



THE GLOBAL LANGUAGE
OF BUSINESS

GS1 US User Portal
User Guide

September 9th, 2024

Table of Contents

GS1 US User Portal Overview	03
GS1 US User Portal Roles Defined	04
Basic User Information.....	06
GS1 US User Portal Set Up Email	07
Password Reset	08
General User Administrator Information.....	09
GUA Prefix Welcome Email	10
Add a New User and Assign Roles	11
Activate a New User (Additional Prefix)	14
Change Previously Assigned Roles	15
Edit Username or Email	16
Remove a User from a Company	17
Reassign Product and/or Location	
Create/Manage Roles to a New User	18
Support	19

GS1 US User Portal Overview

What is the GS1 US User Portal?

GS1 US User Portal authenticates users to access information and functionality that they are authorized to see and use.

Web address: <https://userportal.gs1us.org>

Benefits:

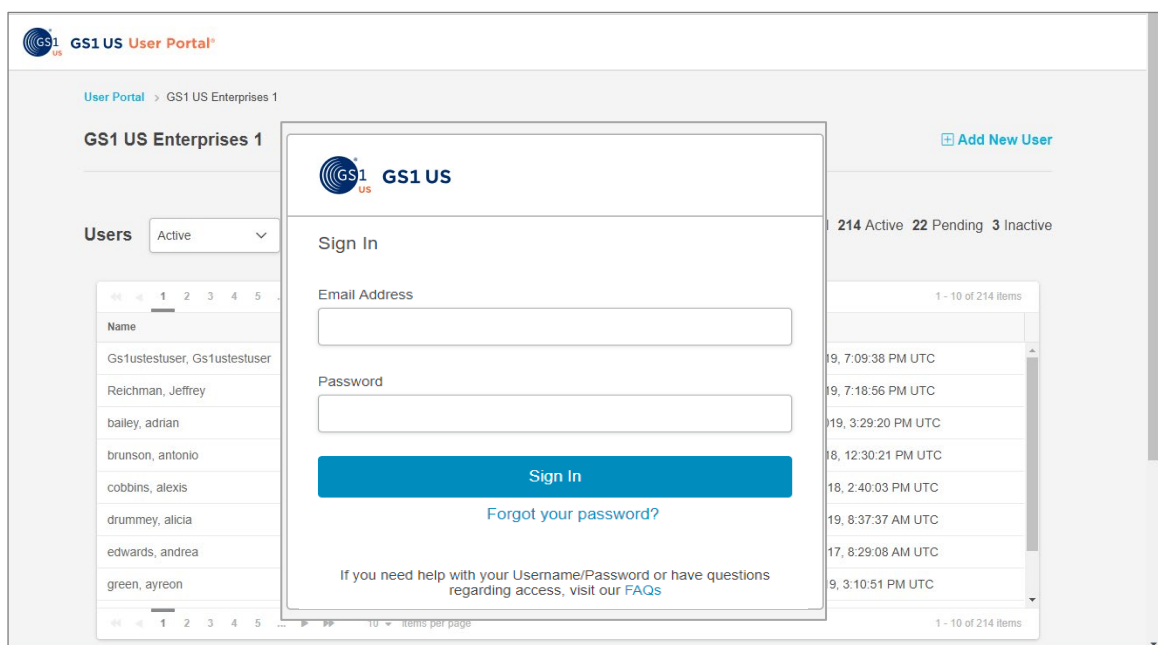
- User level visibility showing who is accessing what tools
- Companies can manage their own access rights
- Users can manage their own profiles and reset their password

Access Rights/Roles Explained

All users with a registered username and password have access to myGS1 US.

Users assigned to Administrator Roles will also be able to:

- Add additional users for myGS1 US.
- Assign users to GS1 US Data Hub | Product, our online tool for creating and managing barcodes. An administrator can designate someone else in their organization to have access to this module instead of themselves.
- Assign users to GS1 US Data Hub | Location, our online tool for creating and managing locations. An administrator can designate someone else in their organization to have access to this module instead of themselves.
- Assign users to GS1 US Data Hub | Company to configure certain company-wide settings for your organization.



GS1 US User Portal Roles Defined

GS1 US Administrator Roles

myGS1 US User

If a user makes any purchase within the GS1 US store, then GS1 US assigns this role to the user automatically. Likewise, if you license a GS1 Company Prefix, or license a GS1 US GTIN or GLN, this role is assigned to you. If a user enters a company email, and it matches an existing user, the user can log in using the existing myGS1 US user ID and password.

