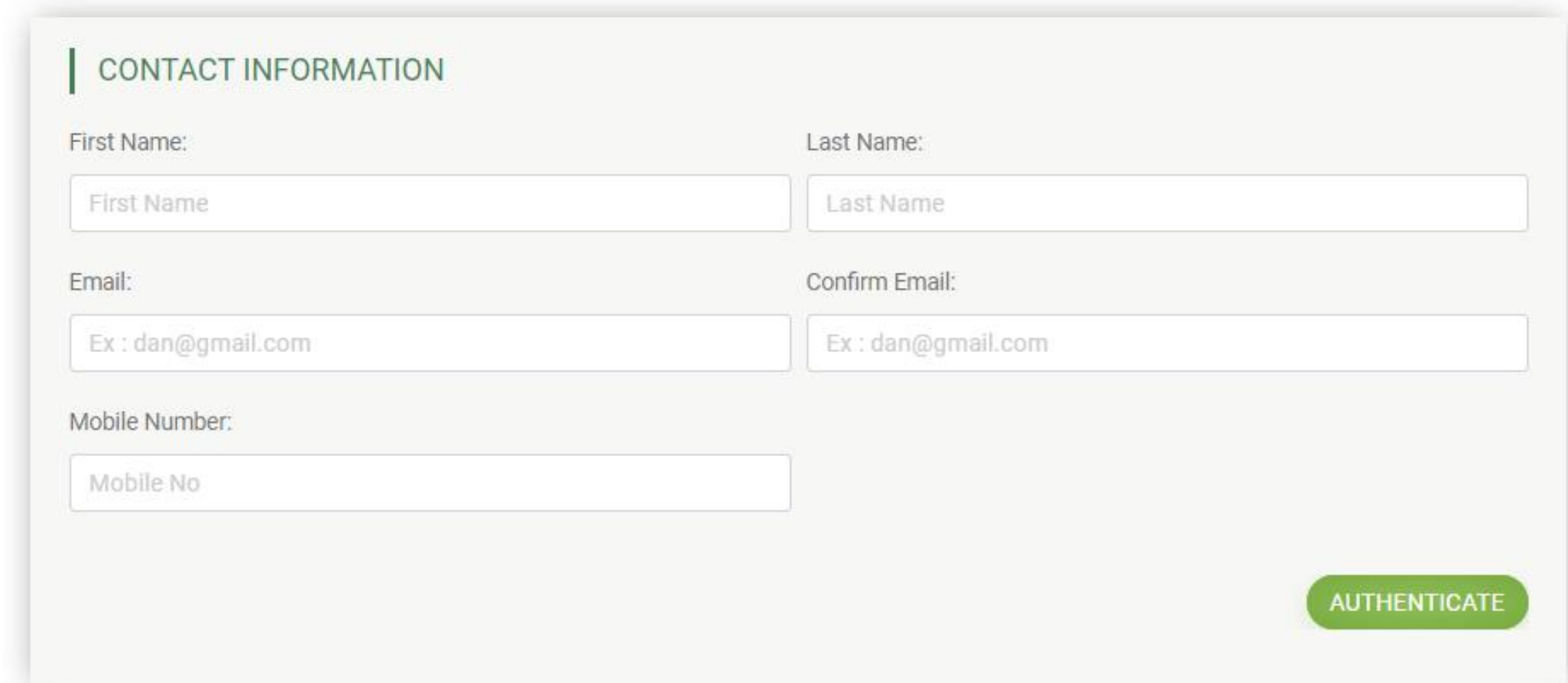
