



TPI Sale Rep Portal

HELP GUIDE

TPI CORPORATION | 114 ROSCOE FITZ RD, JOHNSON CITY, TN 37615-3436

TPI Sales Rep Portal

Contents

| | |
|--------------------------------------------------|----|
| TPI Sales Rep Portal | 2 |
| Legend | 3 |
| Home Screen..... | 10 |
| Create an Account..... | 4 |
| Request access with a TPI Network Account | 5 |
| Log on to the Sales Rep Portal | 6 |
| Forgot Password | 7 |
| Privacy Policy - Terms and Conditions..... | 8 |
| Orders | 10 |
| Orders Tab (Home Screen)..... | 11 |
| Order Summary..... | 12 |
| Create an Order..... | 13 |
| Customer Tab:..... | 14 |
| Items Tab..... | 16 |
| Shipping and Documents | 20 |
| Profiles | 22 |
| Customer Profile Page | 23 |
| Approving Sales Reps and Customers Accounts..... | 24 |
| Pricing and Inventory Tool Tab | 25 |
| Catalog Tabs..... | 27 |
| Username Dropdown | 29 |

TPI Sales Rep Portal

TPI Sales Rep Portal

Is a place for Sales Reps to place and track orders, track shipping, receive updated pricing and inventory information.

This document provides an overview of the features available to the sales reps.

To connect to the connect to the web portal click on the following link













<HTTPS://salesrep.tpicorp.com>

If you have question or need assistance please contact the TPI Customer Service at

order2@tpicorp.com .

TPI Sales Rep Portal

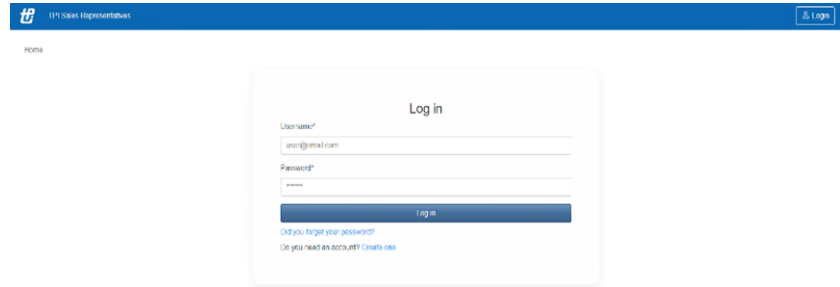
Legend

| | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Delete Icon |  or  |
| Drop-Down |  |
| Duplicate Icon |  |
| Export Icon |  |
| Filter Icon |  |
| Information Icon |  |
| Profile Icon |  |
| Search Icon |  or  |
| Select box | Off <input type="checkbox"/> On <input checked="" type="checkbox"/> |
| Sort Icon |  |
| Toggle Icon |  |
| Turn features On and Off | |

TPI Sales Rep Portal

Create an Account

Click on Create One



The screenshot shows the top navigation bar of the TPI Sales Representatives portal. It includes the TPI logo, the text "TPI Sales Representatives", and a "Log in" button. Below the navigation bar is a "Home" link. The main content area features a "Log in" form with fields for "Username*" (containing "user@gmail.com") and "Password*", a "Log in" button, and links for "Did you forget your password?" and "Do you need an account? Create one".

Type Your First Name

Type your Last Name

Type your Email Address

Type Password

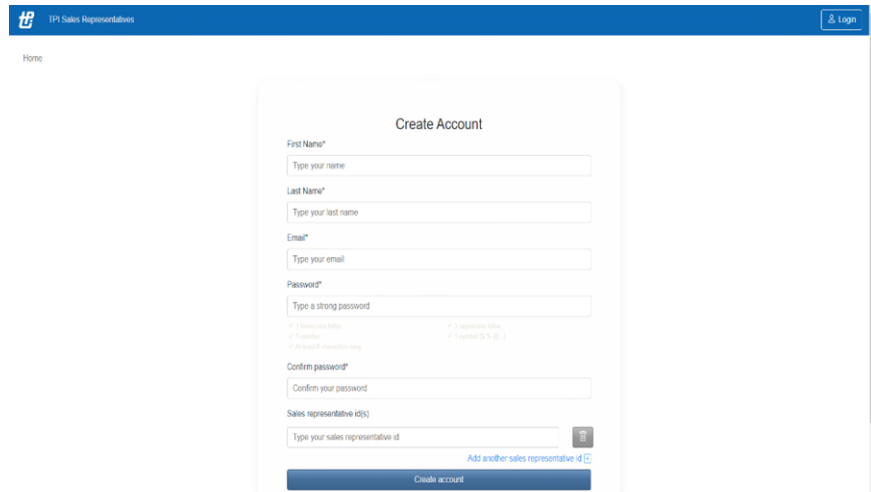
Confirm Password

Add Sales Rep Number

Click add another sales rep number

(if you have multiple sales rep accounts)

Click create account



The screenshot shows the "Create Account" form in the TPI Sales Representatives portal. It includes the TPI logo, "TPI Sales Representatives", and a "Log in" button. Below the navigation bar is a "Home" link. The main content area features a "Create Account" form with fields for "First Name*", "Last Name*", "Email*", "Password*" (with a strength indicator), "Confirm password*", and "Sales representative id(*)". There is a "Create account" button and a link to "Add another sales representative id".

You will receive an email from TPI Customer Service on the approval of your account

TPI Sales Rep Portal

Request access with a TPI Network Account

Type in correct TPI Network Account username

Type in correct password

Click Login

Click on Request Permissions Button

Type in the Sales Rep Number

If your account has more than one Sale Rep numbers, then Click “Add another sales representative ID” Link

(Click “Add another sales representative ID” Link as many times needed

After the sales representative IDs are enter click Request Permissions

TPI Sales Rep Portal

Log on to the Sales Rep Portal

Type in correct username

Type in correct password

Click Login

Note

Log in

Username*
user@email.com

Password*

Log in

[Did you forget your password?](#)

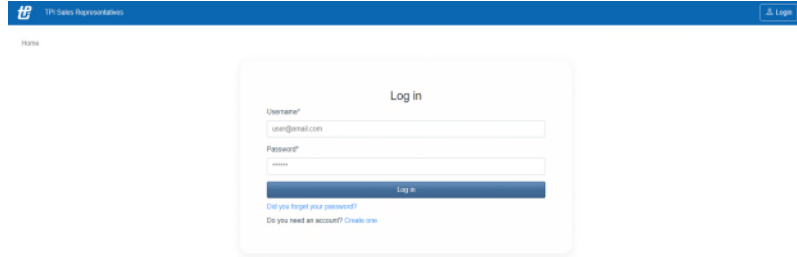
[Do you need an account? Create one](#)

TPI Sales Rep Portal

Forgot Password

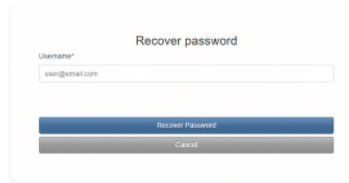
Forgot password is for the users that created an account through the process in the [Create an Account](#) section. If you are using a TPI Network Account, you will need to contact the TPI IT Department for assistance.

