



# Add Gateway

To configure a new Gateway Supplier, you need an existing account on Gateway. If you have an account or you've finished creating one, you can follow the steps to activate your account on oTo:



- 1 Fill the username you use to access Gateway portal.

The screenshot shows a web form titled "New Tires Supplier" with a teal header. Below the header, there is a dropdown menu for "Supplier" set to "Gateway". The "Supplier Nickname" field contains "Gateway". The "Username" field is highlighted with an orange border. Below it is a "Password" field. At the bottom, there is an "Inactive" checkbox and a "Submit" button. A link "Need an account? Click Here" is also present.

- 2 Fill the password you use to access Gateway portal.

The screenshot shows the same "New Tires Supplier" form. In this step, the "Password" field is highlighted with an orange border. All other fields and elements remain the same as in the previous screenshot.



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3 Click on Submit.

The screenshot shows a web application interface with a modal window titled "New Tires Supplier". The modal contains the following fields and elements:

- Supplier:** A dropdown menu with "ATD" selected.
- Supplier Nickname:** A text input field containing "ATD".
- Username:** An empty text input field.
- Password:** An empty text input field.
- Location #:** An empty text input field.
- Inactive:** A checkbox that is currently unchecked.
- Submit:** A button at the bottom right of the modal, highlighted with a yellow box.
- Footer:** A link that says "Need an account? Click Here".

At the top of the modal, there is a note: "Fields in red are required".

4 The oTo Team will receive your request and inform you when your connection is activated!