



Customer iPortal User Guide

For Assistance Please Contact NXL:
Toll Free: 1.877.253.0114
support@nexusenergytech.com

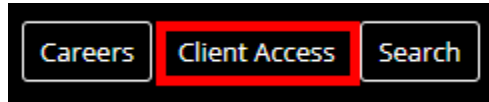


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1. Creating a New Username and Password

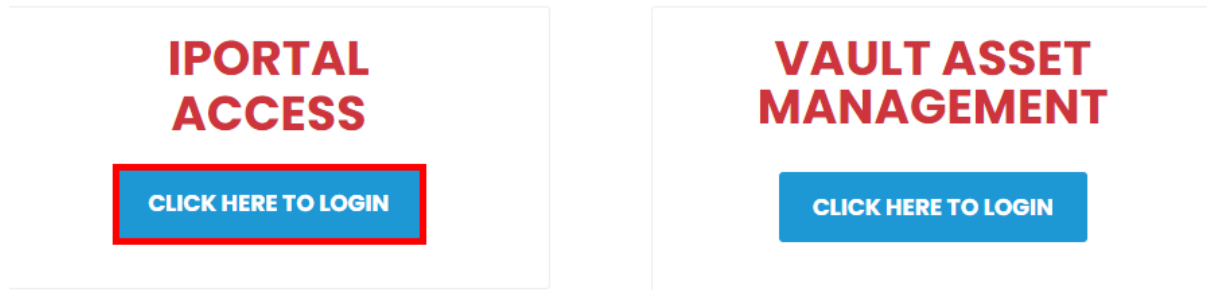
1. Open a web browser and go to www.nxltech.com. Select the iPortal tab along the top of the website.



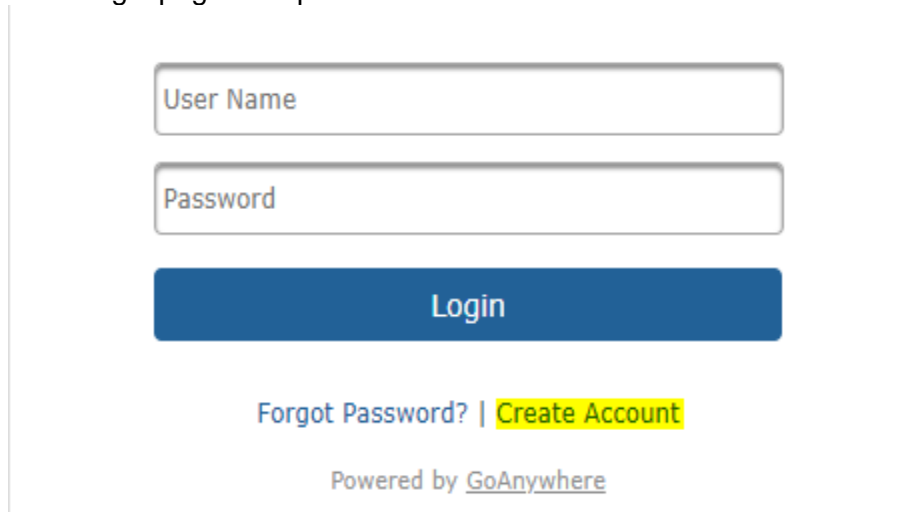
2. Select Click Here to Login under iPortal Access tab

Client Access & User Guides

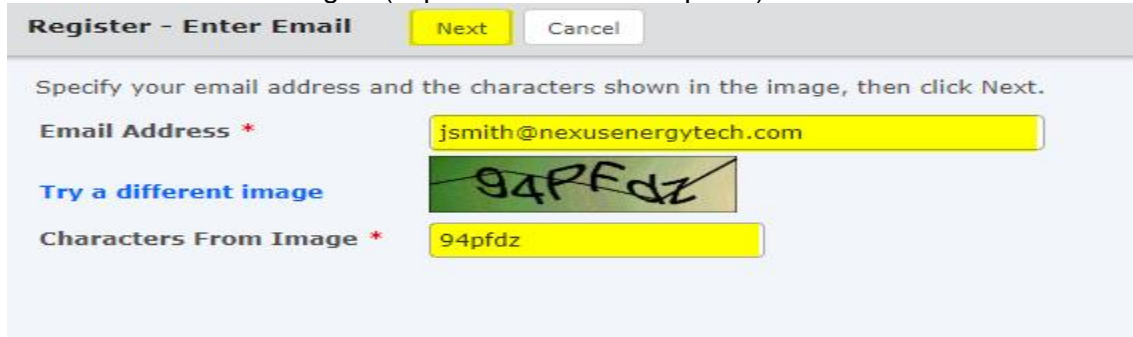
Home - Client Access



3. The iPortal login page will open in a new browser window. Select Create Account.



4. Enter your company email address (personal emails will not be accepted), fill in Characters From Image * (capitalization is not required) and select Next.



