Your team at Purolator

This e-mail was sent to you from our automated mailbox. Please do not reply.

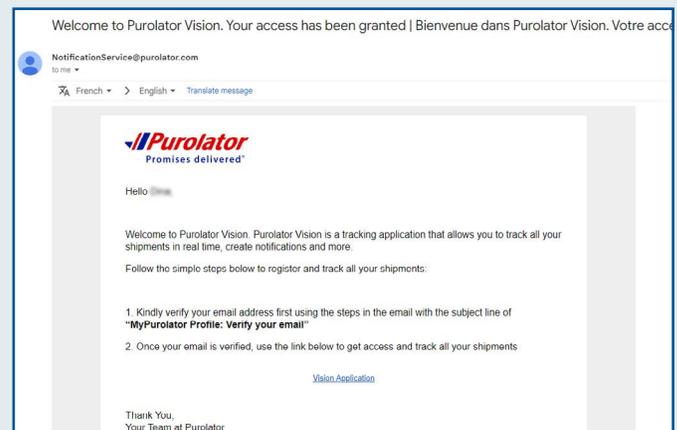
For any concerns or corrections regarding this email, please contact our support team at orderhistory@purolator.com OR by calling 1-800-359-5599.

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Figure 5 – Notification email to verify your MyPurolator account



Welcome to Purolator Vision. Your access has been granted | Bienvenue dans Purolator Vision. Votre accès a été autorisé.

NotificationService@purolator.com to me

French English Translate message

Purolator
Promises delivered

Hello [Name],

Welcome to Purolator Vision. Purolator Vision is a tracking application that allows you to track all your shipments in real time, create notifications and more.

Follow the simple steps below to register and track all your shipments:

- Kindly verify your email address first using the steps in the email with the subject line of "MyPurolator Profile: Verify your email"
- Once your email is verified, use the link below to get access and track all your shipments

[Vision Application](#)

Thank You,
Your Team at Purolator

Figure 6 – Confirmation email to access Vision

2. Users can self-register at purolator.com.

Refer to steps 1-2 for detailed instructions on how to register for a MyPurolator account.

Looking for more help with logging in, registration and using Vision?
Download this helpful guide.