General User Administrator

Allows the user to manage other user accounts primarily to gain access to myGS1 US.

Has access to GS1 US Data Hub® using the same credentials established during initial set up. The General User Administrator will then add GS1 US Data Hub users and assign roles. Visit <https://www.gs1us.org/tools/gs1-us-data-hub> to learn more about GS1 US Data Hub.

GS1 US Data Hub Roles Administrator Roles

GS1 US Data Hub Product Administrator

Allows the user to assign this role to other product users within their organization as well as assign product create/manage roles to others within their organization if they add additional users.

GS1 US Data Hub Location Administrator

Allows the user to assign this role to other location users within their organization as well as assign location create/manage roles to others within their organization if they add additional users.

GS1 US Data Hub Company Administrator

This role is required to configure the GS1 US Data Hub | Company environment for your company.

GS1 US Data Hub Umbrella Account Administrator

This role is assigned after the company subscribes to the Enterprise Edition version of GS1 US Data Hub, which enables a company to manage Umbrella Accounts, download product data from GDSN, and identify incorrect or duplicate GTINs.

General GS1 US Data Hub User Roles

These roles will vary based on the individual's GS1 US Data Hub subscriptions.

Product / Brand Owner User Roles

Product Create/Manage

Allows the user to create and manage their products. The number of users available will vary by the company's chosen subscription. The number of roles available to assign will be shown in the "Total Available" column of the Edit Roles screen.

Product View/Use

Allows the user the ability to query other GS1 US Data Hub | Product companies' product GTINs and information (with their permission).

General GS1 US Data Hub User Roles (continued)

These roles will vary based on the individual's GS1 US Data Hub subscriptions.

Location User Roles

Location Create/Manage

Allows the user to create and manage their locations. The number of users available will vary by the company's chosen subscription. The number of roles available to assign will be shown in the "Total Available" column of the Edit Roles screen.

Location View/Use

Allows the user the ability to query other GS1 US Data Hub | Location companies' location information (with their permission).

Company User Role

Company View/Use

Allows the user the ability to search our expansive repository for companies that have licensed a GS1 Company Prefix.

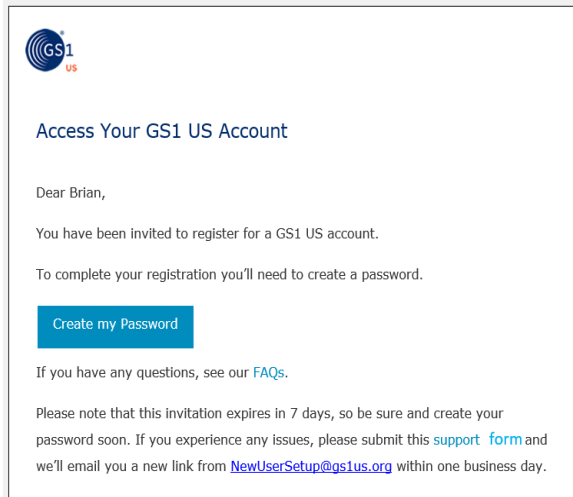
Solution Partner Role


Allows the user of a GS1 US Solution Partner to gain access to Solution Finder tools.



GS1 US User Portal Set Up Email

When a user is created, either systematically as a result of joining GS1 US or when added by the General User Administrator, an email is sent to the new user's email address. The email address is the username and the password is set up by the user.





Access Your GS1 US Account

Dear Brian,

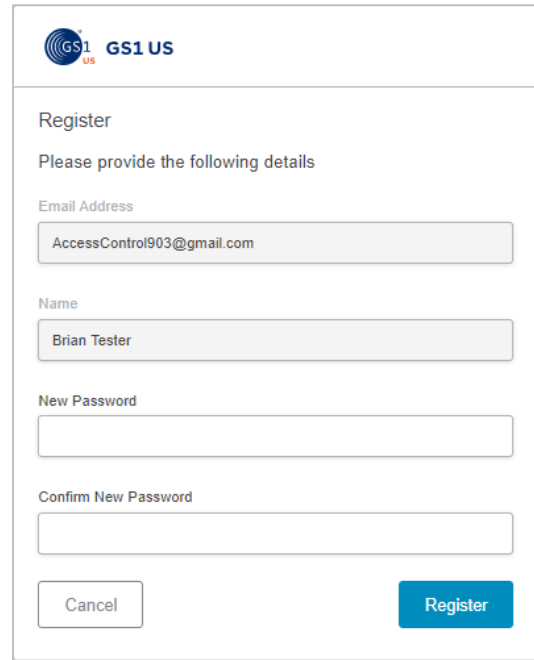
You have been invited to register for a GS1 US account.