5. A verification code email will be sent to your email. If it does not appear in your inbox ensure to check your junk email. If it is not in either please contact support@nexusenergytech.com
6. Copy the verification code from the email and paste it into the Verification Code * box and select Next. If the Verification Code does not work use the Verify Email Address button or the link at the bottom of the email.

Verification Required

To continue registering, please copy the verification code below into your browser

Verification Code: **9a75ff54-c5ee-441e-be2f-1b20ffab183c**

Use the Verify Email Address button or the link if the Verification code does not work

[Verify Email Address](#)

If the link above does not open, please copy and paste the following URL into your browser:

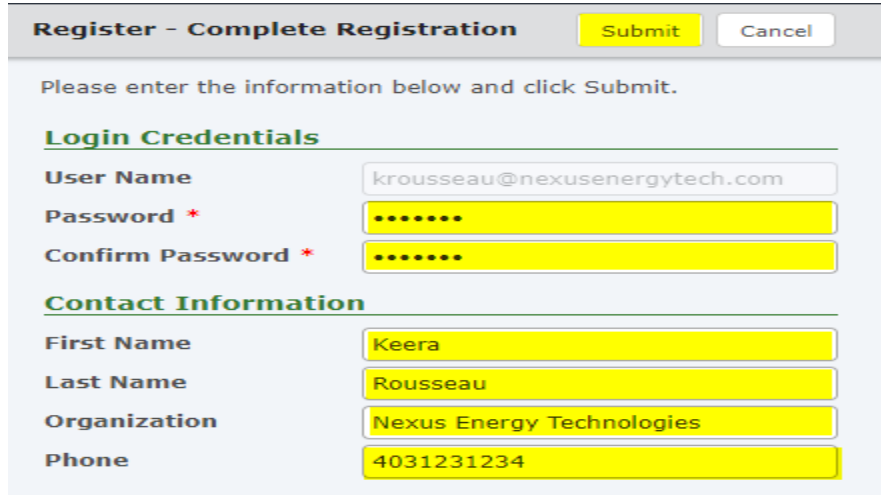
<https://10.10.1.23/register?vtoken=9a75ff54-c5ee-441e-be2f-1b20ffab183c>

Register - Verify Email

An email has been sent to 'krousseau@nexusenergytech.com' with the verification code. Please copy that code into the box below and click Next.

Verification Code *

- The register screen will open. Fill in all the Login Credentials & Contact Information and select Submit.




- Your Registration is complete. Enter your User Name, Password and select Login.

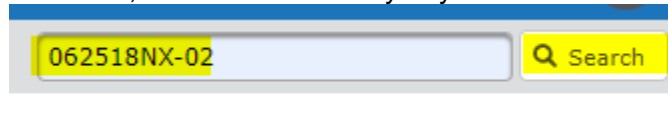


You are now logged into the iPortal and can begin searching.

2. Searching

2.1. Searching from the Home Folder

- Login to the Iportal.
- In the top right corner click on the search icon  Search. A search field will open. Type the serial number, Unit Number or any key word and click on the search icon.