Click on “Did you forget your password?”



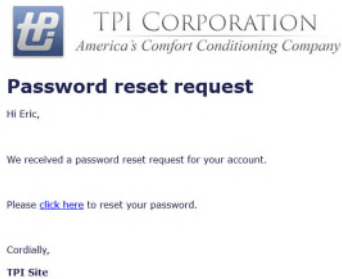
Type in email address

Click “Recover Password”



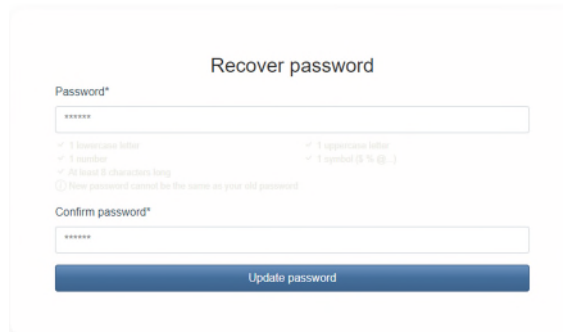
You will receive an email from TPI
(noreply@tpicorp.com)

Click on the “click here” link



Type in your new password and retype it

Click update when finished



TPI Sales Rep Portal

Privacy Policy - Terms and Conditions

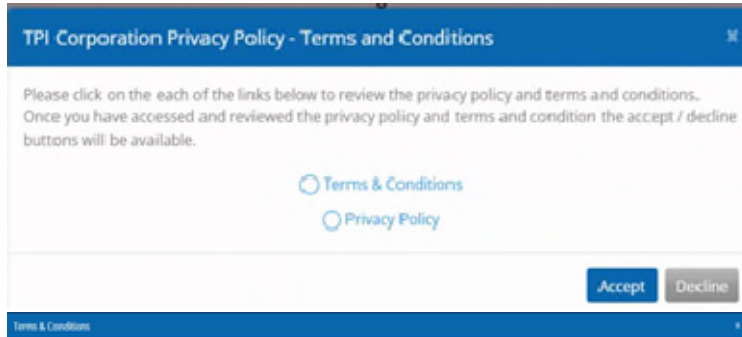
Portal Log In page



Enter username and password

Click Log In

TPI Corporation Privacy Policy - Terms and Conditions window will appear



Clicking on the Terms and Conditions link

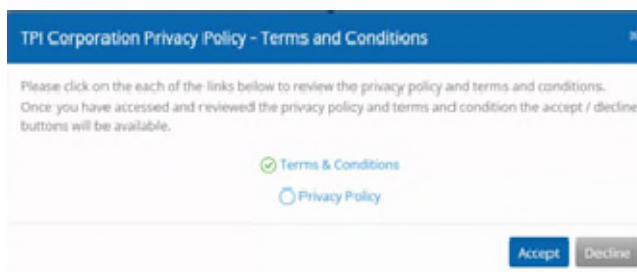
Terms and Conditions window appears



You must review the entire document

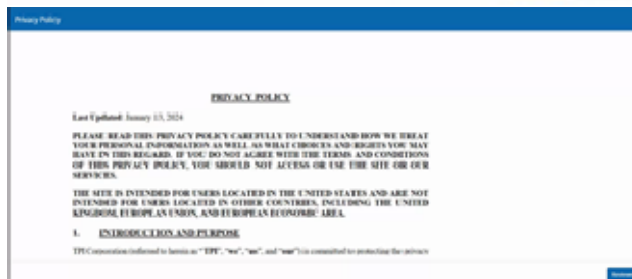
Click Reviewed Button at the end of the Document

Window Closes returning you to TPI Corporation Privacy Policy - Terms and Conditions window



Clicking on the Privacy Policy Link

Privacy Policy window appears



You must review the entire document

Click Reviewed button at the end of the Document

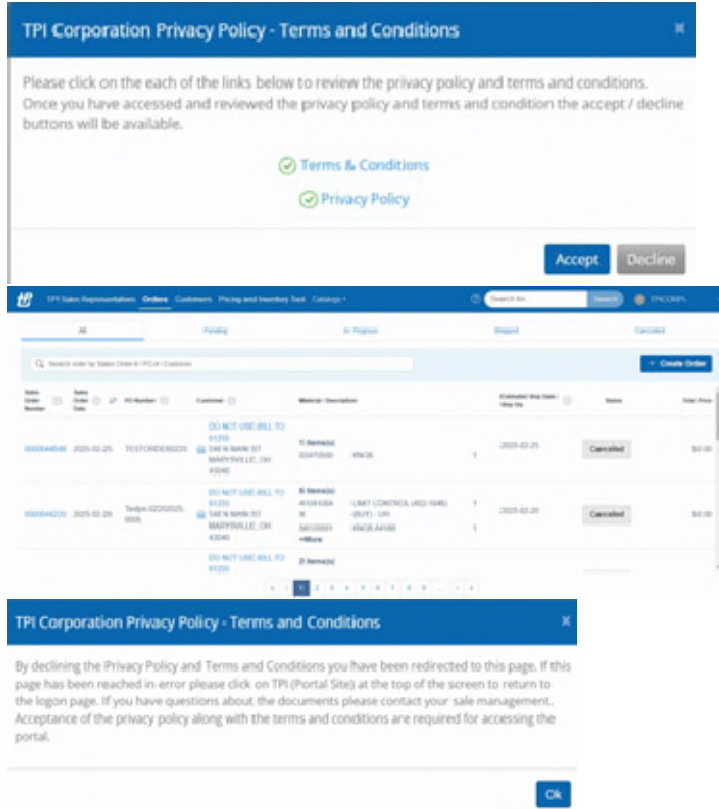
TPI Sales Rep Portal

Window Closes returning you to TPI Corporation Privacy Policy – Terms and Conditions window

Click accept and the site will appear

Click Decline the following Screen appears

Clicking Decline 3 times will result in the account being lockout



TPI Sales Rep Portal

Home Screen

Home Screen

The screenshot displays the TPI Sales Rep Portal interface. At the top, there is a navigation bar with links for 'TPI Sales Representative', 'Orders', 'Customers', 'Pricing and Inventory Tool', and 'Catalogs'. A search bar is also present. Below the navigation bar, the main content area is titled 'Shipped Sales Orders'. It contains a table with the following columns: Order Date, Order/PO, Customer, Ship To, Ship Via, and Amount. The table lists several orders with their respective details. Below the table, there is a section for 'Customer Approval Requests' which currently shows 'No records are present'.

| Order Date | Order/PO | Customer | Ship To | Ship Via | Amount |
|------------|----------------------------|-------------------------------------------|--------------------------------------------|---------------------|------------|
| 2025-02-14 | 00004504 5423738816 | 000004148 JOHNSTONE SUPPLY | SKYLINE MECHANICAL OPPSUM, CO. 87ED7 | 13 XTO Logistics | \$1,883.24 |
| 2025-02-20 | 000044041 30 P05515050 | 000004148 JOHNSTONE SUPPLY | JOHNSTONE SUPPLY PORTLAND, OR, 97229 | 13 FEDERAL EXPRESS | \$736.40 |
| 2025-05-16 | 000044022 4802000081 | 000002344 NORTH WHOLESALE DISTRIBUTORS | Spide-Abbasconce ALBUQUERQUE, NM, 87107 | 13 FIM CARRIERS INC | \$5,037.40 |
| 2025-02-05 | 000004702 30 P055151333 | 000004148 JOHNSTONE SUPPLY | JOHNSTONE SUPPLY PORTLAND, OR, 97229 | 13 LPS | \$880.50 |
| 2025-01-21 | 000000074 | 000004148 JOHNSTONE SUPPLY | JOHNSTONE SUPPLY | 13 LPS | \$736.40 |

13 results

Customer Approval Requests
No records are present.

