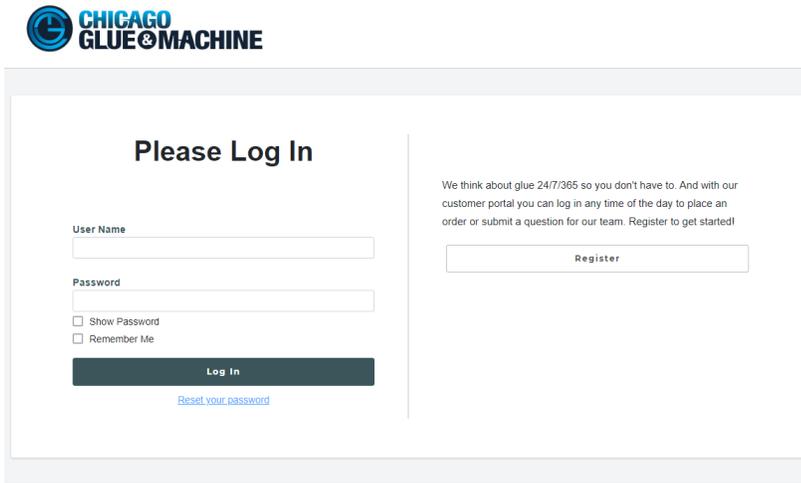


CGM Customer Portal Registration/Log In

1. Go to [CGM Website](#)
2. Select “Log In” button



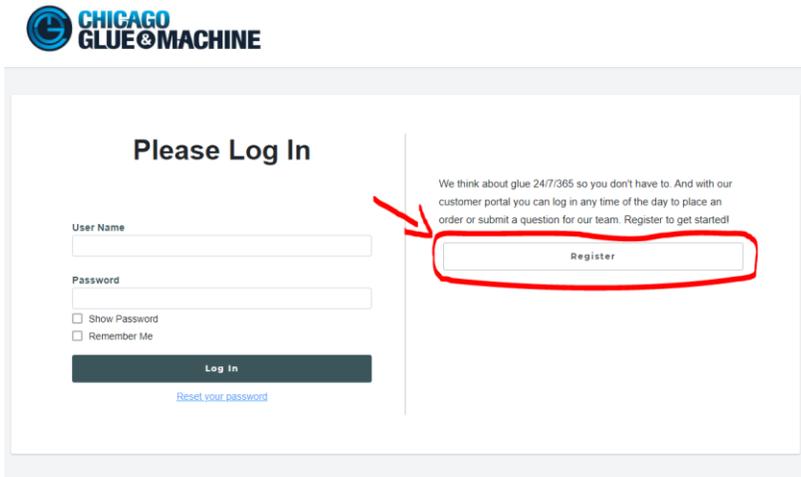
3. Log In button should send you to customer portal that looks like the below.



750 N. Baker Drive Itasca
800-419-4583 | www.chicagoglue.com

 **Customer Portal**
Powered By North49

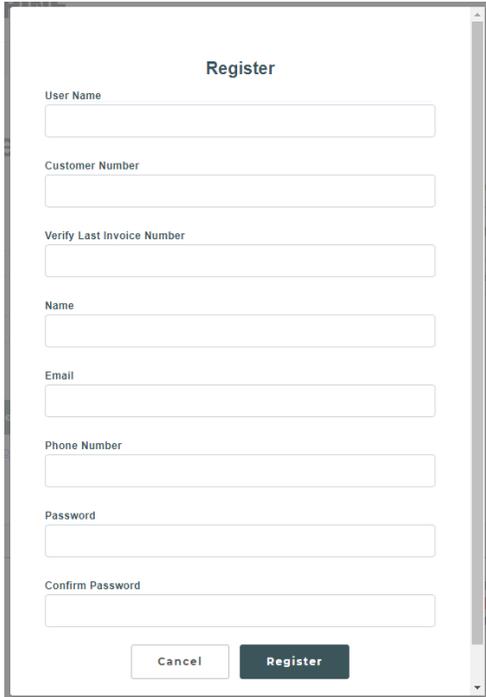
4. If you have already registered, input your User Name and Password to access account.
5. If you have not registered select the “Register” button



