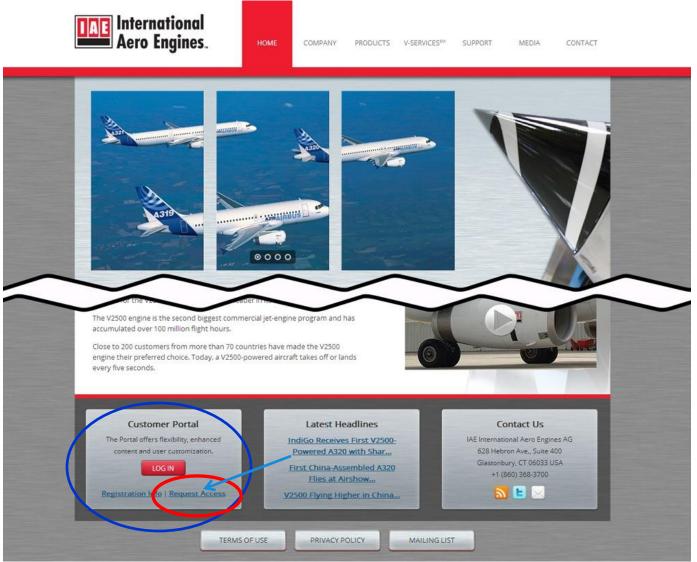# Help on Requesting Registration Information for the Portal
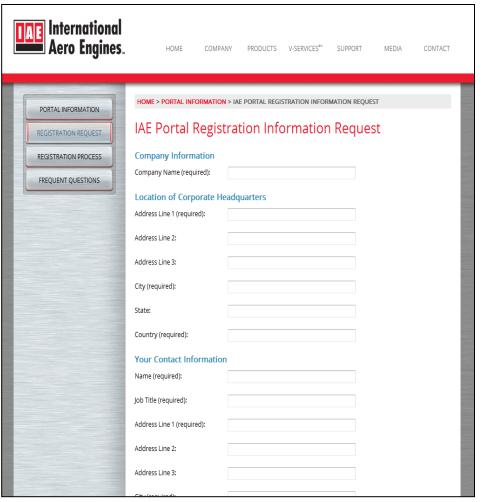
Portal Overview

•**This Tutorial is for Requesting Access to the IAE Customer Portal ONLY!**
•**Requesting Access Policy:** Please use a valid company provided personal e-mail address with your request for access to the Portal.

   •Do not use: Yahoo, Hotmail, MSN, Gmail, etc e-mail addresses

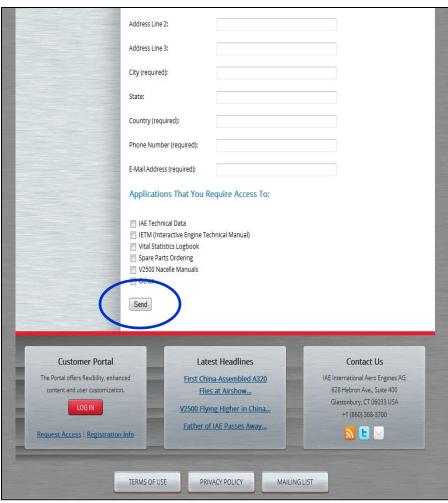   •Do not use: generic e-mail addresses (e.g. engineering@iae.com)

   Good address: john.doe@iaev2500.com

Go to www.i-a-e.com and scroll down to the footer. Click the 'Request Access' link in the Customer Portal box.

Fill out the form and press 'Send'

After hitting 'Send' you should receive this message; Please allow up to 48 hours for a response, thank you.

Your message was sent successfully. Thanks.

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