Shipped Sales Orders – Dashboard Section

Columns

- Sales Order Date
- Sales Order / PO Number
- Customer
- Ship To
- Ship Via
- Amount

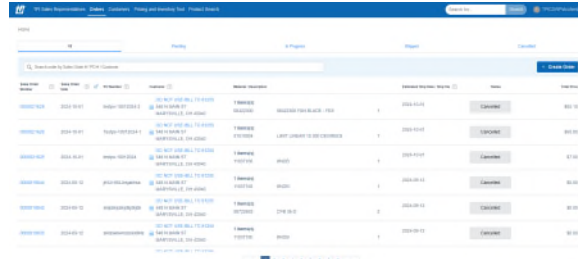
[Approving Sales Reps and Customers Accounts](#)

TPI Sales Rep Portal

Orders

Orders Tab (Home Screen)

Home Screen is Orders



| Order Number | Date | Status | Material | Description | Estimated Ship | Ship Via | Total Price |
|--------------|------------|-------------|------------|-------------|----------------|------------|-------------|
| 1000000001 | 2024-01-01 | Pending | 1000000001 | 1000000001 | 2024-01-01 | 1000000001 | \$10.00 |
| 1000000002 | 2024-01-01 | Pending | 1000000002 | 1000000002 | 2024-01-01 | 1000000002 | \$10.00 |
| 1000000003 | 2024-01-01 | In Progress | 1000000003 | 1000000003 | 2024-01-01 | 1000000003 | \$10.00 |
| 1000000004 | 2024-01-01 | Shipped | 1000000004 | 1000000004 | 2024-01-01 | 1000000004 | \$10.00 |
| 1000000005 | 2024-01-01 | Cancelled | 1000000005 | 1000000005 | 2024-01-01 | 1000000005 | \$10.00 |

Order tracking screen appears with 5 Tabs (All, Pending, In Progress, Shipped, Cancelled)

All tabs have the following fields

- Sales Order Number
- Sales Order Date
- PO Number
- Customer
- Material / Description
- Estimated Ship / Ship Via (All Tab Only)

Estimated Ship (Pending / In Progress Tabs)

- Ship Via (Shipped Tab Only)
- Status / Total Price Columns (do not appear on Cancelled Tab)

TPI Sales Rep Portal

Order Summary

Click on order number
(Order Summary appears)

Verify that the following information
appears in the order summary

Information section

- Sales order number
- Sales Order Date
- PO Number
- Creator
- Sales Representative
- Expected Shipping Date

Value

- Subtotal
- Sales Tax
- Grand Total

Bill To

- Party
- Phone
- Address

Ship To

- Party
- Phone
- Address

Items Tab: items that were ordered
shows in this field

Files Tab:

All files uploaded to the order
Click on the file name to open the
file

Comments Tab

All comments typed in during the
ordering phase is present

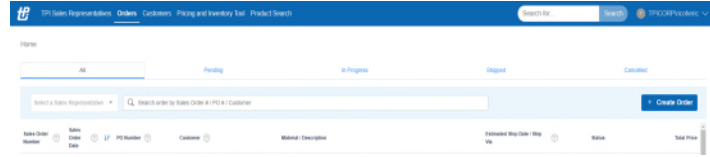
Click the Back Arrow to return to the
Order Tracking Screen

The screenshot shows the 'TPI Order Summary' page. At the top, there are navigation tabs: 'TPI Customer Admin', 'Orders', 'Inquiries', 'Profiles', 'Printing and Assembly Tool', and 'Catalog'. Below the tabs, the page title is 'Home / Order Summary'. The main content area is titled 'TPI Order Summary' and contains an 'Order Details' section. This section is divided into two columns: 'Information' and 'Value'. The 'Information' column lists: Sales Order # (888875288), Sales Order Date (2024-10-16), PO Number (TSPFO1234567), Creator (RICHMOND), Sales Representative (A & H SALES CORPORATION 82341), and Expected Shipping Date (2024-10-16). The 'Value' column lists: Subtotal (\$400.00), Sales Tax (\$40.00), and Grand Total (\$440.00). To the right of these columns, there is a 'Ship To' section with fields for Party (VALLEN INTEGRATED SUPPLY INC), Phone # (6184649078), and Address (333 EARLE OWNINGTON BLVD, 378 016 UNCONDALE, NY 10583). Below the 'Order Details' section, there are three tabs: 'Items (3)', 'Files (1)', and 'Comments (1)'. The 'Items (3)' tab is active and shows a table with columns: Item #, Name #, Description, Status, and Unit Price. The table contains three rows: 1) Item # 51910005, Name # LIMIT LINEAR 19 308 DEGREES, Description LIMIT LINEAR 19 308 DEGREES, Status Open, Unit Price \$55.00; 2) Item # 11837100, Name # KINC0, Description KINC0, Status Open, Unit Price \$7.00; 3) Item # 07887852, Name # PE 40-D-OF-PLASTIC, Description PE 40-D-OF-PLASTIC, Status Open, Unit Price \$279.00.

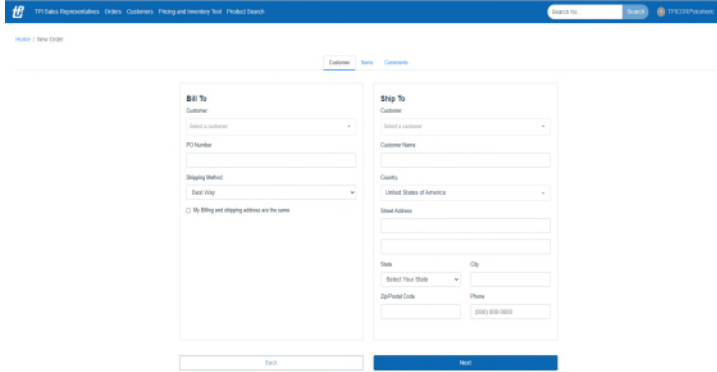
TPI Sales Rep Portal

Create an Order

Click the Create Order Button



Order Application



TPI Sales Rep Portal

Customer Tab:

Bill To:

Select a Bill to Customer from the drop down Box

Bill to Address is not editable

Payment Terms Displayed

Sales Representative Name and Number Display (Customer Admin Only)

If the account is on Credit hold then the Credit hold message appears and the order cannot be Converted

Type in PO Number

Make this number unique with Alpha and Numeric

Select Shipping Method Default is Best Way

Bill To

Customer:

DO NOT USE-BILL TO 81255 - 0000013841

Address:

