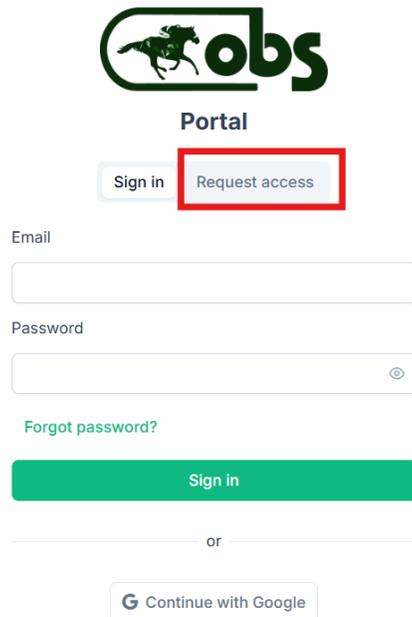


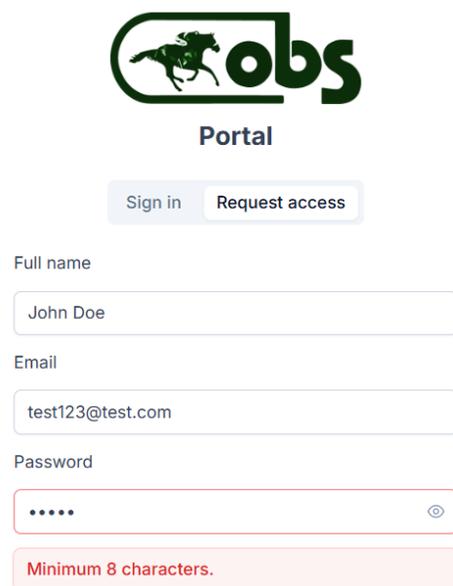
# OBS Portal Registration Tutorial

1. Go to [portal.obssales.com](https://portal.obssales.com)
2. Go to “Request access” and fill out the form.



The screenshot shows the OBS Portal login interface. At the top is the OBS logo (a horse silhouette) and the word 'Portal'. Below the logo are two buttons: 'Sign in' and 'Request access'. The 'Request access' button is highlighted with a red rectangular box. Underneath the buttons are two input fields: 'Email' and 'Password'. The 'Password' field has a small eye icon to its right. Below the password field is a link that says 'Forgot password?'. At the bottom of the login section is a green button labeled 'Sign in'. Below this button is a horizontal line with the word 'or' in the center. Underneath the line is a button with the Google logo and the text 'Continue with Google'.

3. Insert Name, Email and Set Password (at least 8 characters, lowercase letter, upper case letter, number and symbol) and choose role from dropdown. Check “I’m not a robot” and click on “Create Account”.



The screenshot shows the OBS Portal registration form. At the top is the OBS logo (a horse silhouette) and the word 'Portal'. Below the logo are two buttons: 'Sign in' and 'Request access'. The 'Request access' button is highlighted with a red rectangular box. Underneath the buttons are three input fields: 'Full name', 'Email', and 'Password'. The 'Full name' field contains the text 'John Doe'. The 'Email' field contains the text 'test123@test.com'. The 'Password' field contains five dots. Below the password field is a red error message that says 'Minimum 8 characters.'.

Requested roles

Select roles

Consignor

Veterinarian

I'm not a robot

reCAPTCHA  
Privacy - Terms

Create account

or

- You will be sent an email from OBS portal to the email you used for registration.