3. Select "Include Subfolders" and "Search"

Done

Location /

Name

Last Modified ▼

File Size ▼

Include Subfolders

Number of Rows ▼

Search

Name ⚡

No Files Found

4. Select the PDF you require

Done

Location /

Name

Last Modified ▼




File Size ▼

Include Subfolders

Number of Rows ▼

Search

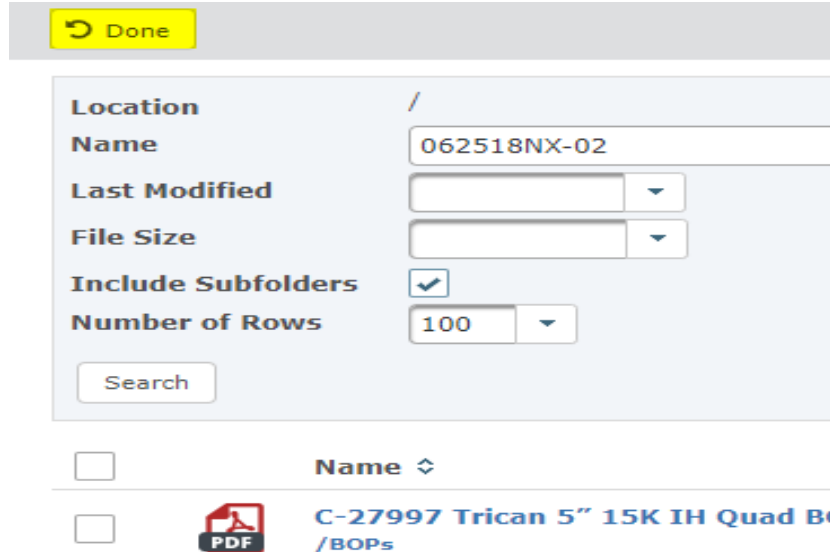
Name ⚡

<input type="checkbox"/>		C-27997 Trican 5" 15K IH Quad BOP 062518NX-02.pdf /BOPs
<input type="checkbox"/>		C-28531 Trican 5" 15K IH Quad BOP 062518NX-02.pdf /BOPs
<input type="checkbox"/>		C-30099 Trican 5" 15K IH Quad BOP 062518NX-02.pdf /BOPs

5. Follow the steps prompted by your browser to download the PDF to your computer.

- Once the PDF is downloaded select Done. After selecting “Done” it will take you back to the main page so you can complete another search.


Done must be selected after every search or you will not be able to complete another search.



The screenshot shows a search filter panel with the following fields:

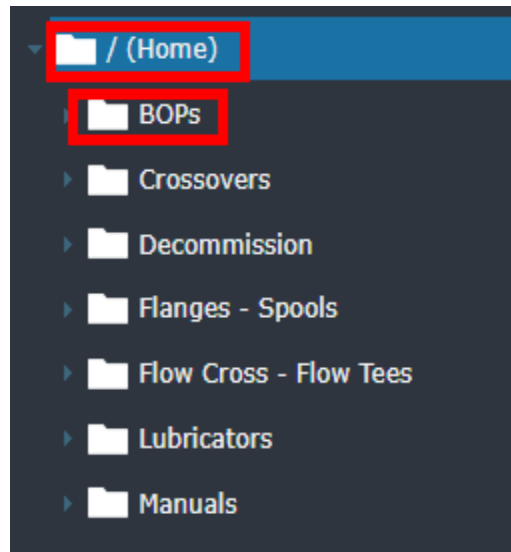
- Location:** /
- Name:** 062518NX-02
- Last Modified:** [Dropdown menu]
- File Size:** [Dropdown menu]
- Include Subfolders:**
- Number of Rows:** 100 [Dropdown menu]


Below the filter panel is a search button labeled "Search". Below that is a table header with a checkbox and "Name" with a dropdown arrow. The table contains one entry:

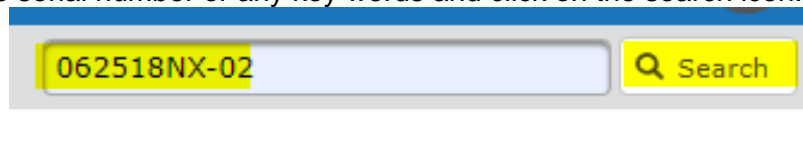
<input type="checkbox"/>	Name
<input type="checkbox"/>	 C-27997 Trican 5" 15K IH Quad B /BOPs

2.2. Searching from the Equipment Folders

- Login to the Iportal.
- On the left side of the screen select the Home folder and select the applicable equipment folder.



- In the top right corner click on the search icon  Search. A search field will open. Type the serial number or any key words and click on the search icon.



The screenshot shows a search input field with the text "062518NX-02" entered. To the right of the input field is a yellow search button with a magnifying glass icon and the word "Search".

- Select the PDF you require.