548 N MAIN ST
MARYSVILLE, Ohio, 43040
United States of America
Tel: 9377387500

Payment Term:

2% 10 net 30

PO Number

Shipping Method:

Best Way

Best Way

UPS

FedEx

Will Call

TPI Sales Rep Portal

Ship To:

Option 1: Select the check box by "my Billing and shipping address are the same"

My Billing and shipping address are the same

Option 2: Select From Drop Down Box

Note: Ship to Address is not editable

Ship To
Customer:
DO NOT USE-BILL TO 81255 - 0000013841
Address:
548 N MAIN ST
MARYSVILLE, Ohio, 43040
United States of America
Tel: 9377387500

Option 3: Type in the Customer information

- Name
- Street Address
- Select State
- City
- State
- Zip Code
- Phone Number

Ship To
Customer:
Select a customer
Customer Name
Test Co
Country:
United States of America
Street Address
114 ROSCOE FITZ RD
State
Tennessee
City
JOHNSON CITY
Zip/Postal Code
37615
Phone
(423) 722-1456

Click Next

(Duplicate PO number will display an error

If the account is on Credit hold then the Credit hold message appears.)

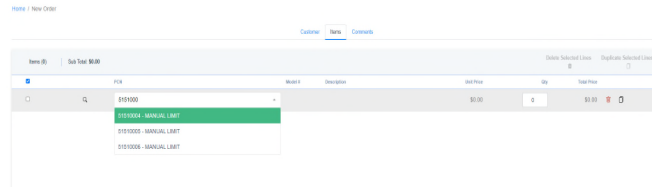
TPi Sales Rep Portal | Home | Customers | Pricing and Inventory Tool | Product Search | Search for:
Home / New Order
Customer Name: Test Co
Country: United States of America
Street Address: 114 ROSCOE FITZ RD
State: Tennessee | City: JOHNSON CITY
Zip/Postal Code: 37615 | Phone: (423) 722-1456
My Billing and shipping address are the same
Back Next

TPI Sales Rep Portal

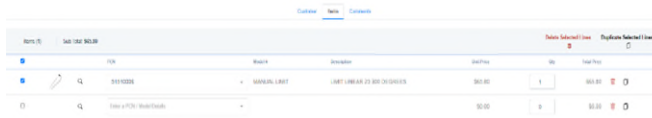
Items Tab

Option 1:

- Type PCN in the text field
- Click on the PCN to be added

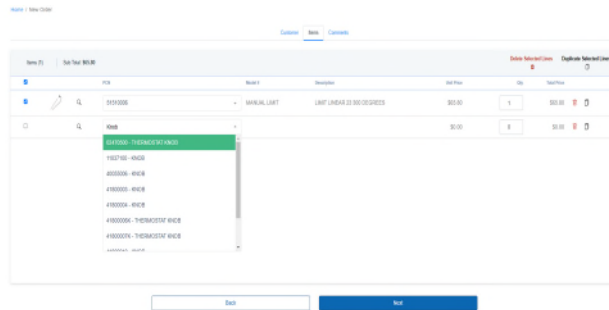


Item is added to the Order

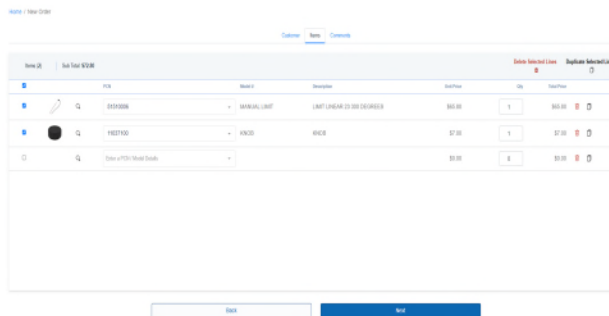


Option 2:

