

# Company Registration

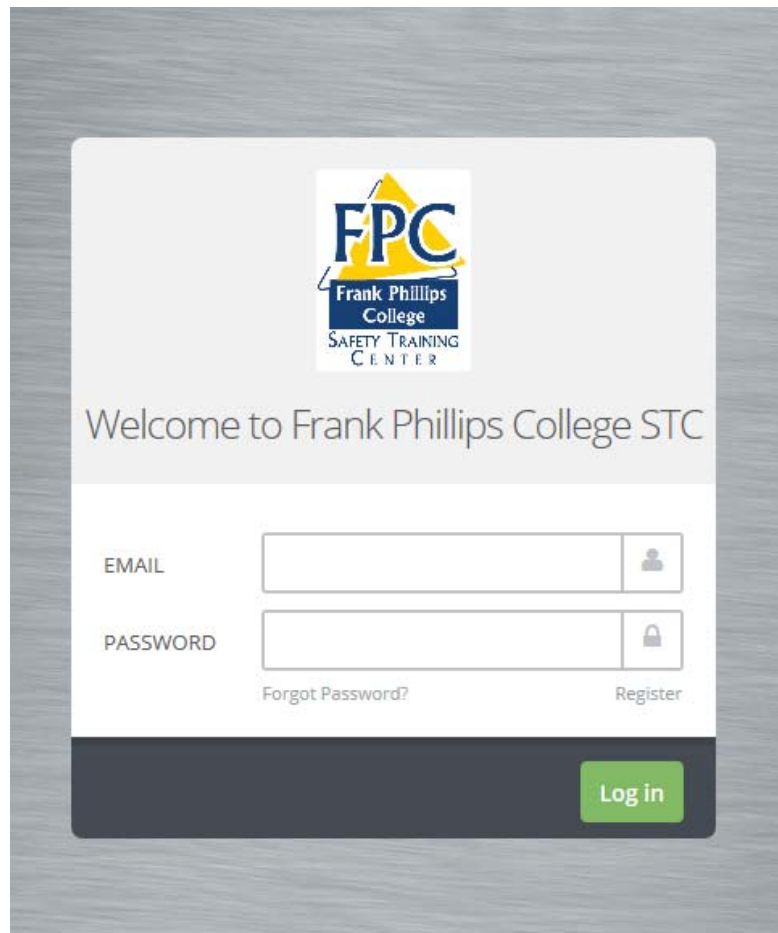
---

## Opening T3

1. Open the following link:

<http://t3.gulfcoastdata.com/T3Application/?councilKey=Hk40EDGIEuMDuKlJbMagQ%3D%3D>

2. Click on the *Register* button underneath the right side of the Password box.



The screenshot shows a login and registration interface for the Frank Phillips College Safety Training Center. At the top center is the logo for FPC (Frank Phillips College) Safety Training Center, featuring a yellow triangle with 'FPC' in blue and 'Frank Phillips College SAFETY TRAINING CENTER' in blue text below it. Below the logo, the text 'Welcome to Frank Phillips College STC' is displayed. The main form area contains two input fields: 'EMAIL' and 'PASSWORD'. The 'EMAIL' field has a user icon on the right, and the 'PASSWORD' field has a lock icon on the right. Below the 'PASSWORD' field, there are two links: 'Forgot Password?' on the left and 'Register' on the right. At the bottom right of the form, there is a green 'Log in' button.

- After you click the *Register* button, you will be directed to the *Add Client* page, *Company Detail* section. First, read the Terms and Conditions, you may need to scroll through it to make sure you fully see the whole Terms and Conditions . After reading the Terms and Conditions, enter in all the required fields for your company.

**Add Client**

Company Details | Company Contact | Billing Information | Online Access

**Terms and Conditions**

By submitting this application, the undersigned company agrees to receive fax and/or email notification from GCSC. Information captured in this application will not be shared with or sold to any other entity. This application is valid for the undersigned company only, and does not include any subcontractors which the company may employ.