To complete your registration you'll need to create a password.

[Create my Password](#)

If you have any questions, see our [FAQs](#).

Please note that this invitation expires in 7 days, so be sure and create your password soon. If you experience any issues, please submit this [support form](#) and we'll email you a new link from NewUserSetup@gs1us.org within one business day.



 **GS1 US**

Register

Please provide the following details

Email Address

Name

New Password

Confirm New Password

What are the requirements for my password?

Your password must be at least eight characters and contain at least one uppercase letter, one lowercase letter, and either one number or one special character.

Password Reset

If a user forgets their password, they can use the **Forgot Password?** link on the login screen to reset the password.

The diagram shows four stages of the password reset process:

- Sign In Screen:** A user is on the login page. A red box highlights the "Forgot your password?" link, with a red arrow pointing to it from a "1" in a red circle.
- Forgot Password Form:** The user is prompted to enter a valid email address. A red box highlights the "Email Address" field, with a red arrow pointing to it from a "2" in a red circle. The "Send Verification Email" button is also highlighted with a red arrow from a "3" in a red circle.
- Password Reset Email:** The user receives an email from belliott@gs1us.org. A red box highlights the "Reset my Password" button, with a red arrow pointing to it from a "4" in a red circle.
- Reset Password Form:** The user is prompted to provide details for the new password. A red box highlights the "New Password" and "Confirm New Password" fields, with a red arrow pointing to it from a "5" in a red circle. The "Reset Password" button is also highlighted with a red arrow from a "6" in a red circle.



- 1 Click the **Forgot your password?** link.
- 2 Enter the email address of the user.
- 3 Click the **Send Verification Email** button
- 4 The user will receive a Password Reset email from **newusersetup@gs1us.org**. The user must click **Reset my Password** button in the email.
- 5 Enter and Confirm the new password.
- 6 Click the **Reset Password** button.





General User Administrator Prefix Welcome Email

When your company licenses a GS1 Company Prefix, the primary contact on the prefix application becomes the General User Administrator for that member company.

This user receives a welcome email from **newusetup@gs1us.org**.

This email includes:

- Membership account information;
- Instructions to set up the myGS1 US account; and
- Instructions on using GS1 US Data Hub to manage products and locations.



Welcome to GS1 US

Thank you for licensing a GS1 Company Prefix! We're here to provide the tools and resources you need to create globally unique identification numbers and barcodes. Get started in three simple steps:

Step 1: Review Your Company's Membership Information

Company Name: **Jane Smith**
Account Number: **Tasty Harvest**

Below is your U.P.C. Company Prefix(es) to be used to create U.P.C. Barcodes. Next to each U.P.C. Company Prefix is its capacity or number of unique numbers it can create to identify products and locations.

U.P.C. Company Prefix: **8600052422**
Unique Identification Numbers: **10**

A GS1 Company Prefix is an annual license. To continue the use of your Prefix(es), please renew by 4/30/2023.

Step 2: Set up Your myGS1 US Account

To access your member benefits, you'll need to set up your GS1 US account. This will give you access to our myGS1 US online member center, where you can view your GS1 Company Prefix Certificate, and our Data Hub tool for creating identification numbers and barcodes. Your username is sitprimetest+1171@gmail.com. Please use the link below to set up your password:

[SET UP MY ACCOUNT](#)

This link will expire in 7 days, so please set up your account as soon as you can. If your link has expired, contact Member Support at usersetup@gs1us.org for a new link.

Step 3: Create Identification Numbers with our Data Hub Tool

**Please make sure you've completed step 2 before attempting to use Data Hub*
Once you're logged in to your account, you can **start creating identification numbers and barcodes right away with [GS1 US Data Hub](#)**, our online tool for creating, managing, and sharing product and location identifiers.

Need help? Visit the Data Hub [Help Center](#) for resources and videos to get started. Please be sure to use Chrome or Firefox as your browser since some Data Hub features do not display properly in other browsers.

Please retain your membership information for future reference. You may want to login periodically to make sure your company and contact information is [up-to-date](#).

Notice: GS1 US members who are active in the fields of plumbing supplies, fixtures, and materials, please [click here](#) for important information.

