



MyMS PORTAL

Practical guide to the portal use



Music: Long Stroll by Kevin MacLeod

Link: <https://incompetech.filmmusic.io/song/3997-long-stroll>

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WHAT IT IS

MyMS is the **digital platform**, full of information and tools, where you can manage your requests **24/7**, directly and from any device



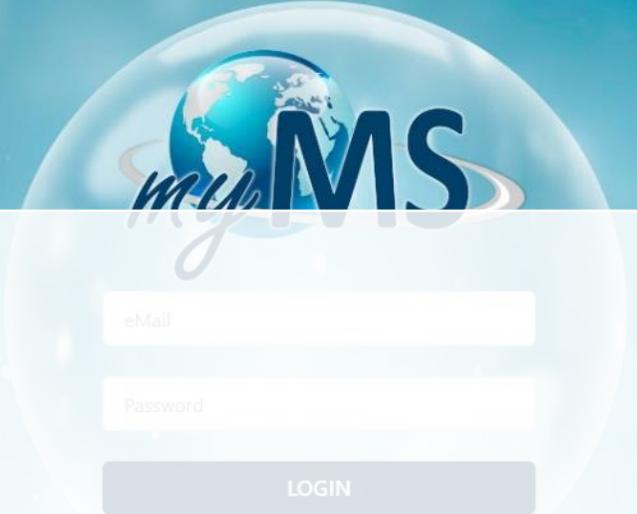
WHY TO USE MyMS

- To save money and increase efficiency
- To be more attentive to the environment by eliminating paper transactions
- Because it is easy, fast, user friendly and customized for you
- Because it allows you to create multiple logins for you and your team
- To always have updated info

GUIDE TO THE PORTAL USE

Access & registration





GO TO THE WEBSITE: <https://mymms.msitaly.com>

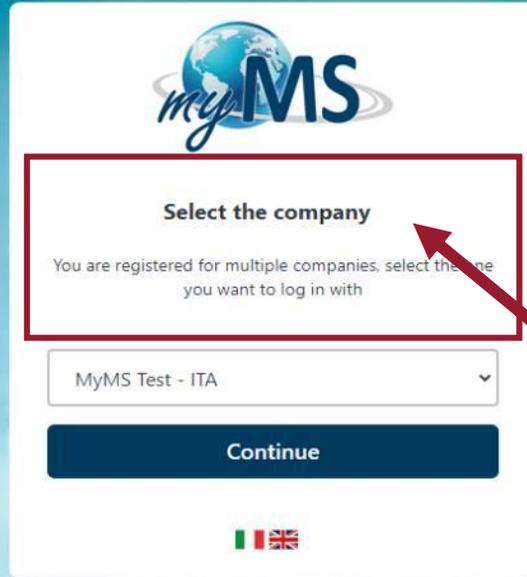
Enter your
E-MAIL ADDRESS

Confirm by clicking
LOGIN

Enter your
PASSWORD

You still haven't **REGISTERED**
and you do not have an
account? Click on **SIGN IN**
MyMS

Start by **filling out** all the required fields
of the opening screen





Select the company

You are registered for multiple companies, select the one you want to log in with

MyMS Test - ITA

Continue



If you are a **Master User** for more than one company, at each access you'll be asked to select which company you want to work for

It's always possible to switch from a company to another by clicking on **"change company"** in the drop-down menu at the top right

If it's the first time you access the portal **CREATE YOUR ACCOUNT** by filling out the form you will see on the screen. The info will be used to customize your profile.

To fill the form out you will need:

1. **The order n° or the serial n° of one of your printers**
2. **Your personal data**

The image shows a registration form for MyMS. At the top is the MyMS logo. Below it is a 'Welcome!' message and instructions to create an account by providing a printer's serial or order number and personal details. The form contains several input fields: 'Serial Number or Order Number', 'E-mail', 'Name' and 'Surname', 'Landline Phone Nr.', and 'Mobile Phone Nr.'. There is a language selection dropdown menu currently set to 'English'. Below the fields is a checkbox for 'I declare that I have read the Privacy Policy, in accordance with art. 13 of the GDPR'. At the bottom is a dark blue 'Register' button and a link for 'Already registered? Login with your account'. Small flags for Italy and the UK are visible at the very bottom.

Here the **serial n°**

Here your **personal data**

Here the **language selection**

Confirm by clicking **REGISTER**