**Full Company Name (No Acronyms) \***  
Company Name

**Acronym**  
Acronym

**Company Address 1 \***  
Company Address 1

**Company Address 2**  
Company Address 2 (Optional)

**City \***  
City

**State \***  
Select

**Zip Code \***  
Zip Code

**Office Phone \***  
(xxx) xxx-xxxx

**Office Fax**  
(xxx) xxx-xxxx

**Web Site**  
Company Web Site

**Email Address \***

**Tax ID**

- After entering in all required fields, scroll down to make sure you didn't skip anything. Make sure to go through and choose your *Client Type* located at the bottom of the page. Each Council's *Client Types* will differ. Once completed, you can click the green *Next* button located on the bottom right hand corner.

**Company Address 1 \***  
123 rose street

**Company Address 2**  
Company Address 2 (Optional)

**City \***  
Saint Rose

**State \***  
Louisiana

**Zip Code \***  
70087

**Office Phone \***  
(123) 444-5678

**Office Fax**  
(xxx) xxx-xxxx

**Web Site**  
Company Web Site

**Email Address \***  
abc@mygcsc.com

**Tax ID**  
Tax ID

**Description**  
Company Description

**Client Types \***

- Member ⓘ
- Non-Member Free ⓘ
- Non-Member Fee ⓘ
- ARSC Council ⓘ
- Owner-Member ⓘ
- Owner Non-Member ⓘ

Cancel | **Next**

- Once finished with the *Company Detail* section, you'll now be on the *Company Contact* section. Enter in all required fields as followed. After you have completed all fields on the *Company Contact* section, on your bottom right hand corner, click the green *Next* button.

The screenshot shows the 'Add Client' form with the 'Company Contact' section active. The form has four tabs: 'Company Details' (green), 'Company Contact' (blue), 'Billing Information' (grey), and 'Online Access' (grey). The 'Company Contact' section contains the following fields:

- First Name \***: Text input with placeholder 'First Name'
- Last Name \***: Text input with placeholder 'Last Name'
- Title / Position \***: Text input with placeholder 'Title / Position'
- Phone \***: Text input with placeholder '(xxx) xxx-xxxx'
- Fax**: Text input with placeholder '(xxx) xxx-xxxx'
- Email \***: Text input with placeholder 'E-Mail ID'
- Password \***: Text input with placeholder 'Password'

At the bottom right, there are two buttons: 'Previous' (grey) and 'Next' (green).

- You'll now be directed on to the *Billing Information* section. If your billing information is the same as your company information, you can check off the first box in the section *Billing Contact*, if not, enter in all required fields.
- Scroll down to the *Billing Address* section. If your *Billing Address* is the same as the *Company Address*, you can check off the box under the *Billing address* section, if not, enter in all required fields. Once all fields are entered in correctly, click the green *Next* button located on the bottom right hand corner.

The screenshot shows the 'Billing Contact' and 'Billing Address' sections of the form. The 'Billing Contact' section has a checked checkbox 'If Billing Information is same as Company Contact Information' and the following fields:

- First Name \***: Text input with value 'John'
- Last Name \***: Text input with value 'Doe'
- Title / Position \***: Text input with value 'Electrician'
- Phone \***: Text input with value '1234445678'
- Fax**: Text input with placeholder '(xxx) xxx-xxxx'
- Email \***: Text input with value 'abc@mygsc.com'

The 'Billing Address' section has a checked checkbox 'If Billing Address same as Company Address' and the following fields:

- Street Line 1 \***: Text input with value '123 rose street'
- Street Line 2**: Text input with placeholder 'Line 2'
- City \***: Text input with value 'Saint Rose'
- State / Province / Region \***: Dropdown menu with value 'Louisiana'
- Zip Code \***: Text input with value '70087'

At the bottom right, there are two buttons: 'Previous' (grey) and 'Next' (green).

8. Now you'll be directed on to the *Online Access* section. At this time read the *Electronic Data Interchange (EDI) Agreement* carefully. Scroll through the agreement to make sure you have read it all, after reading the agreement, you'll be required to agree or disagree to the Terms and Conditions for the *Online Access*. Once you have read the agreement and agreed or disagreed to the terms, click the green Next button in the bottom right hand corner.

**Add Client**

Company Details | Company Contact | Billing Information | **Online Access**

**ELECTRONIC DATA INTERCHANGE (EDI) AGREEMENT**

**1. Parties**  
This Agreement is entered into between \_\_\_\_\_ the Client Company listed in this application (Client).