Done

Location /

Name

Last Modified ▼

File Size ▼

Include Subfolders

Number of Rows ▼

Search

<input type="checkbox"/>	Name
<input type="checkbox"/>	C-27997 Trican 5" 15K IH Quad BOP 062518NX-02.pdf
<input type="checkbox"/>	C-28531 Trican 5" 15K IH Quad BOP 062518NX-02.pdf
<input type="checkbox"/>	C-30099 Trican 5" 15K IH Quad BOP 062518NX-02.pdf

- Follow the steps prompted by your browser to download the PDF to your computer.
- Once the PDF is downloaded select Done. **Done must be selected after every search or you will not be able to complete another search.**

Done

Location /

Name

Last Modified ▼

File Size ▼

Include Subfolders

Number of Rows ▼

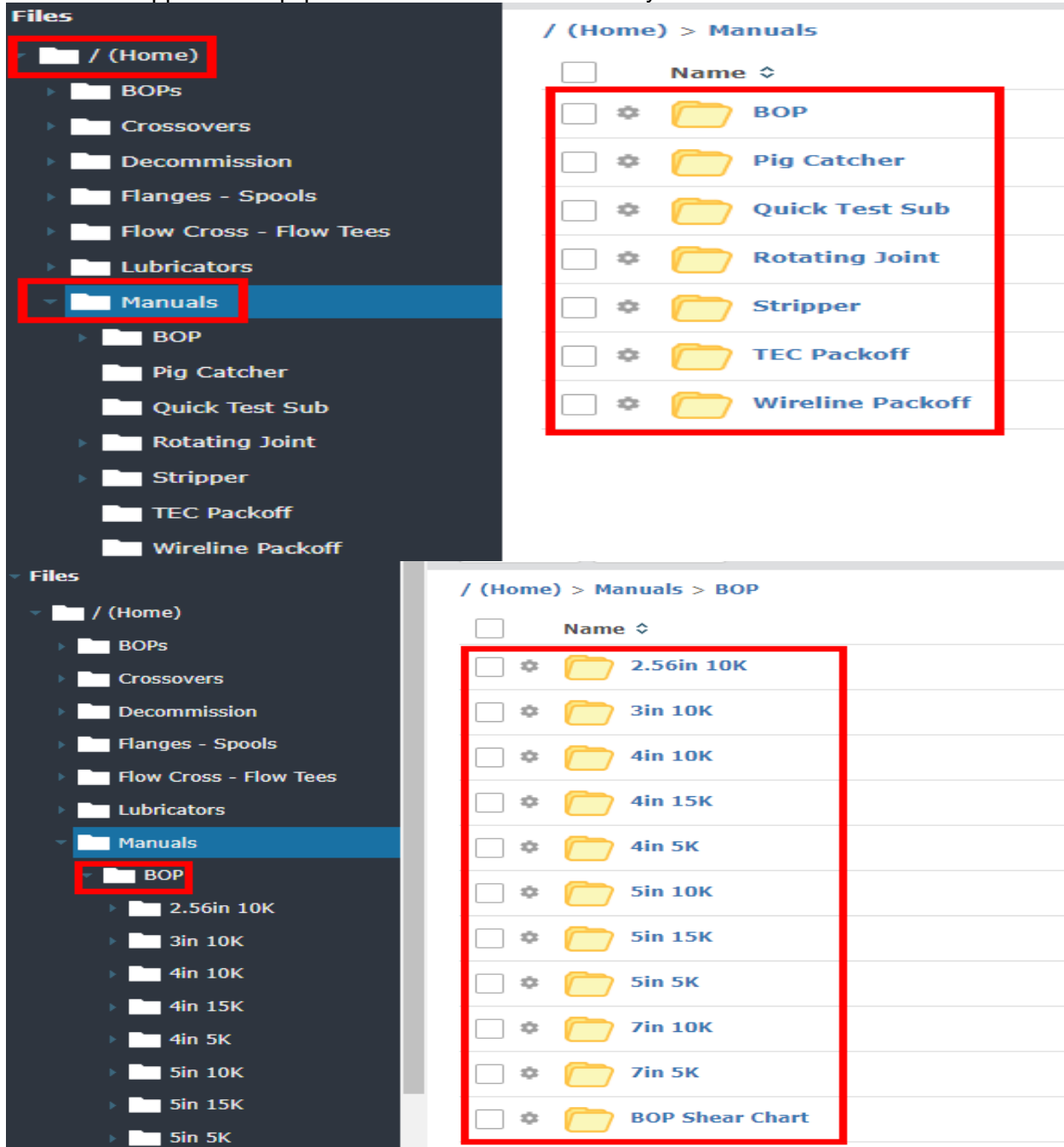
Search

<input type="checkbox"/>	Name
<input type="checkbox"/>	C-27997 Trican 5" 15K IH Quad BOP 062518NX-02.pdf

- To complete another search for a different piece of equipment you must select either the home tab or the specific equipment folder you require.

