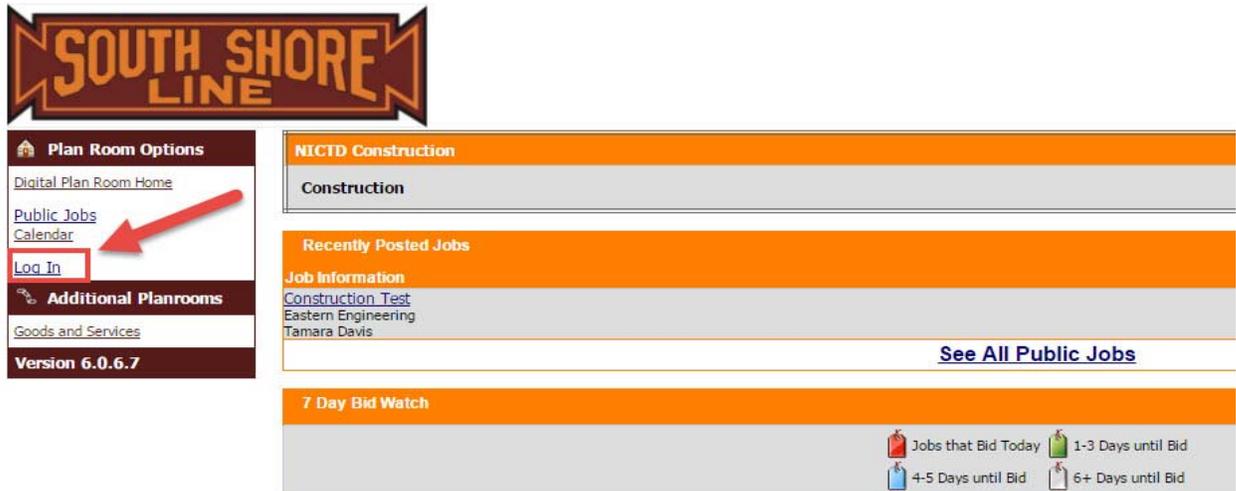


# Create a New Company and User Profile

1. Select which plan room you would like to enter; **Construction** or **Goods & Services**.



2. Click **Log In**.



3. Click **Register Here**.



**Forgot Your Password?**  
Enter your User Name to reset your password.  
Username:

**Forgot Your User Name?**  
Enter the email address you registered with to retrieve it.

**New User?**

4. Enter your **Company Name** to see if you are already in our database.



**SOUTH SHORE LINE**

Plan Room Options  
Digital Plan Room Home  
Public Jobs  
Calendar  
Log In  
Additional Planrooms  
Goods and Services  
Version 6.0.6.7

### Company Search

Steps to creating a login:

1. Search to verify if your company exists. The search results are limited to 5 record(s).
2. If your company does not exist, you can click on 'Create New Company'. The first user added to a new company will become the company's administrator. If your company does exist, proceed to step 3.
3. Click on the company name.
4. You will be shown the company administrators' names.
5. Contact the company administrator to have an account created.

Note: If your company administrator is no longer employed at your company, please call Northern Indiana Commuter Transportation District at to reset the company administrator.

Company Name:

5. If your company is already in the database, click on your company name.

### Company Search

Steps to creating a login:

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Note: If your company administrator is no longer employed at your company, please call Northern Indiana Commuter Transportation District at to reset the company administrator.

Company Name:

Name	City	Stat
Joe's Plumbing	Alexandria	IN
<a href="#">Create New Company</a>		

- You will see a list of Company Administrators who can add you to the database.

### Company Search

Contact the company administrator to have an account created.

If your company administrator is no longer employed at your company, please call Northern Indiana Commuter Transportation District at to reset the company administrator.

Listed below are the company administrators for Joe's Plumbing.

Name: Joe Doe  
Title:  
Email: [joe@email.com](mailto:joe@email.com)

6. If your company is not listed, click **Create New Company**.

### Company Search

Steps to creating a login:

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Company Name:

No companies were found matching this criteria.

[Create New Company](#)

- Fill in all required (\*) fields and click **Next**.
- You will then be prompted to enter your **Contact Information**. Fill in all required (\*) fields and click **Finish**.