**2. Effective Date**  
This Agreement is effective as of the date in which this application is submitted.

**3. Purpose**  
GCSC and Client have entered into this Agreement in order to verify training history, to schedule Client's employees in safety and related classes offered by GCSC and/or to access the electronic Pre-Qualification Form. Client is obligated to pay for any services ordered and received. The parties have agreed to use the electronic exchange of information in substitution for conventional paper-based \_\_\_\_\_

Do you agree to the terms and conditions for Online access? \*

I agree  I disagree

Join our Email List. Stay updated with news and upcoming events by joining our email list.

Yes

Previous **Continue**

## Credit Application

**(Note if you skip this section your company will be COD or Prepay)**

9. You'll now be redirected to the *Credit Application* page. If you skip this section your company will automatically be COD or prepay. If you are wanting us to bill you and you meet all the requirements stated in the Terms and Conditions complete the following sections.

**Credit Application**

Applicant Information | Financial Institution | References

**Terms and Conditions**

- The undersigning Company listed on this application hereby applies for credit in accordance with the terms and conditions of Gulf Coast Safety Council ("GCSC") 170 James Drive East, St. Rose, Louisiana, 70087.
- Information submitted will not be shared with or sold to any other entity and will be held in the strictest confidence.
- Terms for Payment**  
GCSC is a non-profit corporation, supported entirely through modest annual membership dues and fees assessed for class attendance. All classes are offered at the lowest affordable fees.
- If an invoice has not been paid sixty-(60) days following attendance, the respective company will be unable to receive further training from GCSC. Clients can help maintain the low fee structure by processing invoices for prompt payment.
- Terms of Payment Acceptance**  
The undersigning Company certifies that all information on this application is correct, terms are understood, and in agreement to proper payment in consideration of extended credit.

Do you agree to the terms and condition listed above? \*

I agree  I disagree

**First Name \***  **Last Name \***

**Title \***  **Email Address \***

**Fax Number \***  **Federal Identification # \***

10. After agreeing or disagreeing to the Terms and Conditions, enter in all required fields of the *Applicant's Information*. If you disagree to the Terms and Conditions, you won't be able to continue. After completing the *Application Information*, you can click the green *Next* button on the bottom right hand corner to proceed to the next section.
11. You'll now be directed to the *Financial Institution* section. First you'll be required to enter in the *Bank Information*. Enter in any required fields.
12. After entering in the required fields for the *Bank Information* section, scroll down to the *Bank Officer Information* and enter in all required fields for this section. After all required fields are successfully entered in on the *Financial Institution* section, go on and click the green *Next* button on the bottom right hand corner.

The screenshot shows a web form with two main sections: 'Bank Information' and 'Bank Officer Information'. At the top, there are three tabs: 'Applicant Information' (highlighted in green), 'Financial Institution' (highlighted in blue), and 'References' (highlighted in grey). The 'Bank Information' section contains the following fields: 'Name of Bank \*' (Louisiana Federal Credit Union), 'Street Line 1 \*' (111 Airline Hwy), 'City \*' (Norco), 'Zip Code \*' (70079), 'Street Line 2' (Street Line 2), 'State \*' (Louisiana), and 'Phone Number \*' ((777) 888-9999). The 'Bank Officer Information' section contains: 'First Name \*' (John), 'Last Name \*' (Doe), 'Extension' (xxxxxxxx), and 'Phone Number \*' ((999) 555-7777). At the bottom right, there are 'Previous' and 'Next' buttons.

13. Now you'll be on the *References* section. At this time you'll be required to enter in at least three references. To add a reference, click on the navy blue *Add Reference* button located on the right side at the top of page.

The screenshot shows the 'References' section of a credit application. At the top, there are three tabs: 'Applicant Information' (highlighted in green), 'Financial Institution' (highlighted in green), and 'References' (highlighted in blue). A navy blue 'Add Reference' button is located on the right side. Below the tabs, there is a red warning message: '\*Add at least three references'. A dropdown menu shows '10' records per page. A search bar contains '--Select--'. Below this is a table with columns: 'COMPANY', 'CONTACT PERSON', 'ADDRESS', 'PHONE NUMBER', and 'FAX NUMBER'. The table is currently empty, with the text 'No data available in table' and 'Showing 0 to 0 of 0 entries'. At the bottom right, there are 'Previous' and 'Finish' buttons.