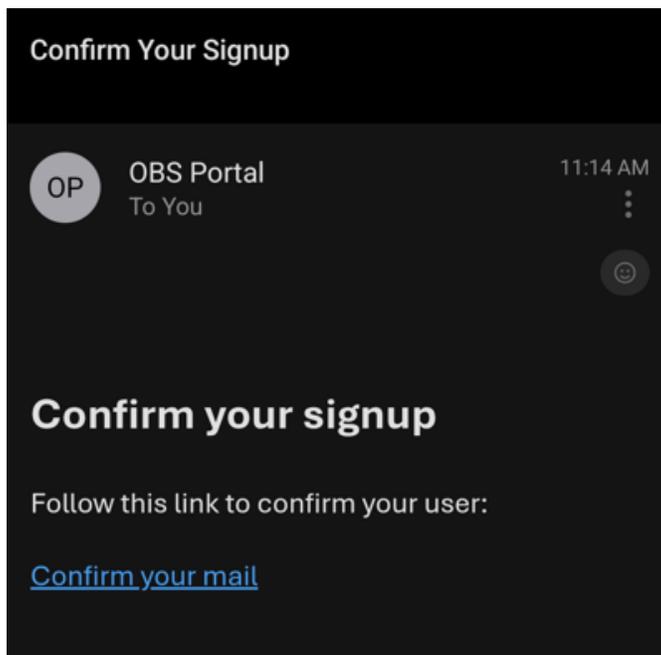


Sign in

Request access

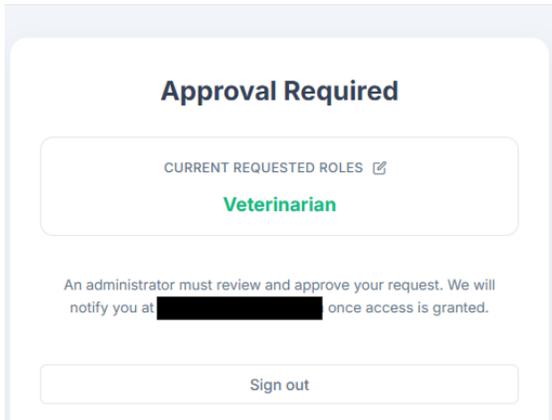
Check your inbox to confirm your email. Then an administrator will review your request.

- Select the link "Confirm your email".

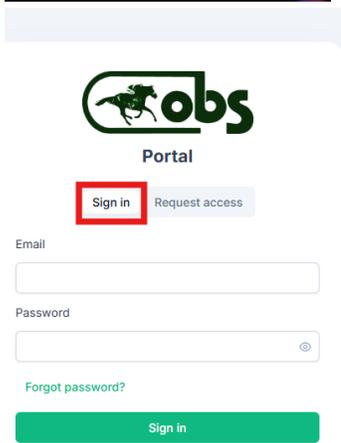
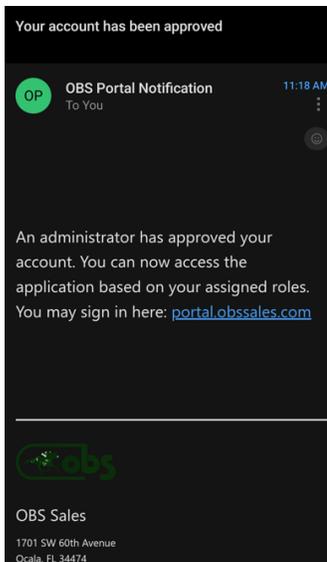


6. After verifying your email address, the portal will open with the requested role that requires approve from OBS. Select “Sign out”.

Reminder: the account will not be active until approved by OBS.



7. Once your account has been approved by OBS, you will receive an OBS Portal Notification email to sign into the account. Select the link in the email and sign-in again.



8. Setup 2-Factor Authentication:

Download either Google Authenticator or Microsoft Authenticator to your mobile device via the Apple Store or the Android Play Store.



Secure Your Account

Two-step authentication is required before you can access the portal. Scan the QR code below or enter the setup key manually in your authenticator app.

**Step 1:** Scan this QR code with your authenticator app (Google Authenticator, Authy, 1Password, etc.).



Or enter this code manually:



**Step 2:** Enter the 6-digit code from your authenticator app:

Start over

Enable 2FA

9. If using the Microsoft Authenticator: Select the + button in the top right



Select the “Other Account”

If notification for permissions come up – say “while using the app”

Scan QR code provided

After the QR code is scanned, select the option that says “portal.obssales.com” with the email address provided

Enter the 6 digits one-time password in the “Step 2” section of the portal

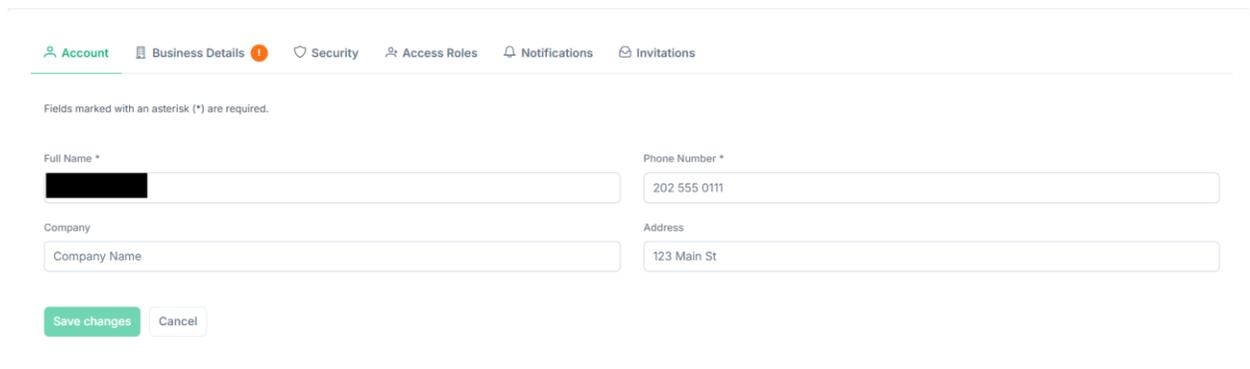
If using the Google Authenticator: Select the “+” button in the bottom right corner