2.3. Searching from the Manuals Folder

1. Login into the iPortal
2. On the left side of the screen select the Home tab, select the Manuals tab, and select the applicable equipment folder. Some folders may have sub-folders.



The image shows a two-part screenshot of the iPortal file explorer interface. The top part shows the navigation path from the Home directory to the Manuals folder, and then to the BOP folder. The bottom part shows the contents of the BOP folder, which includes several sub-folders for different equipment sizes and types.

Top Screenshot: / (Home) > Manuals



Name
BOP
Pig Catcher
Quick Test Sub
Rotating Joint
Stripper
TEC Packoff
Wireline Packoff

Bottom Screenshot: / (Home) > Manuals > BOP

Name
2.56in 10K
3in 10K
4in 10K
4in 15K
4in 5K
5in 10K
5in 15K
5in 5K
7in 10K
7in 5K
BOP Shear Chart

3. Select the PDF you require

[/ \(Home\)](#) > [Manuals](#) > [BOP](#) > [4in 10K](#)

<input type="checkbox"/>	Name
<input type="checkbox"/>	 Nexus 4in 10k BOP Technical Manual_Rev 11.pdf
<input type="checkbox"/>	 Nexus 4in 10k Internal Hydraulics BOP Manual_Rev 10.pdf

4. Follow the steps prompted by your browser to download the PDF to your computer.
5. To complete another search for a different piece of equipment you must select either the Home tab or the specific equipment folder you require.

3. Forgot Password?

1. Go to the iPortal login page
2. Select Forgot Password?

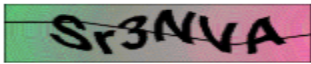
Login

[Forgot Password?](#) | [Create Account](#)

3. A new screen will open, prompting the following:

- Username
- Characters From Image
- Select Submit


Specify your user name and the characters shown in the image, then click Submit. A message will be sent to the email address associated with your account which will contain a link to reset your password. Please contact your account representative if you do not remember your user name.



Submit

Cancel

4. Your request has been submitted. You will receive a reset password request email. If it does not appear in your inbox, ensure to check your junk email. If it is not in either please contact support@nexusenergytech.com

 **Request has been successfully submitted.**

Further Instructions

Please follow the instructions in the email to create a new password.

If you don't receive this email, please check your junk folder or contact your Account Representative.

Done

5. Once you receive the email, select the Reset Password button. If the button does not work, select the link at the bottom of the email.

Reset Password Request

A reset password request has been received for the account associated with this email address. Please click the link below to continue with the password reset process.

Reset Password

Use link when the Reset Password button does not work

This link will expire after 24 hours.

Please contact your account representative if you have any trouble resetting your password.

If the link above does not open, please copy and paste the following URL into your browser:
<https://10.10.1.23/forgetpassword?token=a53c817a-f818-44ac-80f6-126185886f24>

Powered by [GoAnywhere](#)

6. Enter your user name (email used to create the account) and select Next.

Confirm your user name

Specify your user name, then click Next.

7. The next screen will prompt you to create a new password, confirm the new password and select Save.

Create your new password

Specify and confirm your new password, then click Save.

8. Once complete you will be brought back to the login screen. Enter your user name and password.



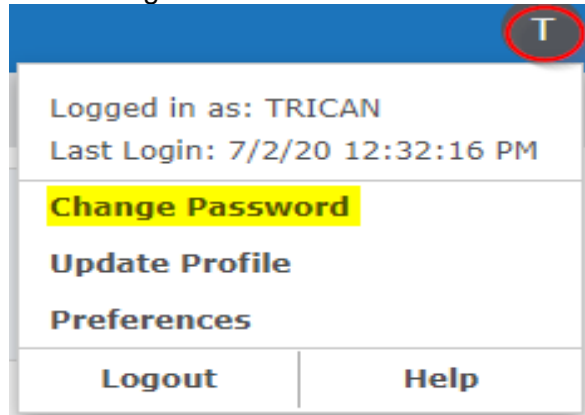
Your password has been successfully reset.

