

# REGISTRATION



JANI-KING'S ONLINE FRANCHISE PORTAL

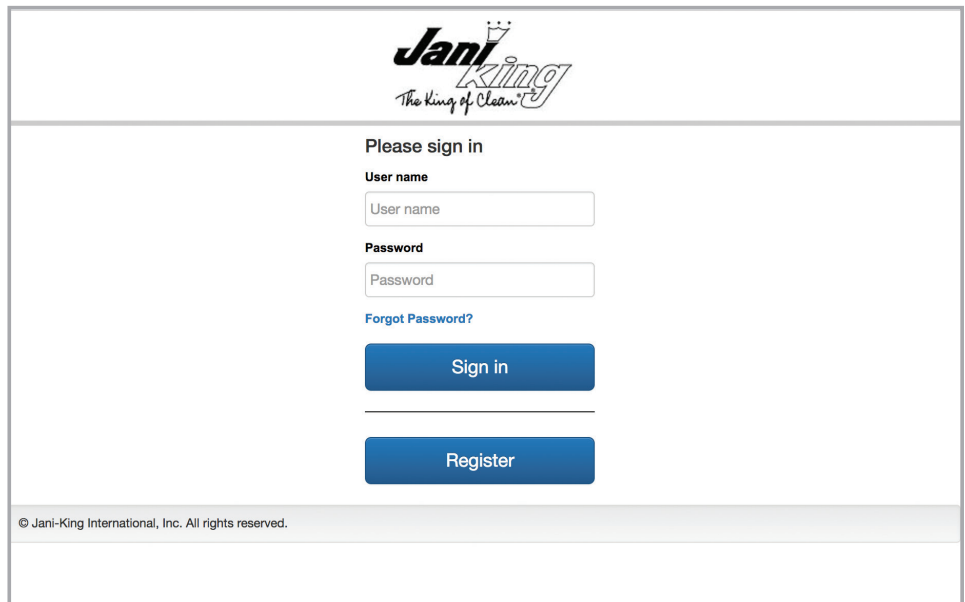
## REGISTRATION PROCESS

## JANI-KING'S ONLINE FRANCHISE PORTAL

### STEP 1

Go to site: **http://franchiseportal.ca**. Make sure to use Google Chrome as your internet browser.

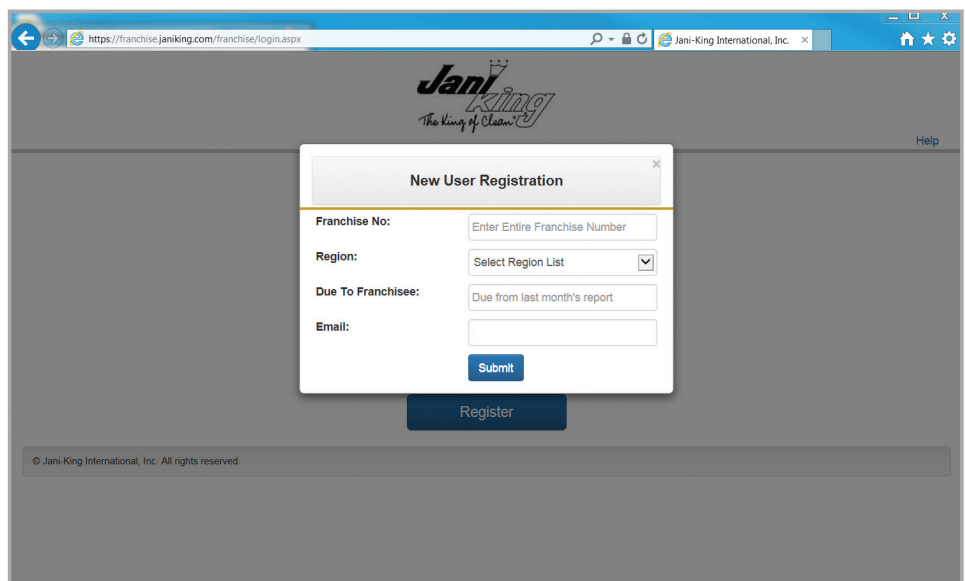
- Click "REGISTER"



The image shows the Jani-King login and registration page. At the top is the Jani-King logo with the tagline "The King of Clean". Below the logo, the text "Please sign in" is displayed. There are two input fields: "User name" and "Password". Below the password field is a link that says "Forgot Password?". There are two blue buttons: "Sign in" and "Register". At the bottom of the page, there is a copyright notice: "© Jani-King International, Inc. All rights reserved."

