

# How to Register on the JTEKT Portal

1. Open: <https://portal.koyobearingsusa.com/portal>

2. Click on *Register* on the Portal home page



## Register

Register as a user to view your company information.

3. Fill in your information on the right side of the page and hit submit.

- a. Hint: Your password must be at least 7 characters long and contain one non-alphanumeric character such as an exclamation point.

**Sign Up for Your New Account**

Company/Location:

Password:

Confirm Password:

E-mail:

Security Question:

Security Answer:

4. You will see a list of instructions after you have registered. Here's what will happen next:

- a. We need to verify your email address is valid. You will receive an email shortly with a link to click to verify your email address. Click that link to verify your email address.
- b. A JTEKT administrator will approve your access.
- c. Once both of these things have taken place, you will receive an email saying you access has been approved. You can proceed to the Portal home page and login to the site.