14. After clicking *Add Reference* button, a window *Add References* box will pop up for you to enter in all required fields for the information of your reference. After entering in all require fields for your reference, click the green *Add* button on the bottom right hand corner.

**Add References**

Company Name \*

First Name \*

Street Line 1 \*

City \*

Phone Number \*

Is Active

Last Name \*

Street Line 2 \*

State \*

Zip Code \*

Fax Number

Cancel Add

15. Repeat this step two more times so you can have a total of three references.
- You can add as many references as you need to, just make sure to have a minimum of three.

**Credit Application**

Applicant Information Financial Institution **References**

**\*Add at least three references**

10 Records per page

Search: --Select--

COMPANY	CONTACT PERSON	ADDRESS	PHONE NUMBER	FAX NUMBER	
Pacific	Lane Doe	789 Pacific Street , Saint Rose, LA-70087	(951) 852-4563		<a href="#">/</a> <a href="#">✓</a>
Atlantic	Jane Doe	245 Atlantic Street , Saint Rose, LA-70087	(147) 258-3699		<a href="#">/</a> <a href="#">✓</a>
Arctic	Man Doe	858 Arctic Street , Saint Rose, LA-70087	(451) 555-2222		<a href="#">/</a> <a href="#">✓</a>

Showing 1 to 3 of 3 entries

Previous Next

Previous Finish

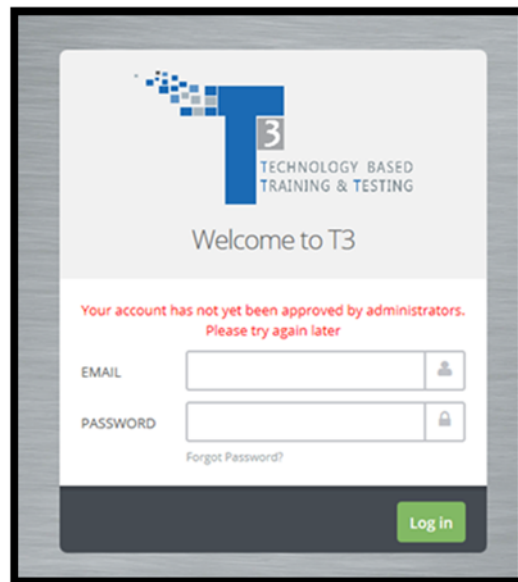
16. Once you have entered in all references that you need, click on the green *Finish* button in the bottom right hand corner.

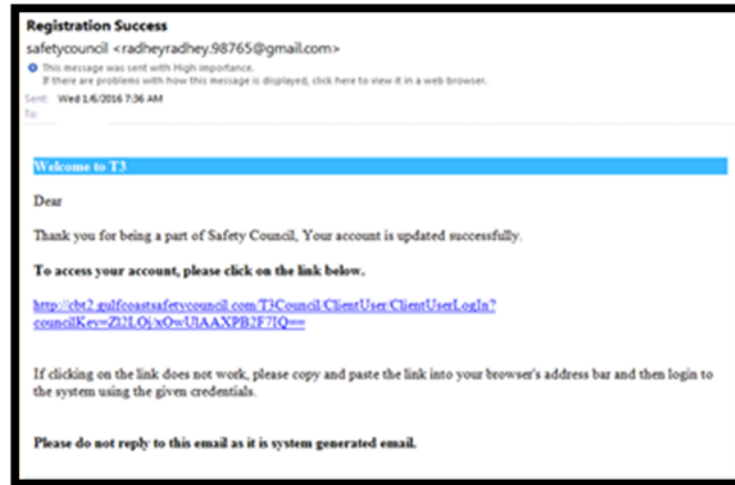
17. After you click the *Finish* button a page should appear to let you know you have completed the registry. Once you get to this page letting you know that you have completed your registry, you should get an email welcoming you to T3.

- DO NOT click the link on the “You are registered successfully” page.



18. Once you're done registering, your account will have to be activated by administration please allow 1 business day for your account to be activated. Once your account is activated, you will be notified via email.





19. Click on the following link and it will redirect you to the correct login page.

20. At this time you can login with your email and password.