[Forgot Password?](#) | [Create Account](#)

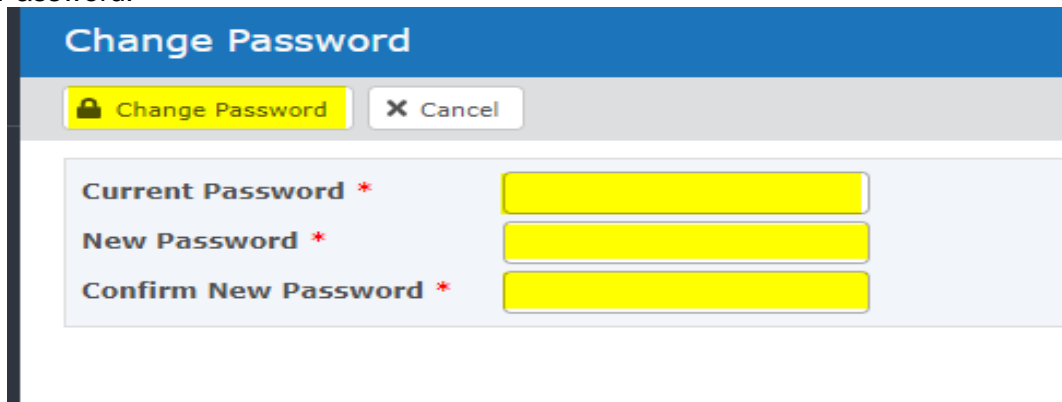
4. How to Change Your Account Options

4.1. How to Change Your Password

1. Login t the iPortal. Select the icon in the top right-hand corner of your browser. A drop down will appear select Change Password.

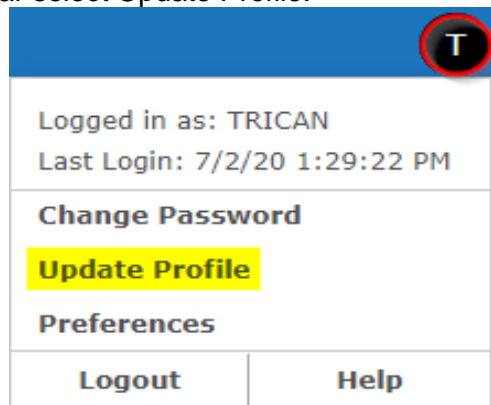


2. On the change password screen enter your current password, a New Password, Confirm New Password (must be the same as the New Password) and click Change Password.

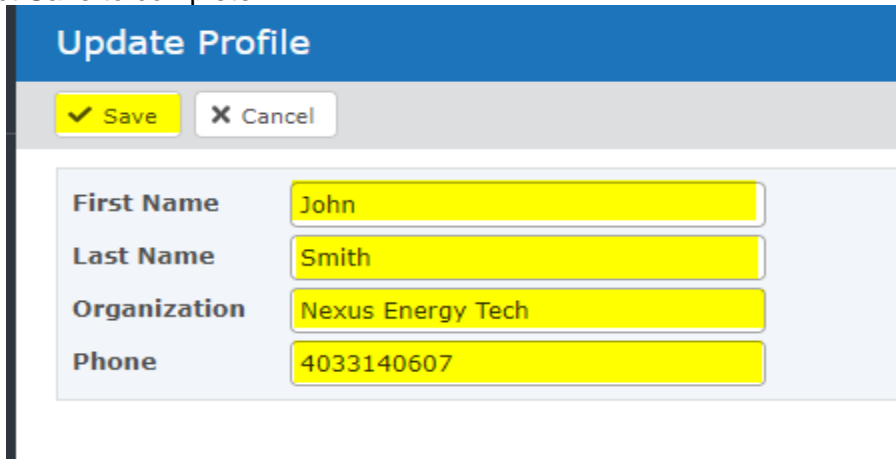


4.2. How to Update Your Profile Information

1. Login in to the lportal. Select the icon in the top right-hand corner of your browser. A drop down will appear select Update Profile.