- Type in the Model number
- Click on the Model to be added

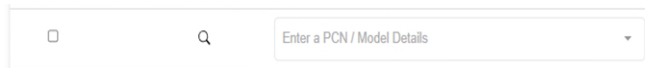


Item is added to the Order

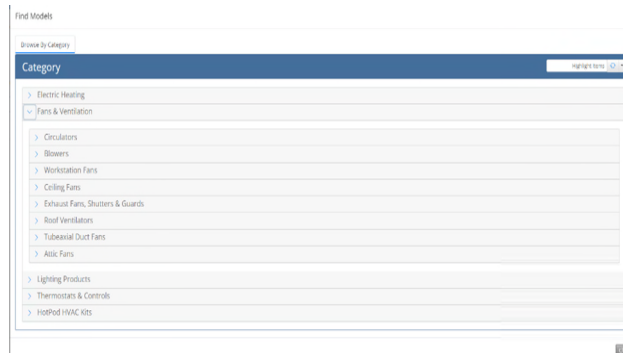


Option 3: Catalog Search

- Click magnifying glass



Select a Category



TPI Sales Rep Portal

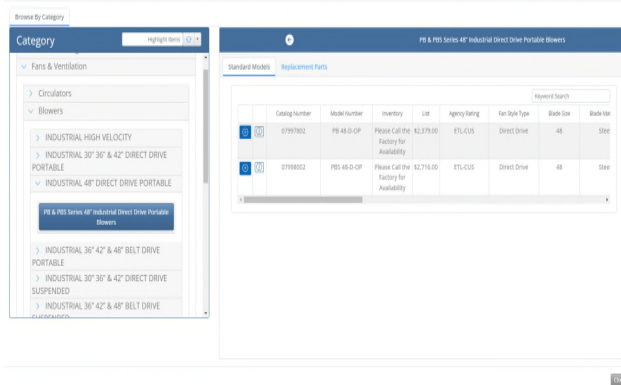
Select a Product Class




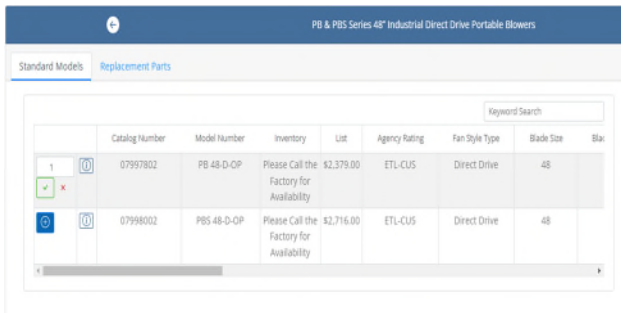
Select Manufacturing series



Select a product

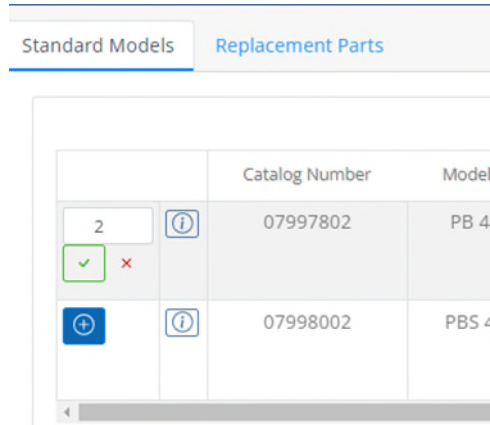


Click the add button  beside the model that you want to add

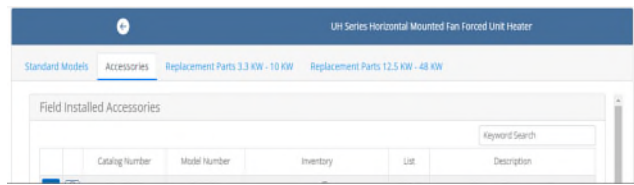


TPI Sales Rep Portal

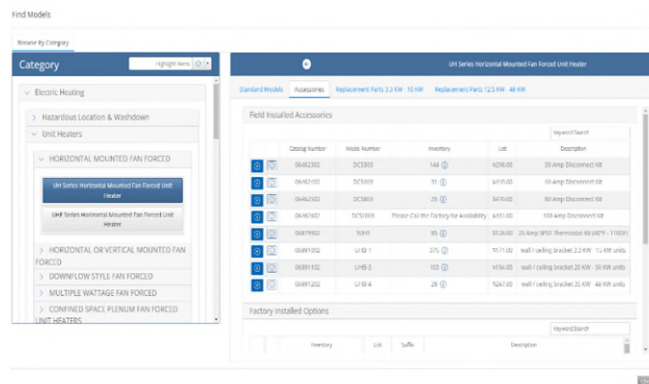
Adjust the quality (Typing or using the Arrows with mouse on the right side of the value)
 Click the Green Check to add to Order



To view other Product tables
 Click on the name to open the tab



Once you selected all order items
 Click "Close" to close the window



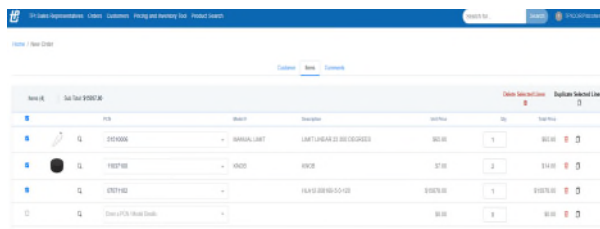
Adjust the quality

Type in the quantity
 or



Using the Arrows with mouse
 on the right side of the value



Item count and Sales order
 Subtotal is in the up left corner
 Subtotal is without tax



TPI Sales Rep Portal

Line-item deletion  and duplication  are at the end of each line

Duplicate and Delete selected lines

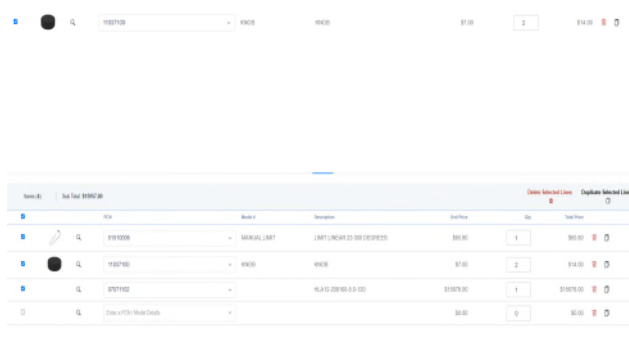
Using the blue check box on the left side

On the Column Header row the blue check box selects all rows









Select multiple line by click on the blue check

Then click on the Delete or Duplicate Selected line

Click Next



The screenshot shows a web interface for a sales rep portal. At the top, there is a search bar with the value '11027100' and a dropdown menu set to 'KIND'. Below this is a table with the following columns: 'Item ID', 'KIND', 'Brand', 'Description', 'Unit Price', 'Qty', and 'Total Price'. The table contains three rows of data. The first row has a blue checkmark in the 'Qty' column, indicating it is selected. The second row has a black circle in the 'Qty' column, indicating it is selected. The third row has a blue checkmark in the 'Qty' column, indicating it is selected. At the end of each row, there are two buttons: 'Delete Selected Lines' and 'Duplicate Selected Lines'. The total price for the selected items is \$14.00.

| Item ID | KIND | Brand | Description | Unit Price | Qty | Total Price | Delete Selected Lines | Duplicate Selected Lines |
|----------|---------------------------|-------|---------------------------|------------|-----|-------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 11027100 | MANUAL LIMIT | | LIMIT LINEAR TO MAX SPEED | 300.00 | 1 | 300.00 |  |  |
| 11027100 | KIND | | KIND | 57.00 | 2 | 114.00 |  |  |
| 11027100 | | | PLAS 220000.0 0.00 | 110271.00 | 1 | 110271.00 |  |  |
| | Drop or Pick Visual Check | | | 00.00 | 0 | 00.00 |  |  |

TPI Sales Rep Portal

Shipping and Documents

Shipping and Documents

Provide all the shipping requirements (Shipping Instructions, Special Instructions, Tagging Information, Additional Instructions), that is necessary for this order.

Shipping Method line is a static line that will be uploaded to all orders.

To remove a line, click the trash can at the end of each line.

A blank line will be visible in all sections.

Once a line has any value, a new line will appear.

Only line with information will be uploaded to SAP.

Shipping Notes ?

Shipping Instructions:

Shipping Method: Best Way

Test 1

Test 2

Special Instructions:

Test 3

Test 4

Tagging Information:

Test 5

Test 6

Additional Instructions:

Test 7

Test 8

Drag the customer's Purchase Order Document for this order to "Choose a file or drop it here" box. This will attach the document to the order

Multiple files can be added if necessary

Documents

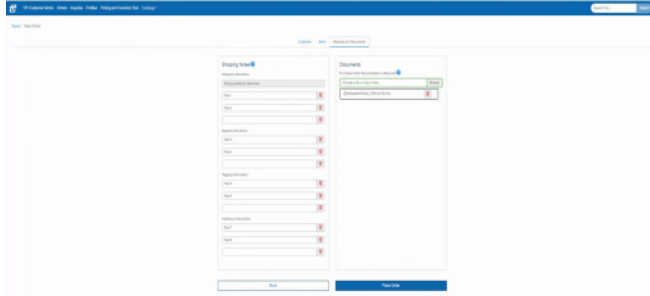
Purchase Order Documentation is Required ?