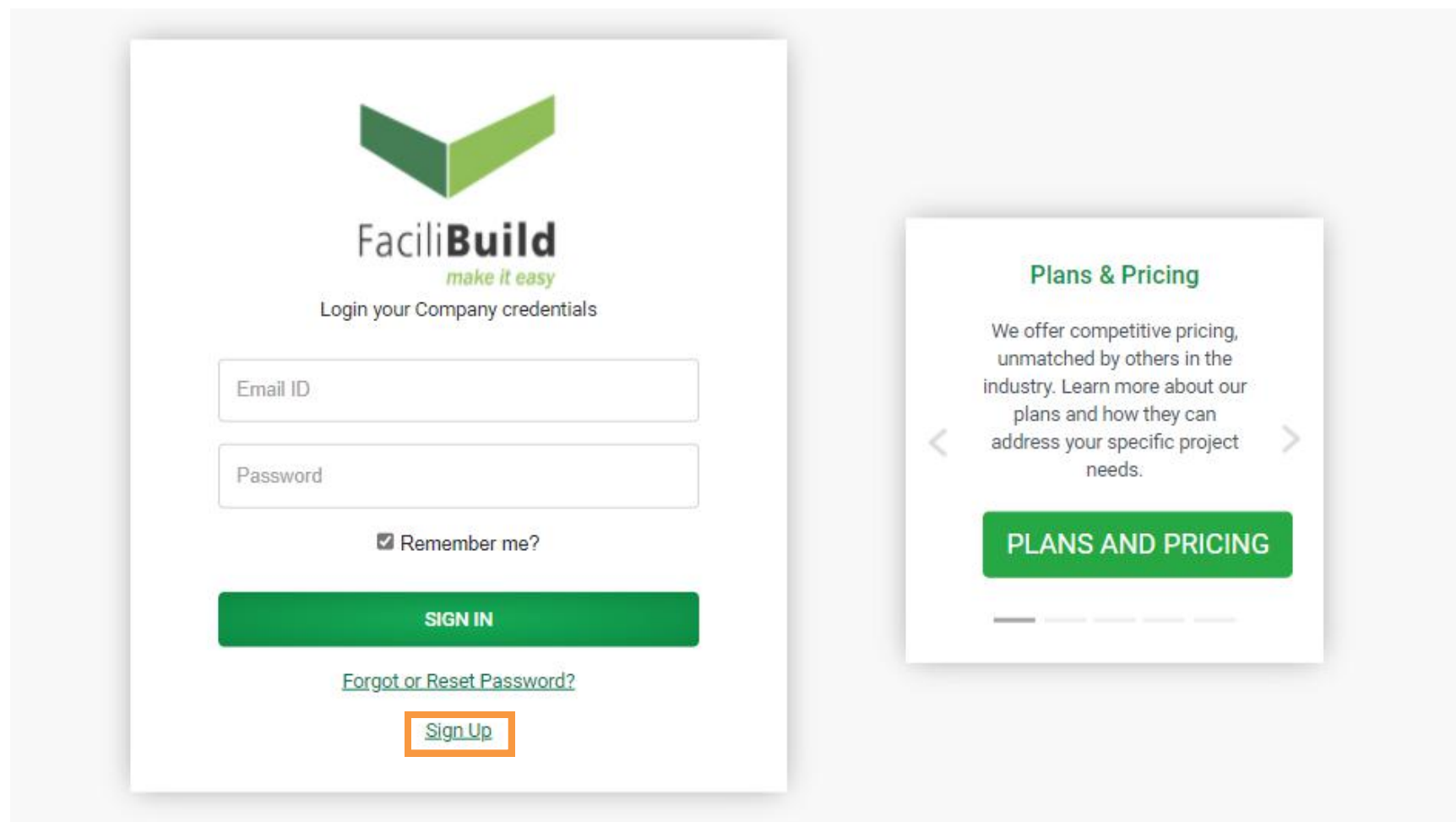