If you’re on a mobile device accessing the portal, copy the code given and select “enter a setup key”. If you’re on a desktop/tablet accessing the portal, select “Scan a QR code”.

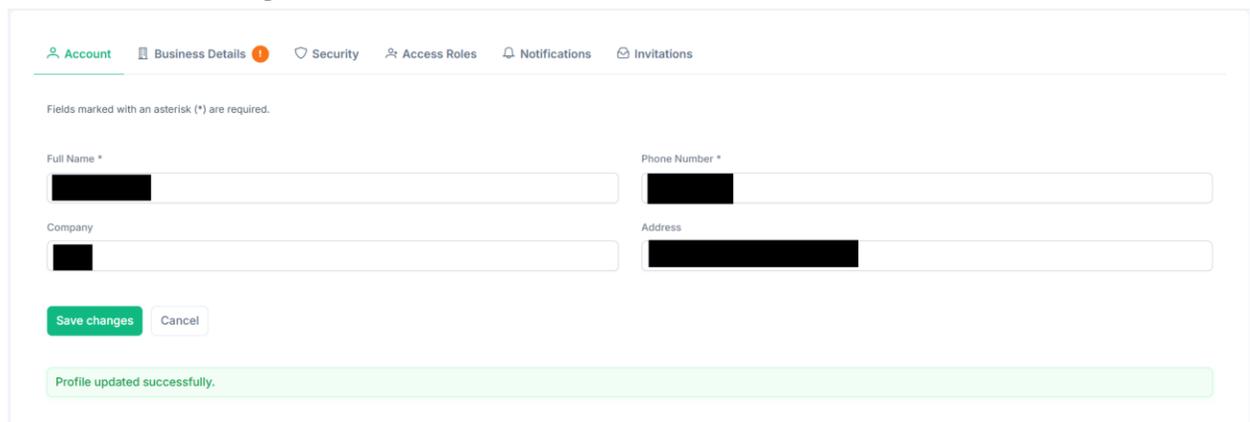
After the QR code is scanned/setup key is entered, view the option that says “Portal for OBS Sales” and enter the 6-digit one-time password in the “Step 2” section of the portal.

## 10. Upon “Enabling 2FA”, enter in your account information and your “Business Details”



The screenshot shows a web interface with a navigation bar at the top containing links for Account, Business Details (with a red notification icon), Security, Access Roles, Notifications, and Invitations. Below the navigation bar, a message states: "Fields marked with an asterisk (\*) are required." The form contains four input fields: "Full Name \*" (with a blacked-out value), "Phone Number \*" (with the value "202 555 0111"), "Company" (with the value "Company Name"), and "Address" (with the value "123 Main St"). At the bottom of the form are two buttons: "Save changes" (in green) and "Cancel".

## 11. Select “Save Changes” on the “Account” tab



This screenshot is identical to the previous one, showing the account information form. However, at the bottom of the form, a green banner displays the message: "Profile updated successfully."

12. Enter in “Business Details” and select “Save business details”.  
Be sure to fill in “City” and “State”.

Account Business Details Security Access Roles Notifications Invitations

Complete your business information. All fields marked with an asterisk (\*) are required.

### Veterinarian Information

**Business Name \***  **Business Phone \***

**Business Email \***  **Business Website**

**Business Address \***

**Address Line 2**

**City \***  **State \***  **ZIP Code \***

**Business information saved successfully.**

13. Navigate to “Dashboard” to begin.



#### DASHBOARD

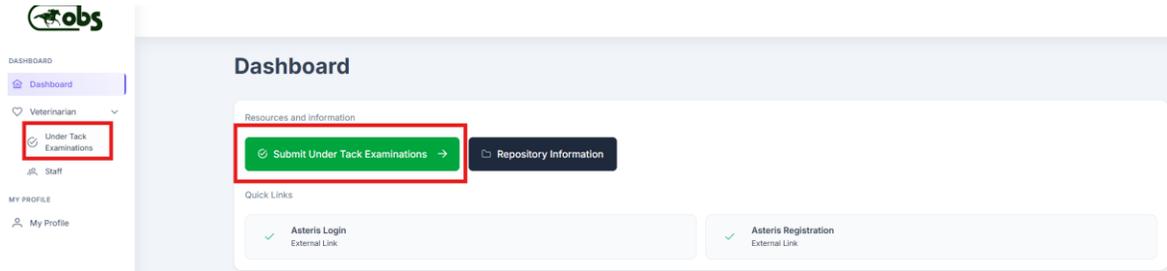
 [Dashboard](#)

