



## Register Your Company (if Not Listed)

Only follow these steps when your company is not listed in the **Select Company** drop-down. From the login page UAT or Production:

1. Click **Register**.
2. Choose the **Select Country** drop-down under **Country** and select your country.
3. If **Country = United States**, choose the **Select State/Territory** drop-down under **State/Territory** and select your state/territory and enter your Zip Code. If **Country = Canada**, choose **Province/Territory** drop-down under **Province/Territory** and enter your **Zip/Postal Code**.
4. In the two email address fields, enter your company email address. The emails must match.
5. Select the **Company not listed?** link under the **Select company** drop-down.
6. Under **Company Name**, enter the name of your company.
7. Choose the **Select Country** drop-down under **Country** and select your country.
8. In the field under **Street Address**, enter the street address of your company.
9. In the field under **City**, enter the city of the street address entered.
10. Click the **Select Company** drop-down under **Referred by** then scroll as needed and select the name of the company referring you. This is typically the Pole/Asset Owner you will be interacting with in Alden ONE. If not listed, click in the field under **If Other, Please specify** and enter the name of the referring company.
11. Under **Industry**, click the radio button for your company's industry and/or provide additional information if you select **Contractor** or **Other**.



12. Under **Registration Contact Information**, enter your **First Name**, **Last Name**, **Job Title**, **Email**, and **Telephone**.
13. Check the box to the left of **I am the primary contact** if the information entered is also for the Primary contact, otherwise continue to the next step.
  - a. If you are NOT the Primary Contact, under **Primary Contact Information**, enter the **First Name**, **Last Name**, **Job Title**, **Email**, and **Telephone** of the primary contact person. This person will be listed as the contact whose name and email address are added to conversations when the company is added to a conversation.
14. Check the 2 boxes to acknowledge and agree.
15. Click **Register**.