# Registration Tutorial

To begin you will need to register for an account – this can be done by entering the login page URL in your web browser (<https://live.facilibuildhub.com/Identity/Account/Login?ReturnUrl=%2F>) then clicking on the “Sign Up” button at the bottom.

**NOTE:** As of September 2021, FaciliBuild HUB requires a private company domain to register with any email. Domains such as “gmail.com” or “yahoo.com” will not be accepted. This is subject to change in the future.



Once you click on “sign up,” you will be redirected to the registration page where you will be prompted to enter your contact information and authenticate your information via email.



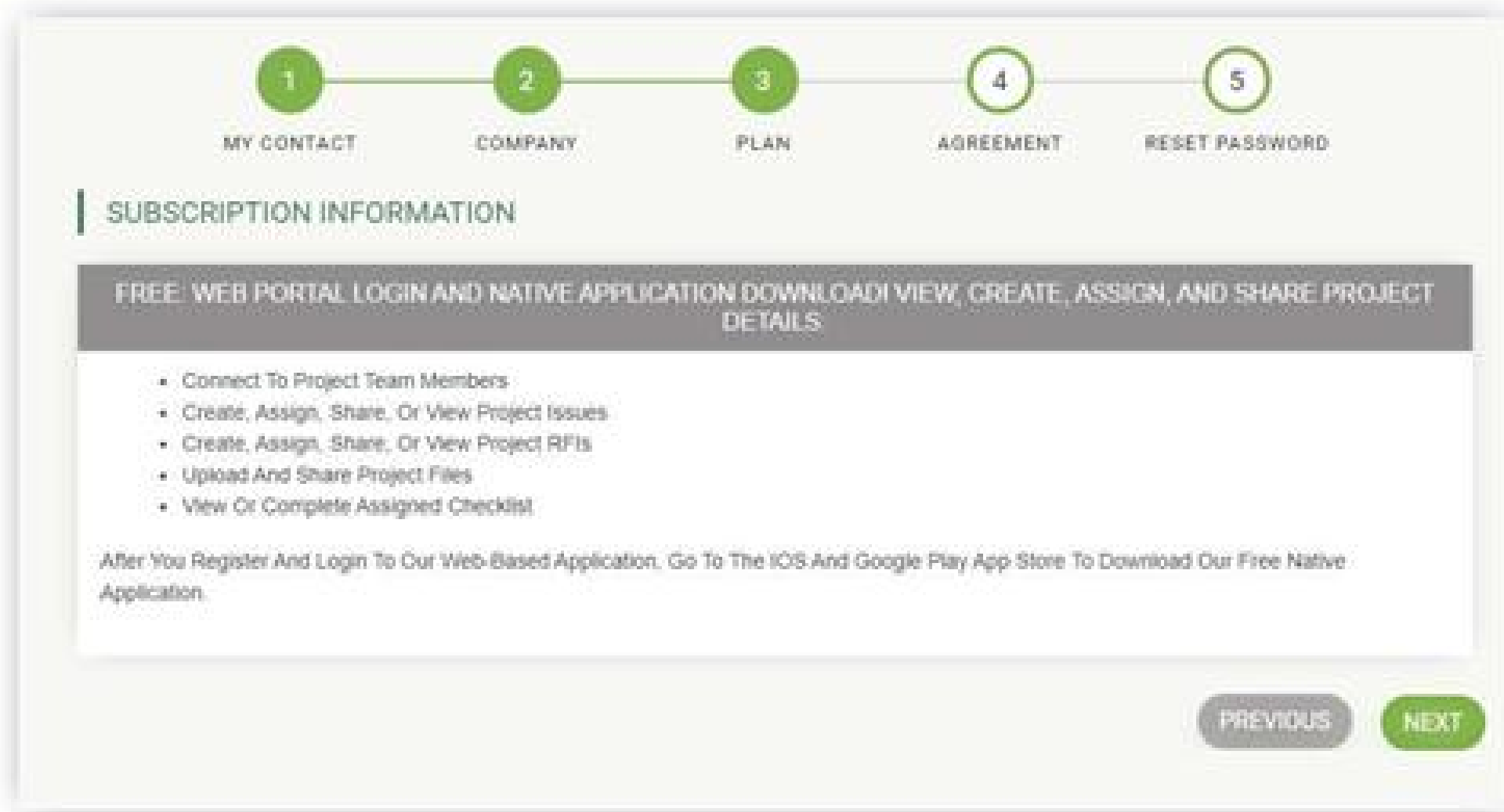
1 After authenticating your information, retrieve the OTP code from your email and enter in the authentication box and hit "Submit."