 [Veterinarian](#) >

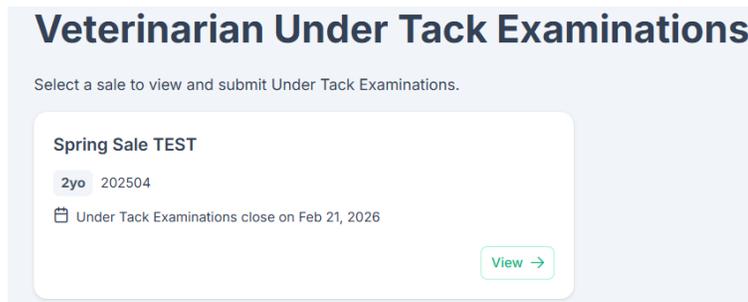
#### MY PROFILE

 [My Profile](#)

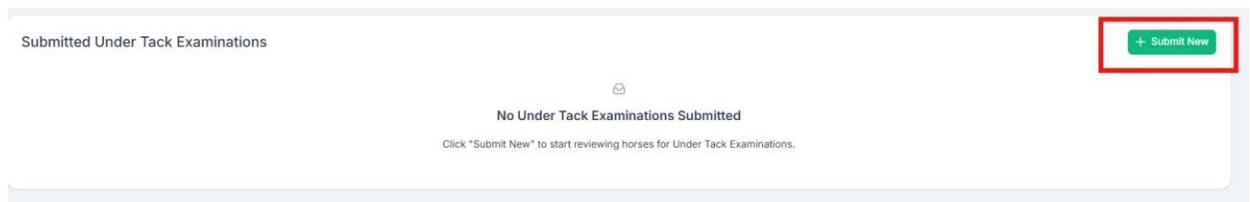
14. To submit and under tack examination – navigate to the Dashboard or select “Veterinarian” and select the “Under Tack Examination” in the dropdown menu.



15. Select the active sale and click on “View”.



16. Select “Submit New”.



17. Use the sorts and filters on the table to select hip numbers, consignors, sires, dams and expected breeze dates.

Submit New Under Tack Examination

<input type="checkbox"/>	Hip #	Consignor	Sex	Sire	Dam	Breeze Date Expected
<input type="checkbox"/>	20	Chavez Inorougnreos bivestre	F	Upstart	La Uame blanche	Mar 4, 2025
<input type="checkbox"/>	21	Brennan Niall	F	Speightstown	Lady Byng	Mar 4, 2025
<input type="checkbox"/>	22	Ramirez Omar	F	Tacitus	Lady Cleopatra	Mar 4, 2025
<input type="checkbox"/>	23	Davies Julie	F	Raging Bull (FR)	Lady Juliet	Mar 4, 2025
<input type="checkbox"/>	24	Brennan Niall	F	Yaupon	Lady Lumberjack	Mar 4, 2025
<input type="checkbox"/>	25	Lucan Bloodstock	F	Maxfield	Lady Rosalie (IRE)	Mar 4, 2025
<input type="checkbox"/>	26	White Lilac (Katie Miranda)	F	Upstart	Lady Stardust	Mar 4, 2025
<input type="checkbox"/>	27	Top Line Sales	C	Into Mischief	Lady Take Charge	Mar 4, 2025
<input type="checkbox"/>	28	Golden Tradition Center	C	Into Mischief	Lady Take	Mar 4, 2025

18. After selecting all the checkboxes for the selected hips – select the “Work with Selected” button on the bottom left

<input checked="" type="checkbox"/>	38	GOP Racing Stable Corp.	C	Goldencents	Lauded	Mar 4, 2025
<input checked="" type="checkbox"/>	39	GOP Racing Stable Corp.	C	Sharp Azteca	La Vie Ross	Mar 4, 2025
<input checked="" type="checkbox"/>	40	McCrooklin Tom	F	Maximus Mischief	L. A. Way	Mar 4, 2025

3 of 1191 selected

Cancel **Work with Selected ->**

19. Select the “Approve” or “Reject” buttons per horse and check the disclaimer box. After the horse has been completed, you will move onto the next horse in your selections.