MyAPI Log-In Instructions for ICP Users

When you navigate to the inspector.api.org website, you will see the following:



To log in, select "Go to myAPI" and navigate to the myAPI Welcome/Log-in page:

| Environment: PreProc | L Version: 216.0 |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| WELCOME TO myAPI myAPI is your login for everything you do with API including Monogram Program & APIQR, Individual Certification Programs, | |
| LOGIN Email | Questions? Ask us. Email: myAPIsupport@api.org Call us at (877) 562-5187 |
| Password | |
| Continue Forgot password? | |

Registering an Account:

Users that do not have an account with myAPI can click on "Register Now" under Create Your Account.

Note: All ICP users will need to follow this step the first time they log in to myAPI.

Upon clicking "Register Now," the system will ask for your username email address:



Please make sure to type in your ICP Portal username email address and click "Continue." An email will be sent to your account.



The email will include a registration link. Please click on it to activate your account. You will be asked to Create a New Password. You may use your previous password.

| CREATE PASSWORD |
|---------------------------|
| Please create a password. |
| Email |
| icpexampleuser@api.org |
| Password |
| Confirm password |

Click "Submit" to continue. You will be required to log in with the new password created.

| Environment: PrePro | d, Version: 216.0 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| WELCOME TO myAPI | |
| myAPI is your login for everything you do with API including Monogram Program & APIQR, Individual Certification Programs, Engine Oil, Diesel Exhaust Fluid, and Motor Oil Matters. | |
| LOGIN | Questions? |
| Email | Ask us. |
| | Call us at (877) 562-5187 |
| Password | |
| | |
| Continue Forgot password? | |

Register Now

MyAPI Home Screen

After logging in for the first time, you will be directed to the myAPI dashboard page:



Please select the ICP (Individual Certification Programs) tile to access your ICP Portal account:

| _ | | | | | | | |
|-----------|-----------------------|------------------------|---------------------|-------------------|---------------------------------|----------------|----------|
| ACCOUNT | CERTIFICATIONS | APPLICATIONS PE | RSON PROFILE | EDUCATION HISTORY | EMPLOYMENT H | ISTORY NOTIF | ICATIONS |
| 😫 ICP | Portal User - | 71412 | | | | | |
| Alerts | | | | | | | |
| No Alerts | s to display | | | | | | |
| | nlications | | | | | | |
| No Appli | ication Available | | | | | | |
| | | | | | | | |
| 💂 Ce | ertifications | | | | | | |
| No Certif | ification available | | | | | | |
| No Certif | fication available | | | | | | |
| Copy | yright 2018 - America | n Petroleum Institute, | all rights reserved | I. <u>A</u> F | <u>PI Home</u> <u>Terms</u> : | and Conditions | Privacy |

Change Password:

If you forget your password, please select the "Forgot Password" option in the myAPI log in page. Upon selecting that option, the system will ask for your username email address:

| | Environment: PreProd, Version: 2.1.6.0 |
|----------------------------|----------------------------------------|
| RESET YOUR PASSWORD | |
| Continue | |

After typing in your username email address and clicking "Continue," an email will be sent to your account.

| | Enviro |
|-----------------------------------------------------------------------------------------------------|--------|
| C EMAIL SENT | |
| An email was sent to icpexampleuser@api.org. Open the link in your email to reset your password. | |
| Didn't receive an email? Resend Email | |

The email will include a reset password link. Please click on the link to reset your password. You will be prompted to Create a New Password:

CREATE PASSWORD

| Please create a password. |
|---------------------------|
| Email |
| icpexampleuser@api.org |
| Password |
| |
| Confirm password |
| |
| Submit |

Upon clicking "Submit," the system will prompt you to log in using your updated credentials.