

Creating a Gatefeed Account

Follow These Steps EXACTLY:

1. Go to www.gatefeed.com
2. Click button on right side that says “*Go to Login*”
3. Click “*Create an Account*”
4. Enter *General Information*
5. Enter Home Address (Use Your Companies Address)

804 East Erie Road Marshall MN 56258

6. Create **Login**

a. **Username** “CompanyXX” *cvih*s (Use your Employers name (Company’s Name) Ending with your First and Last Initials No Spaces)

i. XX= Your First and Last Initials (No Capitals)

b. **Password** (anything you want) i. Read Password Rules Located in the Right Column

c. **Email** (any email you desire)

d. **Primary Phone** (Use your companies main phone number)

507.532.2211

7. Create *Account Security Questions*. These are totally unique to you

8. Click *Submit*

Congratulations you have an Account!

Accessing the Contractor Training (logged into your Gatefeed acct)

1. Click the link on the left side that says “*Purchase*”
2. Enter YOUR Employer: Click on “*Click to select Employer for our Directory*” located below the empty box.
3. Click *Continue*
4. Use Drop Down box to select *training*.
Select the *ADM Marshall(\$0.00)* option.
5. Click the “*Add*” button
6. Scroll to the bottom of the page and click “*Continue to Checkout*”
7. Once at Checkout page, click “*Continue to Payment*”
8. Click *Continue*
9. Click on the drop-down box under “*Available Training Credits*”
10. Select *ADM Marshall*
11. Click “*Add to My Pending Training*”
12. Click on the *Blue Bar* under “Pending Training”
13. *Begin Training*