Shell Content Manager - External User Access

REGISTRATION FOR NON-SHELL EMAIL USERS

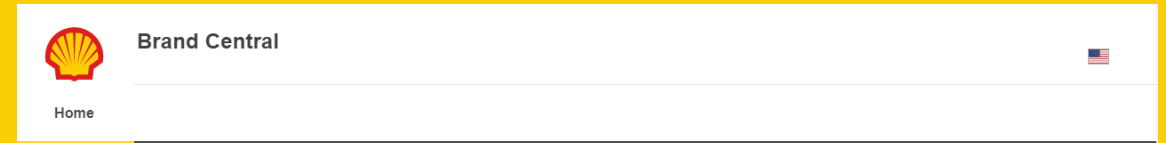**External users must register for access**

1 Request access on: https://brandcentral.shell.com/en_us/request-access.html

2 Complete the form to request access, giving the name of your Shell Sponsor who will approve your request. If you do not have Shell Sponsor, contact Askbrand@shell.com for help.

3 If your Shell Sponsor approves your request, you will receive an email notification prompting you to active your Shell Content Manager account (see next slide) .

You will be asked for a Shell Sponsor's email address on the registration form. Please ensure this is an @shell.com email address.

Brand Central

Home

LOGIN TO SHELL BRAND CENTRAL

Shell users login

External users login

1 **Don't have an account? Request access to our Brand Applications here** (external users only)

Brand Applications include Brand Central, the Creative Hub and Merchandise and Licensing Checkpoint. Please note that the Merchandise and Licensing Checkpoint service runs on the ContentFlow tool, powered by NewsCred.

REQUEST ACCESS

If you are an external user who requires access to our Brand Applications please fill in the below form. You will need to nominate a Shell Sponsor with a valid Shell email address that will have to approve your access. Brand Applications include Brand Central, the Creative Hub and Merchandise and Licensing Checkpoint.

Please note that the Merchandise and Licensing Checkpoint service runs on the ContentFlow tool, powered by NewsCred.

2

REGISTER FOR ACCESS TO OUR BRAND APPLICATIONS

Your name *

First Name   Last Name

Your email *

ACCOUNT ACTIVATION FOR NON-SHELL EMAIL USERS

External users must activate their accounts

1. Receive an account activation email from shellcontentmanager@shell.com and select **Join my team**

2. Enter your email address (private or work)

3. Enter your full name and set a password

4. Download the Google Authenticator application on your mobile device

5. Scan the QR code on the screen using your Google Authenticator app

6. Enter the 6-digit code from your Google Authenticator app

Please <u>do not delete</u> the Google Authenticator app from your mobile device as you will need to enter the code shown each time you login.

Welcome
a NewsCred Brand

Hi there!

Helena Poole has invited you to join the Shell team in *Welcome* as **Shell External Requester**.

Welcome is designed to bring marketers together, with shared tools to plan your campaigns, produce amazing content, and measure the results.

Ready to get started and transform how you work?

Join my team ①

Having trouble?
https://accounts.welcomesoftware.com/invite/token?invite_token=5865546b-2b41-4a63-b67a-1b4ead43dea7

Need help?

Contact our Support Team. They'll be happy to assist you.

Welcome
a NewsCred Brand

Log in

Your work email *

[   ] ②

Continue

or

G **Login with Google**

Don't have an account yet? Sign up now.

Welcome
a NewsCred Brand

③

Join Shell on *Welcome*

First Name   Last Name
[   ]   [   ]

Password
[   ] 👁

By signing up, you agree to the *Welcome* Terms of Service & Policy Policy.

Continue

Enable Multi-factor Authentication ④

Your account requires an additional security step using your smartphone. Please follow the steps below.

1. **Launch the Google Authenticator app** on your smartphone. (Don't have the app? Download it for free from **Google play** or **Apple App Store**.)

2. **Tap on the "+"** to add an entry for Welcome.

3. **Scan the barcode below with your app** or manually enter your email as the account name along with the following key: **OFUTMRLZNRLXKQLN**

⑤

4. **Enter the six-digit authentication code** generated by the app.

[123456] ⑥

Continue to Log In

LOGIN FOR NON-SHELL EMAIL USERS

External users must login using username, password and multi-factor authentication

1 Enter your email address

2 Enter your password

3 Open your Google Authenticator app on your mobile device and enter the 6-digit code from the app