Choose a file or drop it here... Browse

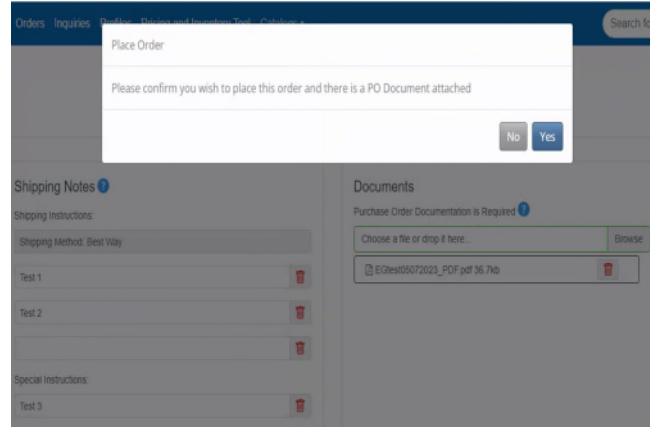
EGtest05072023_PDF.pdf 36.7kb

TPI Sales Rep Portal

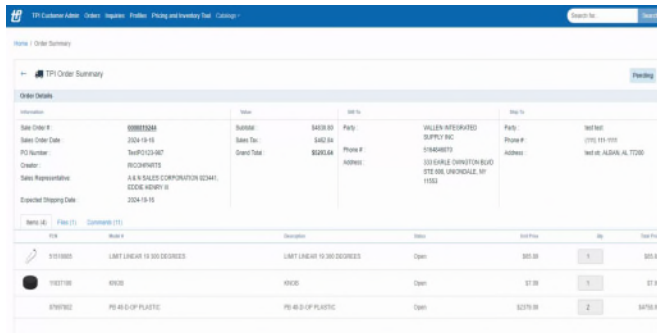
Click Place Order



Click Yes to Confirm



Order Summary Screen will appear



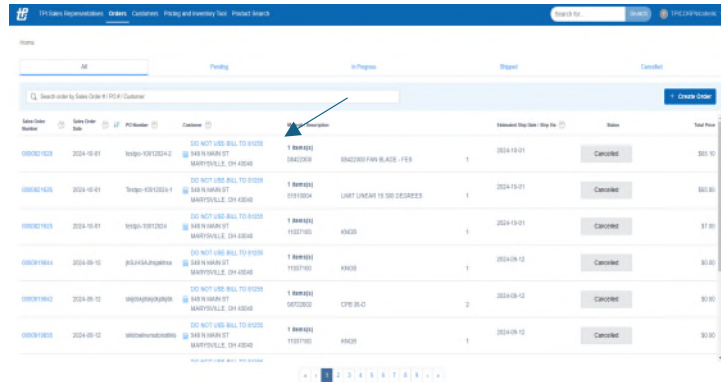
TPI Sales Rep Portal

Profiles

3 methods of accessing Customer Profiles

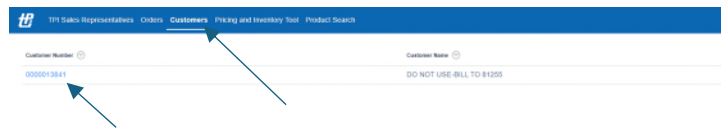
Option 1:

- On the Orders Tab
- Click on Customer Name
- Customer Profile will appear



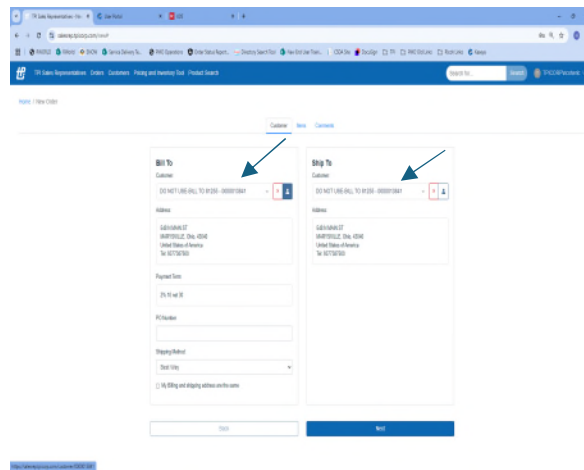
Option 2:

- Click on Customer Tab
- Select a customer from the list by clicking on the customer number
- Customer Profile will appear



Option 3:

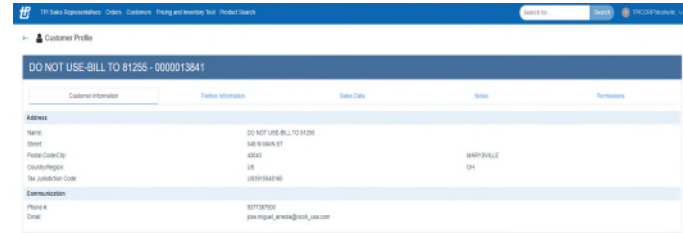
- Click on the Create Order Tab
- Bill To: Select Customer from the Drop Down
- Send To: Select Customer from the Drop Down
- Click on the Person Icon
- Customer Profile will appear



TPI Sales Rep Portal

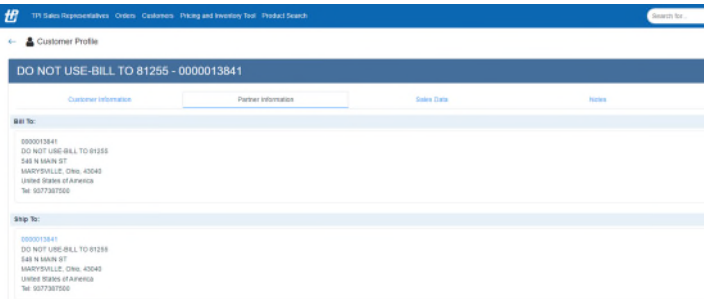
Customer Profile Page

Customer Name and Number appear in the blue bar



Customer Information Tab

- Name
- Business Address
- Tax Jurisdiction Code
- Communication
- Phone Number
- Email

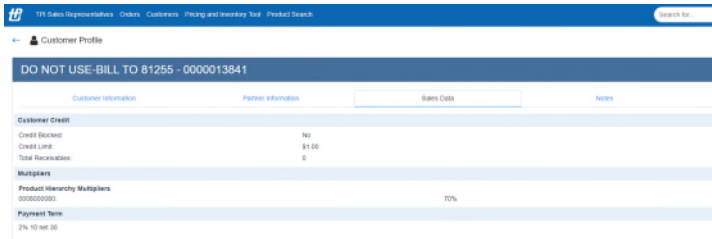


Partner Information

- Bill To Address with Customer Number
- Ship To Address(es) with Customer Number

Sales Data:

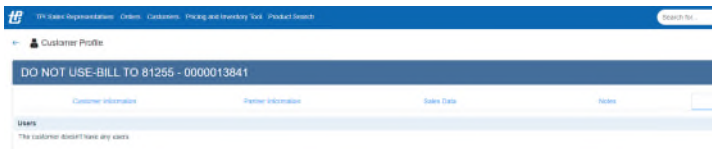
- Customer Credit
- Multipliers
- Payment Terms



Notes:



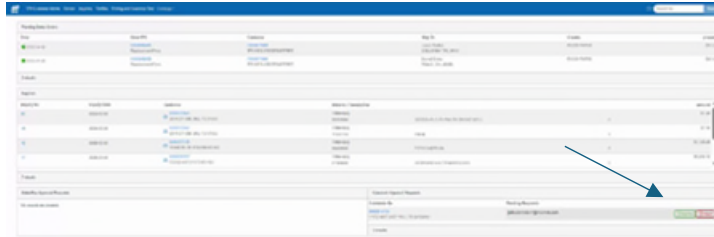
Permissions:



TPI Sales Rep Portal

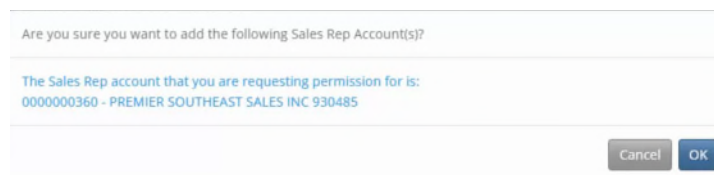
Approving Sales Reps and Customers Accounts