[The Global Language of Business](#)

GS1 US ©2022
GS1 US Corporate Headquarters
Princeton South Corporate Center
300 Charles Ewing Boulevard, Ewing, NJ
08628 USA

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General User Administrator - Add a New User and Assign Roles

1

Sign In

Email Address

Password

Sign In

[Forgot your password?](#)

If you need help with your Username/Password or have questions regarding access, visit our [FAQs](#)

2

GS1 US User Portal

User Portal > GS1 US Enterprises 1

GS1 US Enterprises 1 Account No. 10528392

Add New User

Users **Active** Find a user by email for GS1 US Enterprises

239 Total 214 Active 22 Pending 3 Inactive

Name	Username/Email Address	Roles	Last Login
Gs1ustestuser, Gs1ustestuser	Gs1ustestuser+Admin@gmail.com	View	Jul 16, 2019, 7:09:38 PM UTC
Reichman, Jeffrey	JReichman@gs1us.org	View	Jul 31, 2019, 7:18:56 PM UTC
bailey, adrian	abailey@gs1us.org	View	Feb 19, 2019, 3:29:20 PM UTC
brunson, antonio	abrunson@gs1us.org	View	Jul 24, 2018, 12:30:21 PM UTC
cobbins, alexis	acobbins@gs1us.org	View	Apr 27, 2018, 2:40:03 PM UTC
drummey, alicia	adrummey@gs1us.org	View	Apr 17, 2019, 8:37:37 AM UTC

Companies > GS1 US Enterprises 1 > Add User

Add User GS1 US Enterprises 1 | Account Number:16092646

1 **3** **4**

Contact Information

User's Email address

Cancel **Next**



- 1** Log in to the GS1 US User Portal (<https://userportal.gs1us.org>).
- 2** From the home page for your company, click **+ Add New User**.
- 3** Enter user's email address. This will perform a check to see if it is already active.
- 4** Click **Next**.



Companies > GS1 US Enterprises 1 > Add User

Add User


1 Contact Information

User's Email address: 6brian7@live.com
Confirm Email address: [Empty]

This user exists and belongs to the following companies

Company Name	Account Number
GS1 US	ABC123DEF

Add User



Companies > GS1 US > Add User

Add User

GS1 US | Account Number: ABC123DEF

1 Contact Information

User's Email address: 6brian7@live.com
Confirm Email address: 6brian7@live.com


2 Personal Information

First Name: [Empty] Last Name: [Empty]

3 Roles

Role	Total Available	Remaining	Assigned	
<input checked="" type="checkbox"/> General User Administrator ⓘ	Unlimited	Unlimited	Unlimited	View Users with this Role

Cancel **Add User**



5a If the user exists, simply Confirm the Email Address and Click **Add User**.

5b If the user does not exist, enter/confirm the email address and enter first/last name.



GS1 US User Portal

User Portal > GS1 US Enterprises 1 > Add User

Add User GS1 US Enterprises 1 | Account Number:10528392

1 Contact Information

User's Email address: Confirm Email address:

2 Personal Information

First Name: Last Name:

3 Roles

Role	Total Available	Remaining	Assigned	
<input type="checkbox"/> General User Administrator ⓘ	Unlimited	Unlimited	152 Assigned	View Users with this Role
<input checked="" type="checkbox"/> Location Create/Manage ⓘ	Unlimited	Unlimited	156 Assigned	View Users with this Role
<input type="checkbox"/> Location View/Use ⓘ	Unlimited	Unlimited	159 Assigned	View Users with this Role
<input checked="" type="checkbox"/> Product Create/Manage ⓘ	Unlimited	Unlimited	172 Assigned	View Users with this Role
<input type="checkbox"/> Product View/Use ⓘ	Unlimited	Unlimited	168 Assigned	View Users with this Role



6

Assign available user roles by checking the box to the left of the desired user role. Unchecking removes an assigned role. Click the ⓘ to view role details.

Optional: Click **View Users with this Role** to view other users that have this role assigned.

Role Columns Defined:

Total Available: the maximum number of times a role can be assigned based on your subscription

Remaining: the number of times that a role can still be assigned in your company

Assigned: the number of times the role has been assigned in your company

7

Click **Add User** to save the user details and to send the registration email to the user's email. This user can then set up a password.