### STEP 2

- Enter Franchise number
- Using dropdown arrow, select correct "REGION"
- Enter amount "Due to Franchisee" from LAST month's Franchisee Report
- Enter your email address
- Click "SUBMIT"



The image shows a screenshot of a web browser displaying the Jani-King New User Registration form. The browser's address bar shows the URL "https://franchise.janiking.com/franchise/login.aspx". The Jani-King logo is visible in the top right corner. The registration form is a white box with a title bar that says "New User Registration". It contains the following fields: "Franchise No:" with a text input field labeled "Enter Entire Franchise Number"; "Region:" with a dropdown menu labeled "Select Region List"; "Due To Franchisee:" with a text input field labeled "Due from last month's report"; and "Email:" with a text input field. There is a blue "Submit" button at the bottom of the form. Below the form, there is a blue "Register" button. At the bottom of the page, there is a copyright notice: "© Jani-King International, Inc. All rights reserved."

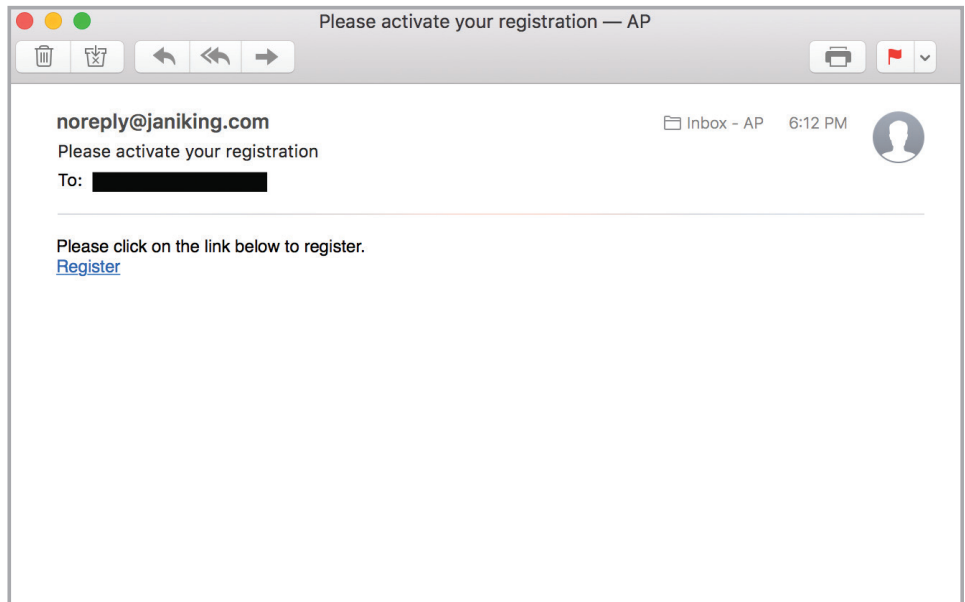
## REGISTRATION PROCESS

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### STEP 3

Check email to continue registration process

- Click on "REGISTER"



### STEP 4

- Enter "Franchise No"
- Use dropdown arrow to select correct "REGION"
- Enter amount "Due to Franchisee" from LAST month's Franchisee Report
- Click "SUBMIT"