On the Home page
Click on Customer Name
Customer Profile will appear



If the Customer is correct
(Customers are being approved by
the Sales Rep and by Customer
Admin. Sales Reps must approve the
customer before Customer Admin
can approve)

Click Approve
The confirmation screen appears
Click OK



If the Sales Rep or Customer is
incorrect

Click Reject
The confirmation screen appears
Type in a reason
Click OK



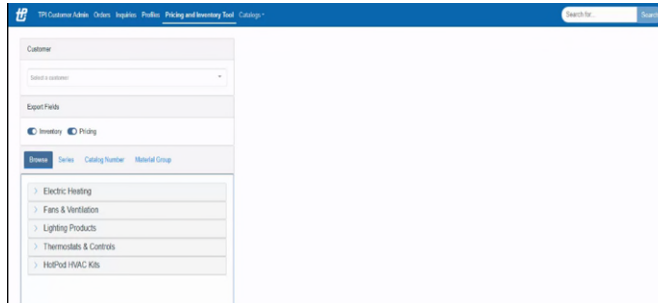
TPI Sales Rep Portal

Pricing and Inventory Tool Tab

Pricing and Inventory Tool Home Page

Click on the Pricing and Inventory Tool on the Menu Bar

The Pricing and Inventory Tool Opens



Customer Section:

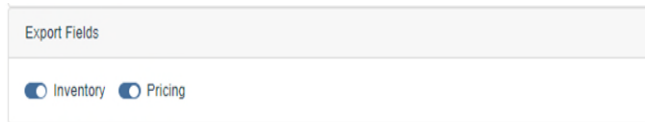
Standard pricing without selecting a customer

or

Select a customer from the Drop-Down List

Export Fields:

Can be turned on or off which affects what is downloaded from the search



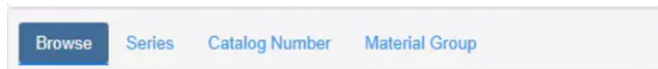
4 Options for searching products pricing and information

Browse by Catalog

Series

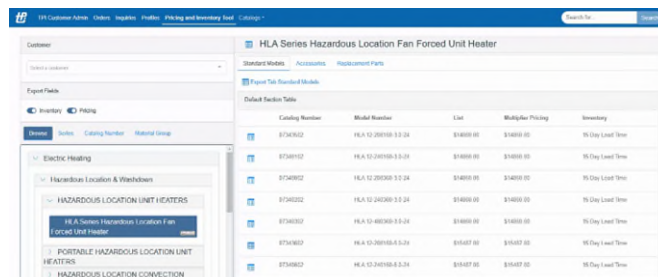
Catalog Number

Material Group



Option 1: Browse by Catalog (See Catalog Search for step by step Instructions)

Click the blue export icon on the left to export from model all the way up to the Category



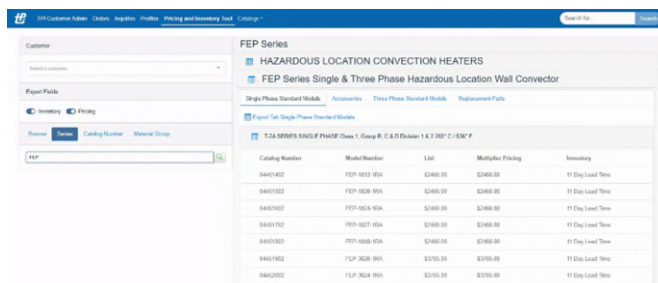
Option 2: Series

Type in Series

Click green magnifying glass

Pricing tool will return the Series

Click the blue export icon on the left to export the Series



TPI Sales Rep Portal

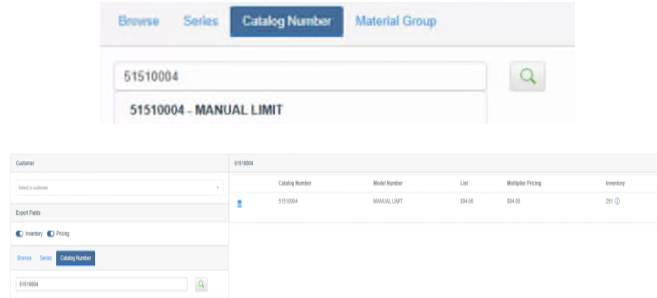
Option 3: Catalog Number

Type in the Catalog Number

Click the Catalog Number

Pricing tool will return the single line

Click the blue export icon on the left to export the line

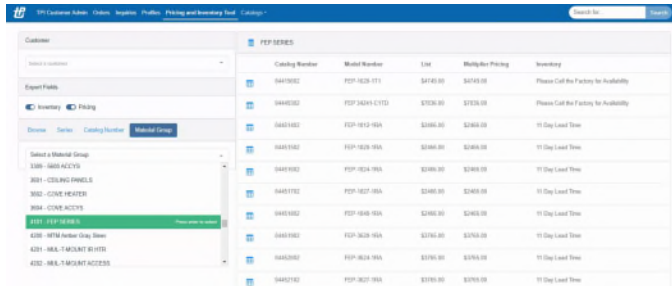


Option 4: Material Group

Click on the drop-down arrow

Scroll to or Type the Material Group number

Click on the Material Group Number



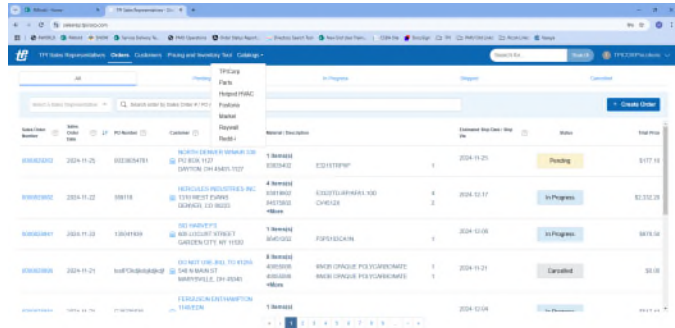
TPI Sales Rep Portal

Catalog Tabs

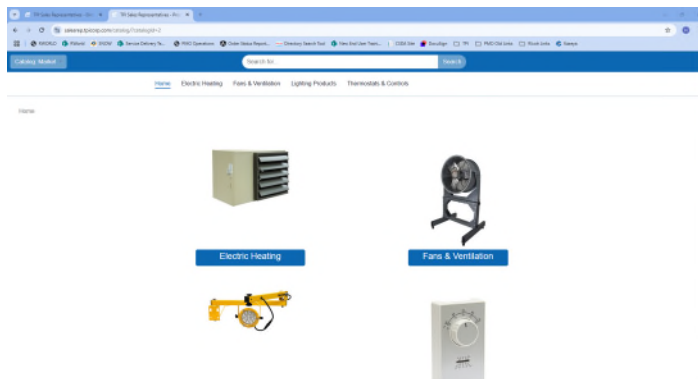
Click the Dropdown Arrow Catalog on the Menu Bar