750 N. Baker Drive Itasca
800-419-4583 | www.chicagoglue.com

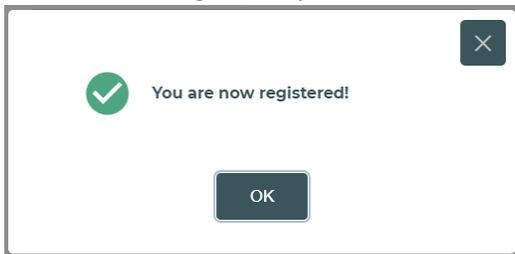
 **Customer Portal**
Powered By North49

6. The register button will generate the below pop up:



The image shows a 'Register' form pop-up window. It contains the following fields from top to bottom: 'User Name', 'Customer Number', 'Verify Last Invoice Number', 'Name', 'Email', 'Phone Number', 'Password', and 'Confirm Password'. At the bottom of the form are two buttons: 'Cancel' and 'Register'.

7. Choose a User Name you would like to use.
8. Input your CGM customer number.
 - a. If you do not know it, please contact us at 630-250-0700.
9. Input your Last Invoice Number
 - a. If you do not know it or the number you have is not working, please contact us at 630-250-0700.
10. Input your name and contact information, as well as, creating a password.
11. Once registered you should receive an email and get the below pop up.

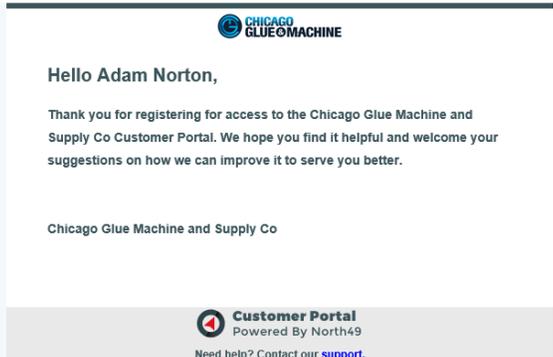


The image shows a success message pop-up window. It features a green checkmark icon on the left, followed by the text 'You are now registered!'. In the top right corner, there is a close button with an 'X' icon. At the bottom center, there is an 'OK' button.

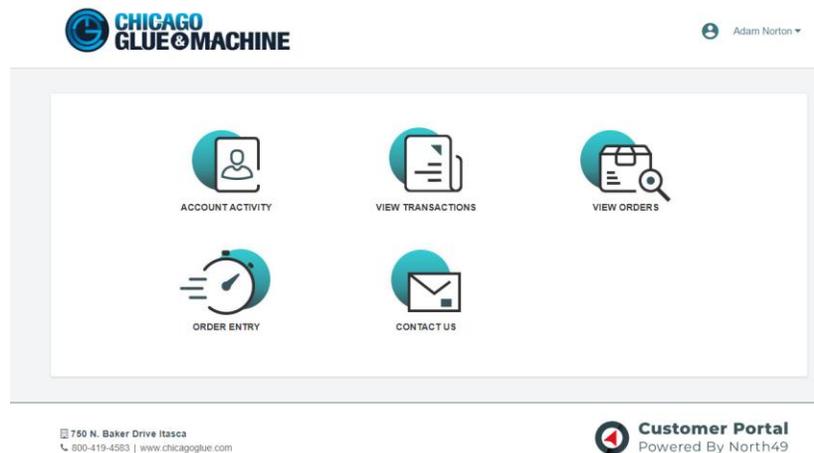


750 N. BAKER DRIVE, ITASCA, IL 60143 • 1.800.419.4583 • F: 888.371.8314

12. The email should come from no-reply@customer-portal.biz, and look like the below.



13. Click OK on the pop up and you should be transferred into the customer portal. It should look like the below.



You have completed the registration/logged in to CGM's customer portal!!! If you have any questions or need any support, please contact us at 630-250-0700.