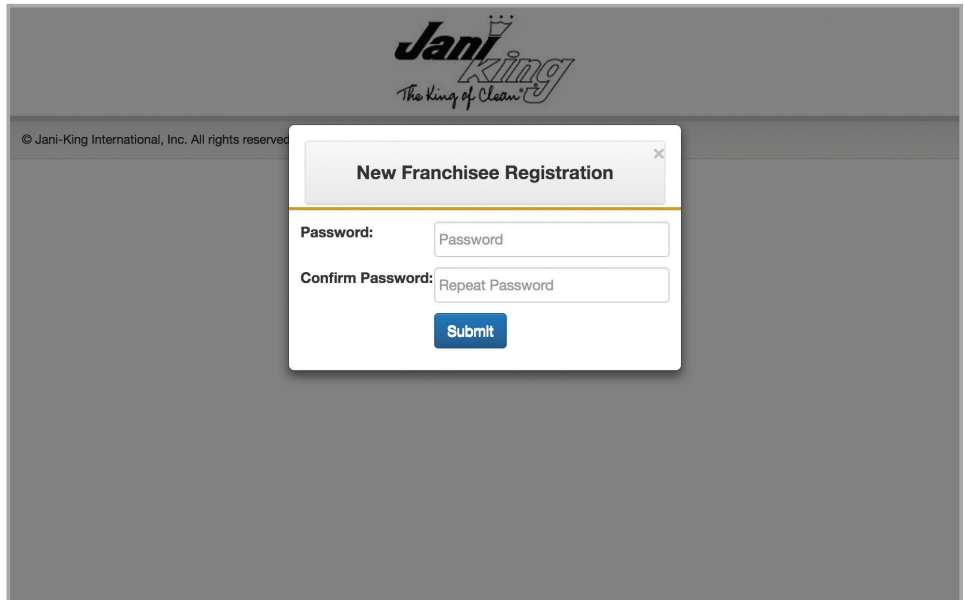
A screenshot of the Jani-King website's "Verify Registration" form. The Jani-King logo is at the top. The form is a white box with a grey border. It contains three fields: "Franchise No:" with a text input field containing "Enter Entire Franchise Number", "Region:" with a dropdown menu showing "Select Region List" and a downward arrow, and "Due To Franchisee:" with a text input field containing "Due from last month's report". A blue "Submit" button is at the bottom right of the form.

## REGISTRATION PROCESS

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### STEP 5

- Enter "new" password
- Confirm by entering your "new" password again
- Click "SUBMIT"