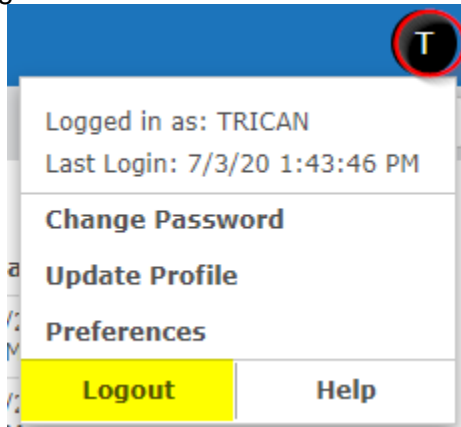


2. On the Update Profile screen, you have the option to update the following:
 - First Name
 - Last Name
 - Organization
 - Phone
 Select Save to complete.

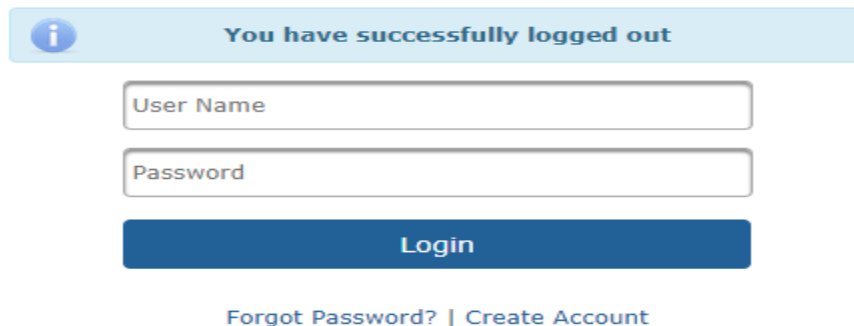


4.3. How to Logout of the iPortal

1. Select the icon in the top right-hand corner of your browser. A drop down will appear select Logout.



2. The screen will automatically return to the iPortal login page.

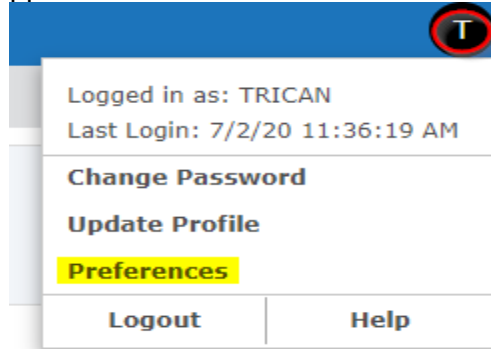


Remainder of This Instruction is Not Required in Order to Navigate the iPortal

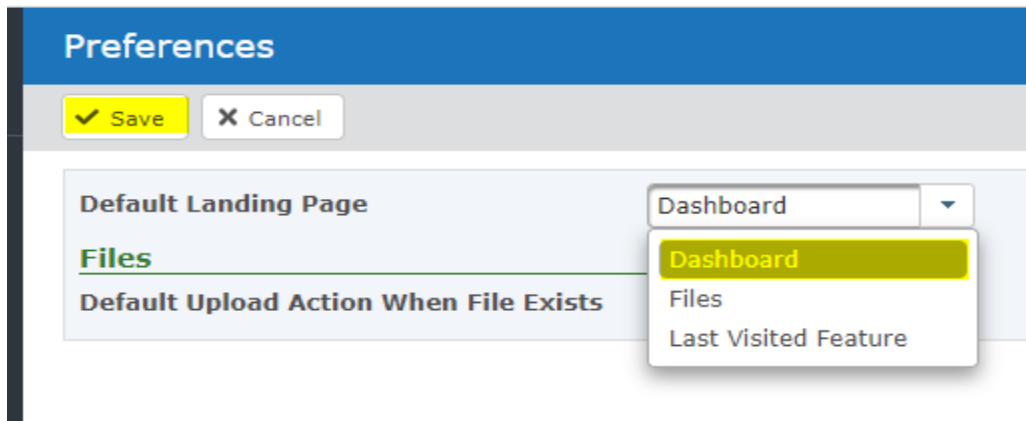
4.4. How to Change your Preferences (Login Screen View)

