

# Account Setup Guide

Your step-by-step guide to getting started with the 3PLGuys WMS

**1**

## First Login

Access your account for the first time

- ✓ **Check Your Email**  
Look for the welcome email with your login credentials
- ✓ **Visit [account.3plguys.com](https://account.3plguys.com)**  
Navigate to the WMS login page
- ✓ **Enter Your Credentials**  
Use the email and temporary password provided

The screenshot shows a 'Sign in' form with the following elements: a title 'Sign in', a link 'Don't have an account? Sign up', an 'Email Address' field containing 'you@example.com', a 'Password' field with masked characters, a 'Remember me' checkbox, a 'Forgot password?' link, and a blue 'Sign in' button.

**2**

## Secure Your Account

Change your temporary password immediately



### Navigate to Account

Click your profile icon, then "Account Settings"



### Create New Password

Use 8+ characters with numbers and symbols



### Confirm & Save

Re-enter password and click "Update Password"

**⚠ Security Tip: Never share your password. Our team will never ask for it.**

**3**

## Complete Your Profile

Add your personal information for better communication



**Personal Details**



**Address Information**

- Full Name
- Phone Number
- Email Address

- Street Address
- City, State, ZIP
- Country

## 4 Organization Settings

Configure your business organization to manage inventory and shipments effectively.



### Create Organization

Add company name & contact details

Organization Name

Contact Person

Phone & Website



### Invite Team Members

Add colleagues to manage inventory

Full access to inventory

Manage shipments

View reports

 **(866) 373-8599**     **info@3plguys.com**

Page 1 of 2

5

## Explore Your Dashboard

Get familiar with the WMS interface

- Dashboard
- Orders
- Inventory
- Shipments
- Reports

Total Items  
**156**

Total Cartons  
**2,847**

Total Units  
**45,230**

Pending  
**5**

**New Workflow**  
Create receiving or shipping

**View Shipments**  
Track inbound plans

**Manage Inventory**  
View products & cartons

## Key Features to Explore



### Inventory Tracking

Real-time visibility into your stock levels across all SKUs



### Shipment Management

Track inbound and outbound shipments with ease



### Amazon Integration

Direct sync with Amazon Seller Central API

## Download the Mobile App

Access your warehouse from anywhere with our iOS and Android apps.

✓ Barcode Scanning

✓ Push Notifications

✓ Photo Documentation

✓ Real-time Sync



Download on the  
**App Store**



Get it on  
**Google Play**

## Need Help?



### Help Center

Browse FAQs and tutorials at [help.3plguys.com](http://help.3plguys.com)



### Call Support

Reach us at [\(866\) 373-8599](tel:(866)373-8599)



### Email Us

[info@3plguys.com](mailto:info@3plguys.com)

# You're All Set!

Start managing your inventory with 3PLGuys today.

[account.3plguys.com](https://account.3plguys.com)

[Log in to your dashboard](#)



Warehousing & Fulfillment Services

14512 Garfield Ave, Paramount, CA 90723