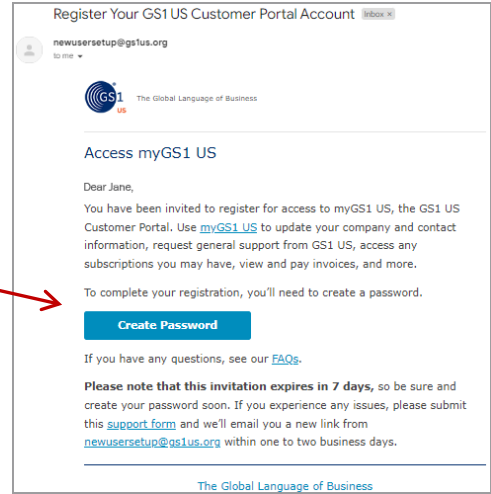
General User Administrator – Activate a User (Additional Prefix)

If a new user applies for an additional GS1 Company Prefix for your company, the user is automatically added to the company account as **Pending** without any roles assigned.

An email from **newusersetup@gs1us.org** alerts the General User Administrator when this new user has applied for the additional prefix.

Also, an email from **newusersetup@gs1us.org** is sent to this new user, and provides a link to the User Portal, in which the user needs to add a password and register the account. This moves the user from **Pending** to **Active**.

The GUA can now login into the User Portal and see this **Active** user.



The screenshot shows the GS1 US User Portal interface for "Tasty Harvest" (Account No. 30024493). A "Sign In" form is shown on the left with a red circle "1" pointing to the "Sign In" button. The main area shows a "Users" section with a dropdown menu set to "Active" and a search bar. A red circle "2" points to the "Users" dropdown. Below the search bar is a table of users with a red circle "3" pointing to the "View" link for Jane Smith.

Name	Username/Email Address	Roles	Last Login
Jane Smith	jsmith@tastyharvest.com	View	Aug 28, 2024, 8:08:26 PM UTC
Tim Jones	tjones@tastyharvest.com	View	Aug 29, 2024, 4:20:57 PM UTC
Randy Kronin	rkronin@tastyharvest.com	View	Aug 15, 2024, 8:08:14 PM UTC
Mandy Landis	mlandis@tastyharvest.com	View	Aug 1, 2024, 3:02:04 PM UTC



1 Log in to the GS1 US User Portal (<https://userportal.gs1us.org>).

2 From the Users drop-down, you will see that a user moves from **Pending** to **Active** after the user has created a password and registered the account.

3 Click the user profile displays to assign roles.




General User Administrator - Change Previously Assigned Roles

The screenshots show the following steps:


1. Login page with fields for Email Address and Password, and a Sign In button.
2. Home page for GS1 US Enterprises 1 showing a list of users with a search box and a search icon.
3. User profile for Brian Elliott with an 'Edit Roles' button highlighted.
4. 'Roles in GS1 US' table with 'General User Administrator' selected and a 'View Users with this Role' link highlighted.
5. A 'Save' button highlighted.



1 Log in to the GS1 US User Portal (<https://userportal.gs1us.org>).

2 From the home page for your company, select the desired user. If your company has multiple users, you can enter a few letters of the user's first name, last name, or email in the Search box and click the search icon  to display matching users.

3 Click **Edit Roles**.

4 Assign available user roles by checking the desired user role. Unchecking removes an assigned role. Click the  to view role details. Click **View Users with this Role** to view other users that have this role assigned.

5 Click **Save** to save the user details and to send the registration email to the users email. This user can then set up their password.



General User Administrator - Edit Username or Email

1

2


3

4

5

START

STOP

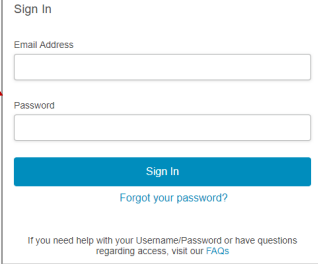
- 1 Log in to the GS1 US User Portal (<https://userportal.gs1us.org>).
- 2 From the home page for your company, select the desired user. If your company has multiple users, you can enter a few letters of the user's first name, last name or email in the Search box, then click the search icon  to display matching users. Click the user's row to select.
- 3 Click **Edit**. See note below if you need to update the email address.
- 4 Update desired information in First Name and/or Last Name fields.
- 5 Click **Save** to confirm changes.