➤ **Dashboard Option**

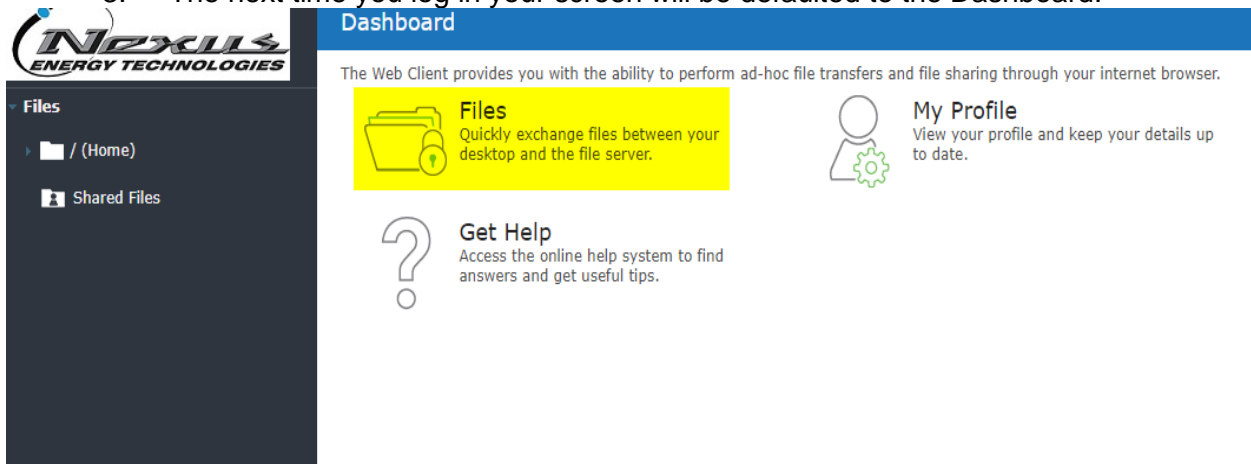
1. Login in to the lportal. Select the icon in the top right-hand corner of your browser. A drop down will appear select Preferences.



2. Select the Dashboard option from the drop down for the Default Landing Page and select Save.



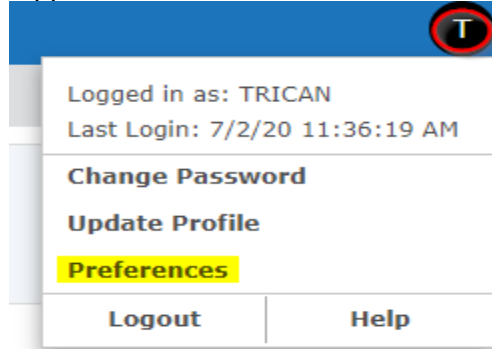
3. The next time you log in your screen will be defaulted to the Dashboard.



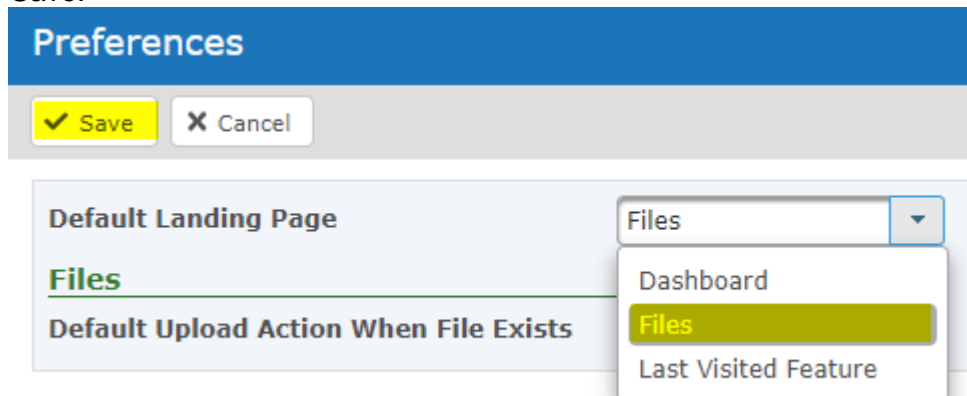
4. Select Files to access the Home screen to search.

➤ Files Option

1. Login in to the Iportal. Select the icon in the top right-hand corner of your browser. A drop down will appear select Preferences.



2. Select the Files option from the drop down for the Default Landing Page and select Save.



3. The next time you log in your screen will be defaulted to the Home screen. You can search from this screen.

Please note that the options “Last Visited Feature” from the “Default Landing Page” and “Files” are not available.