Hi Greg,  
Congratulations! Your OTP Code is:  
94268305

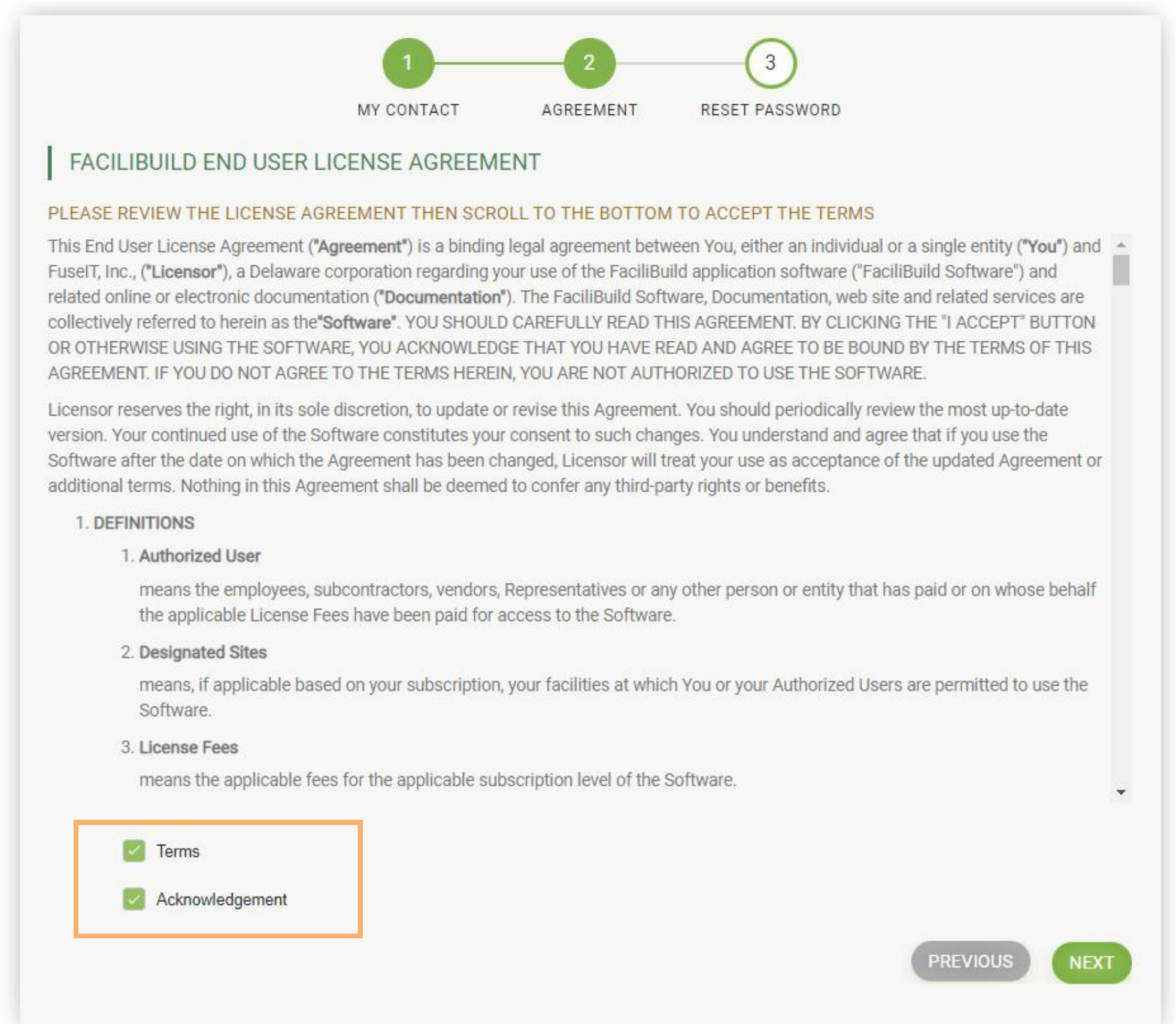
2 If you are the first registrant in your company, you will be asked to fill out your company information. Once complete, click on the "Next" button. (All future company registrations will skip steps 2 & 3.)



3 During registration we only offer the “free” plan. We provide details of what this offers. Just click “next” to move to the next step (you can always upgrade your account inside the application).



4 Review the License Agreement. Check the Terms and Acknowledgement boxes. Click “Next” when finished.





5 Create your password. (Requires 1 special character, 1 capital letter, and 1 number and must be less than 12 characters in length.)

1 MY CONTACT 2 AGREEMENT 3 RESET PASSWORD

**PASSWORD RESET**

New Password:

Password

Note: Password must contain at least 1 special character, 1 capital letter, and 1 number.

Confirm Password:

Confirm Password

Show Password

Please store your below credentials in a secure place.

Email ID: gw@mycompanyemail.com

SUBMIT

6 You will now be redirected to your login page. Your email will be saved, so just enter the password you just created to get logged in.

FaciliBuild  
make it easy

Login your Company credentials

gw@mycompanyemail.com

Password

Remember me?

SIGN IN

[Forgot or Reset Password?](#)

[Sign Up](#)

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