Note: If you need to update an existing email address, please contact Member Support at usersetup@gs1us.org

General User Administrator – Remove a User from a Company

1



Sign In

Email Address

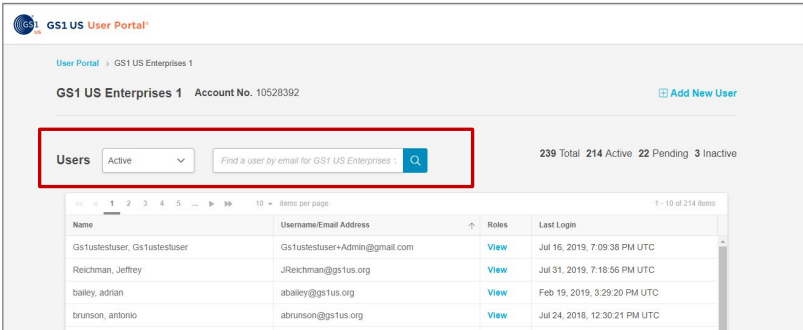
Password

Sign In

[Forgot your password?](#)

If you need help with your Username/Password or have questions regarding access, visit our [FAQs](#)

2



GS1 US User Portal

User Portal > GS1 US Enterprises 1

GS1 US Enterprises 1 Account No. 10528392 [Add New User](#)

Users Active

239 Total 214 Active 22 Pending 3 Inactive

Name	Username/Email Address	Roles	Last Login
Gs1ustestuser, Gs1ustestuser	Gs1ustestuser+Admin@gmail.com	View	Jul 16, 2019, 7:09:38 PM UTC
Reichman, Jeffrey	JReichman@gs1us.org	View	Jul 31, 2019, 7:18:56 PM UTC
bailey, adrian	abailey@gs1us.org	View	Feb 19, 2019, 3:29:20 PM UTC
brunson, antonio	abrunson@gs1us.org	View	Jul 24, 2016, 12:30:21 PM UTC

3



User name/Email Address
jsmith@tastyharvest.com


Status
Active

Roles in Tasty Harvest

[Remove from Company](#)

Role	Total Available	Remaining
------	-----------------	-----------



- 1** Log in to the GS1 US User Portal (<https://userportal.gs1us.org>).
- 2** From the home page for your company, select the desired user. If your company has multiple users, you can enter a few letters of the user's first name, last name or email in the Search box, then click the search icon  to display matching users. Click the user's row to select.
- 3** From the user profile screen, click **Remove from Company**.
- 4** Confirm information in modal window is correct.
- 5** Click **OK** to confirm. This user has now been removed from this company account.



General User Administrator - Reassign Product and/or Location Create/Manage Roles to a New User

The image shows a sequence of six numbered steps (1-6) illustrating the process of reassigning roles to a user in the GS1 US User Portal. Step 1 shows the sign-in page. Step 2 shows the search for a user. Step 3 shows the user information page for Joan Nye. Step 4 shows the 'Edit Roles' dialog box. Step 5 shows the 'Roles in GS1 US Enterprises 1' table. Step 6 shows the 'Save' button.

Role	Total Available	Remaining	Assigned	Action
<input checked="" type="checkbox"/> Data Hub Product Administrator	Unlimited	Unlimited	156 Assigned	View Users with this Role
<input checked="" type="checkbox"/> General User Administrator	Unlimited	Unlimited	151 Assigned	View Users with this Role
<input type="checkbox"/> Location Create/Manage	Unlimited	Unlimited	157 Assigned	View Users with this Role
<input checked="" type="checkbox"/> Location View/Use	Unlimited	Unlimited	160 Assigned	View Users with this Role
<input type="checkbox"/> Product Create/Manage	Unlimited	Unlimited	172 Assigned	View Users with this Role
<input checked="" type="checkbox"/> Product View/Use	Unlimited	Unlimited	169 Assigned	View Users with this Role



- 1 Log in to the GS1 US User Portal (<https://userportal.gs1us.org>).
- 2 Select the user for which you want to reassign roles. If your company has multiple users, you can enter a few letters of the user's first name, last name or email in the Search box, then click the search icon to display matching users. Click the user's row to select.
- 3 When the user information page displays, select **Edit Roles**.
- 4 Uncheck the box for Product Create/Manage or Location Create/Manage and click **Save** to save your changes.
- 5 Click your company name in the top left corner of the page, then repeat steps 2 and 3.
- 6 Check the box for **Product Create/Manage** or **Location Create/Manage** and click **Save** to save your changes.



Support

Visit <https://www.gs1us.org/login-help>

- Answers to frequently asked questions
- Form to request support
- Questions?: **usercontent@gs1us.org**