Click the Catalog that you want to view

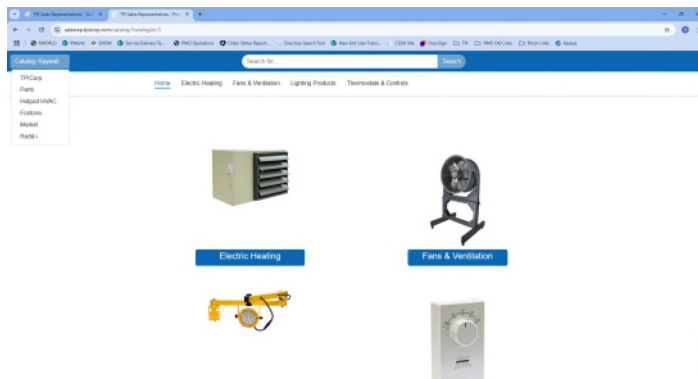
The selected Catalog will appear on a new Tab



The selected Catalog will appear on a new Tab



Use the Catalog button located in the upper left corner to switch between catalogs



TPI Sales Rep Portal

Model Table are downloadable by clicking the Download Excel button

Standard Models | Accessories | Rating Definitions | Specifications | Equipment Facts | Documentation

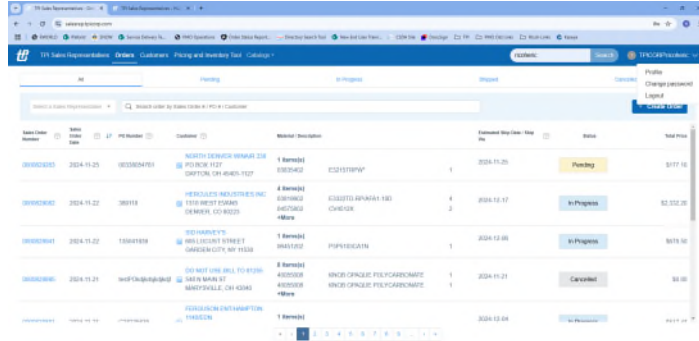
- Products listed in this section are custom built and subject to 100% cancellable/return charges.
- Note: Before selecting a hazardous location switch heater refer to Article 503 or other applicable standard referenced in the National Electric Code.

| | Catalog Number | Model Number | Agency Rating | Assembly | Amps | Voltage | Amps | Phase | Btu/hr | No. Poles | CIP# | Description |
|-----|----------------|-----------------------|---------------|------------------|------|---------|------|-------|--------|-----------|------|-------------|
| 130 | 07341402 | H/A 10-480385-10-24 | ETL-C109 | 10 Day Lead Time | 15 | 480 | 6.7 | 3 | 17100 | 24 | 500 | 27.6 |
| 131 | 07341402 | H/A 10-258165-7-5-24 | ETL-C109 | 10 Day Lead Time | 7.5 | 240 | 30 | 1 | 35000 | 24 | 500 | 41.4 |
| 132 | 07341402 | H/A 10-240165-7-5-24 | ETL-C109 | 10 Day Lead Time | 7.5 | 240 | 33.9 | 1 | 28000 | 24 | 500 | 41.4 |
| 133 | 07341402 | H/A 10-248165-7-5-24 | ETL-C109 | 10 Day Lead Time | 7.5 | 240 | 22.3 | 3 | 29000 | 24 | 500 | 41.4 |
| 134 | 07341402 | H/A 10-480385-7-5-24 | ETL-C109 | 10 Day Lead Time | 7.5 | 480 | 9.7 | 3 | 28000 | 24 | 500 | 41.4 |
| 135 | 07341402 | H/A 10-248385-10-5-24 | ETL-C109 | 10 Day Lead Time | 10 | 240 | 28.3 | 3 | 34100 | 48 | 1500 | 21.7 |
| 136 | 07341402 | H/A 10-240165-10-5-24 | ETL-C109 | 10 Day Lead Time | 10 | 240 | 44 | 1 | 34100 | 48 | 1500 | 21.7 |
| 137 | 07341702 | H/A 10-240385-10-5-24 | ETL-C109 | 10 Day Lead Time | 10 | 240 | 25.5 | 3 | 34100 | 48 | 1500 | 21.7 |
| 138 | 07341802 | H/A 10-480385-10-5-24 | ETL-C109 | 10 Day Lead Time | 10 | 480 | 12.7 | 3 | 34100 | 48 | 1500 | 21.7 |

TPI Sales Rep Portal

Username Dropdown

Click the Dropdown Arrow Catalog on the Menu Bar



Click on Profile

Edit personal information

External Users

First name

Last name

TPI Network Users

First name

Last name

Email Address

Click the update button to save your changes

Requesting additional Sales Rep Accounts

Click on the Request Permissions

Type in the Sales Rep Number

If more than 1 Click on Add another sales representative additional line will appear

Click Request Permissions button

External User

A screenshot of the 'User Details' form for an external user. The form has a section for 'Information' with fields for 'User Name' (pre-filled with 'hgray+16@live.com'), 'First Name' (pre-filled with 'Eric'), and 'Last Name' (pre-filled with 'Gray'). Each field has a green checkmark indicating it is valid. There is an 'Update Profile' button at the bottom.

TPI Network User

A screenshot of the 'User Details' form for a TPI Network User. The form has a section for 'Information' with fields for 'User Name' (pre-filled with 'TPICORP@rbcbsbc'), 'First Name' (with a red error message 'Type your name'), 'Last Name' (with a red error message 'Type your last name'), and 'Email' (pre-filled with 'h@live.com'). There is an 'Update Profile' button at the bottom.A screenshot of the 'Sales Representatives' table. The table has columns for Sales Rep Number, Sales Rep Name, City, State, and Zipcode. One row is visible with the following data: Sales Rep Number: 000000120, Sales Rep Name: EDDIE HENRY JR, City: QUAY, State: TN, Zipcode: 37816.A screenshot of a 'Request Permissions' dialog box. It prompts the user to 'Please type the sales representative number' and has a text input field. Below the input field, there is a section for 'Request permissions for sales representative (s):' with a text input field and an 'Add another sales representative (s)' button. At the bottom right, there is a 'Request Permissions' button.

TPI Sales Rep Portal

Click on Change Password

Type in your Old Password

Type in your New Password

Type in your New Password to confirm it

Click Update password to complete the process

The screenshot shows a 'Change your password' form. It includes three input fields: 'Old Password*' (filled with asterisks), 'Password*' (filled with asterisks), and 'Confirm password*' (filled with asterisks). Below the 'Password*' field, there are four password requirements: '1 lowercase letter', '1 number', 'At least 8 characters long', '1 uppercase letter', and '1 symbol (\$ % @ _)'. A note states 'New password cannot be the same as your old password'. At the bottom of the form is a blue 'Update password' button.

Click Logout to end your current session

The screenshot shows a 'Log in' form. It includes two input fields: 'Username*' (with the example 'user@gmail.com') and 'Password*' (filled with asterisks). Below the fields is a blue 'Log in' button. At the bottom, there are two links: 'Did you forget your password?' and 'Do you need an account? Create one'.