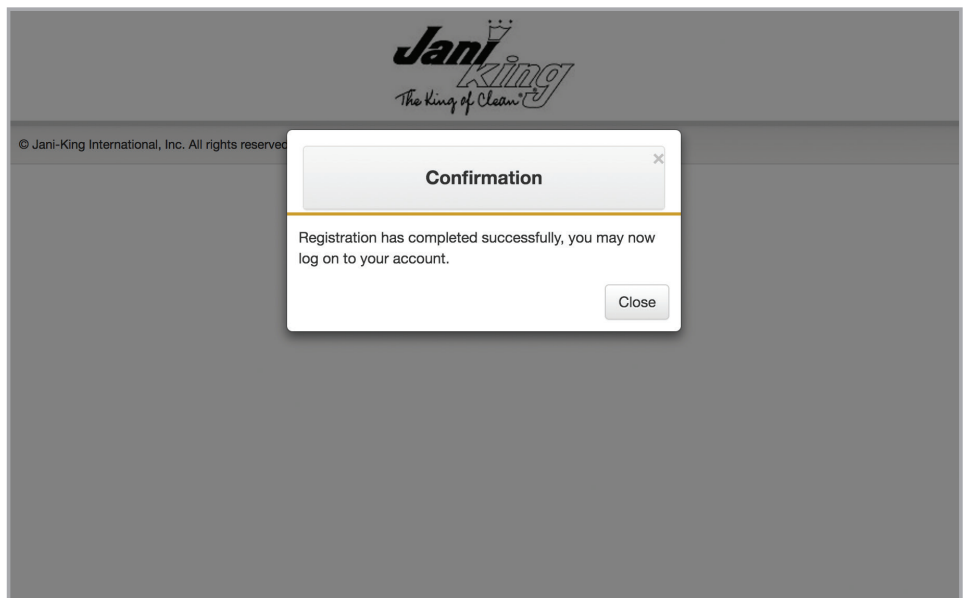


The screenshot shows the Jani-King logo at the top center, with the tagline "The King of Clean™". Below the logo, on the left, is the copyright notice "© Jani-King International, Inc. All rights reserved". The main content area is a white modal window titled "New Franchisee Registration" with a close button (X) in the top right corner. Inside the modal, there are two input fields: "Password:" and "Confirm Password:". The "Password:" field has a placeholder text "Password" and the "Confirm Password:" field has a placeholder text "Repeat Password". Below these fields is a blue "Submit" button.

### STEP 6

**Congratulations! You have completed the registration process.**

- Click "CLOSE" to go back to login screen



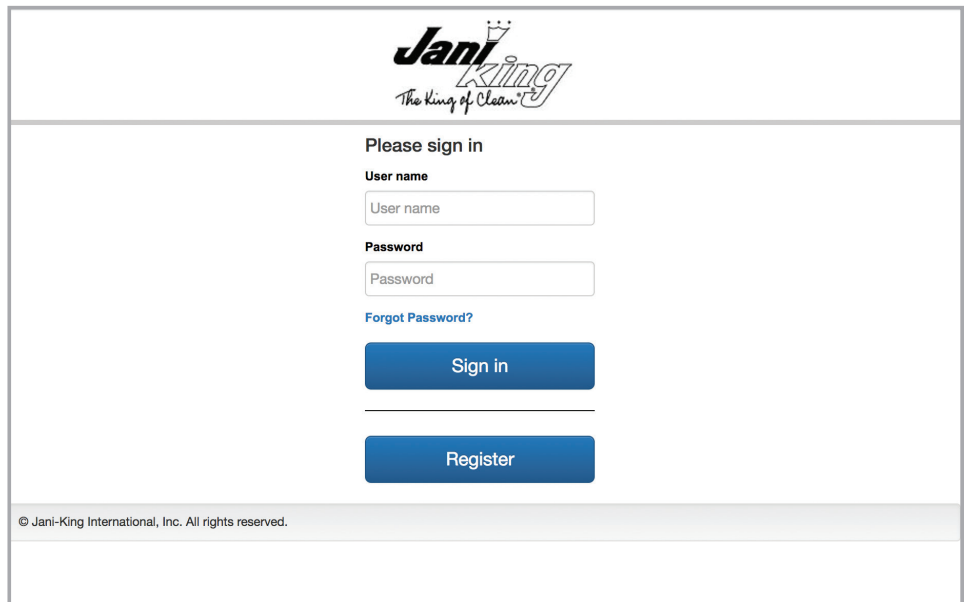
The screenshot shows the Jani-King logo at the top center, with the tagline "The King of Clean™". Below the logo, on the left, is the copyright notice "© Jani-King International, Inc. All rights reserved". The main content area is a white modal window titled "Confirmation" with a close button (X) in the top right corner. Inside the modal, there is a message: "Registration has completed successfully, you may now log on to your account." Below the message is a "Close" button.

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### STEP 7

- Enter email address into "User name" box
- Enter password
- Click "SIGN IN"



The image shows the Jani-King login and registration page. At the top is the Jani-King logo with the tagline "The King of Clean™". Below the logo, the text "Please sign in" is displayed. There are two input fields: "User name" and "Password". Below the "Password" field is a link that says "Forgot Password?". There are two blue buttons: "Sign in" and "Register". At the bottom of the page, there is a copyright notice: "© Jani-King International, Inc. All rights reserved."

### STEP 8

**You are now logged in and ready to use the new Online Franchise Portal.**

Please refer to the **User Guide** accessible from the "Help" link within the Franchise Portal.

