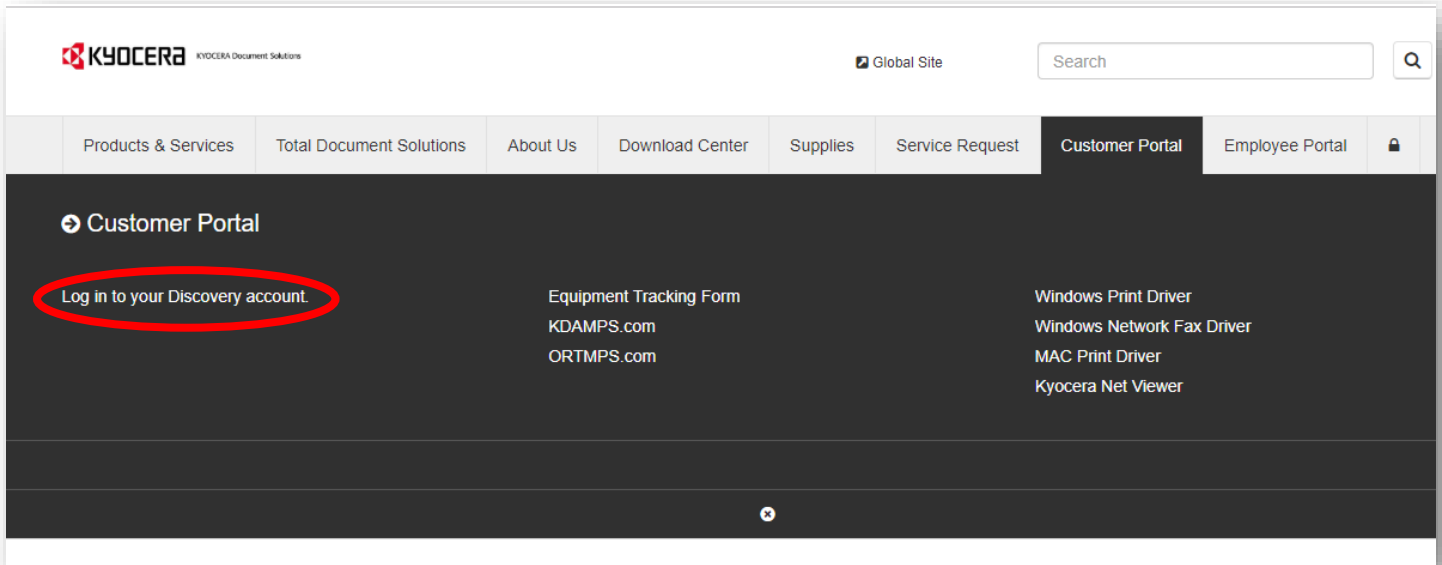


## Customer Portal Sign Up Instructions

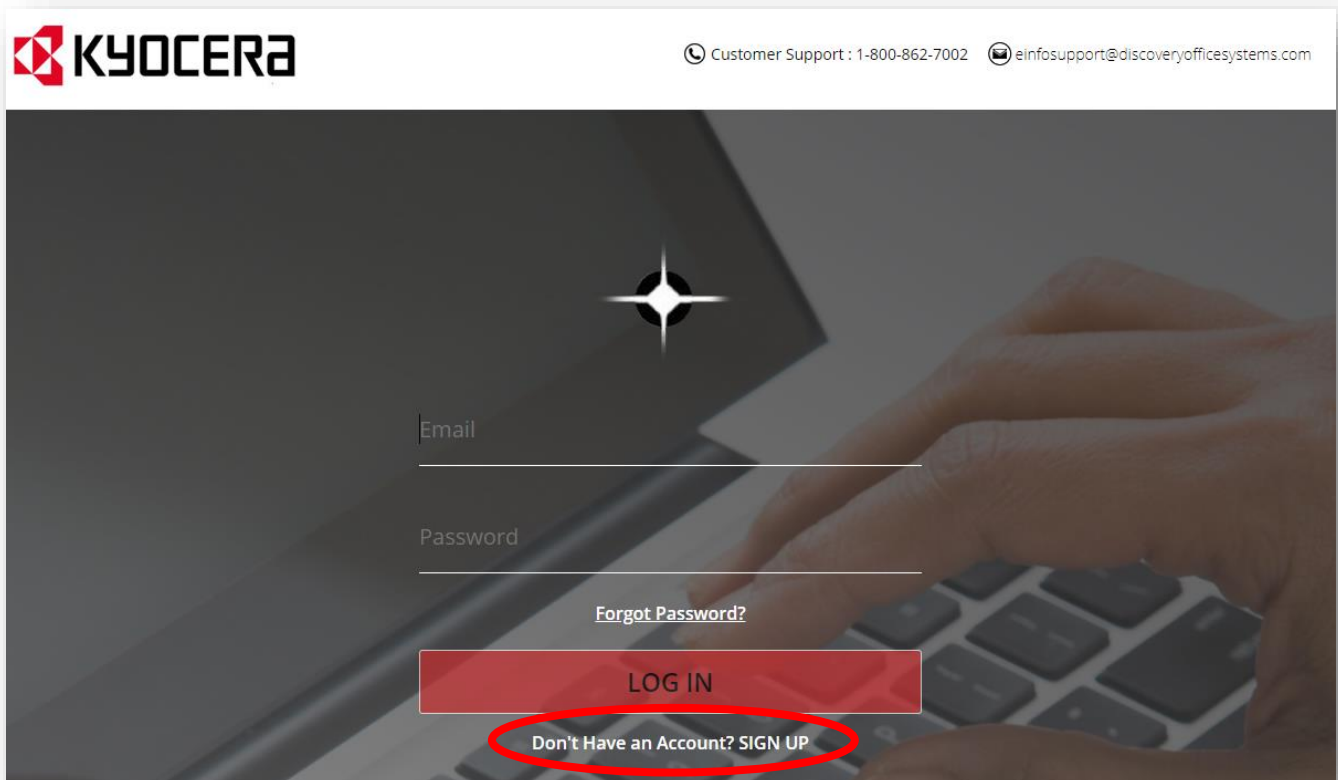
[www.kyoceradiscovery.com](http://www.kyoceradiscovery.com)

Click on the Customer Portal Tab

Click **“Log in to your Discovery Account”**



If you do not already have an account, click the **SIGN UP** link.





## Customer Portal Sign Up Instructions

Fill out the fields.

The “Company Number” for \_\_\_\_\_  
is: \_\_\_\_\_

The screenshot displays the KYOCERA Customer Portal Sign Up interface. At the top left is the KYOCERA logo. To the right, there is contact information: "Customer Support : 1-800-862-7002" and "einfosupport@discoveryofficesystems.com". Below this is a navigation bar with three buttons: "Back", "Next", and "Cancel". The main content area is divided into three steps:

- STEP 1 - CONTACT INFORMATION**: A section titled "Please enter your contact information below." with four input fields: "Email: \*", "First name: \*", "Last name: \*", and "Phone number: \*".
- STEP 2 - COMPANY IDENTIFICATION**: A section titled "Please enter your company number below, or you can enter your company name and address information." It features two buttons: "I KNOW MY COMPANY NUMBER" (which is selected) and "I WANT TO SPECIFY MY COMPANY NAME AND ADDRESS". Below these is a "Company number: \*" input field, which is circled in red in the image.
- STEP 3 - PASSWORD**: A section titled "Please enter a password that you would like to use to access this site." with two input fields: "New password: \*" and "Confirm password: \*".

Do you have questions or need help setting up your portal account?  
Please email us at [einfosupport@discoveryofficesystems.com](mailto:einfosupport@discoveryofficesystems.com)