

New TIS/T3 Login Instructions Toyota Business Gateway

Toyota Business Gateway (TBG) is changing the current TIS/T3 Login page. TBG Login provides improved security features and increased functionality, along with a fresh new look! This new login page minimizes information security risks without sacrificing ease of use.

LOGIN PAGE COMPONENTS

- 1 User name look-up via SPIN (*TMS/PD dealership users only*)
- 2 Web site links to Toyota, Lexus, and Scion
- 3 Login / Authentication section
- 4 LOGIN button
- 5 Forgot Password & Help links

The screenshot shows the Toyota Business Gateway login page. On the left, there is a circular logo with 'TBG SERVICE' and 'TOYOTA BUSINESS GATEWAY' below it. A red box labeled '1' highlights a blue link: 'Click here to look up your user ID'. Below this link is a disclaimer: 'Use of this site is only for authorized users who access Toyota Motor Sales, USA, Inc. systems.' On the right, the page has a header with the Toyota, Lexus, and Scion logos, labeled '2'. Below the header is a 'LOGIN' section. A red box labeled '3' highlights the login form, which includes a 'User Type' dropdown menu (set to 'Select A User Type'), 'User ID' and 'Password' input fields, and a 'Remember my ID on this computer' checkbox. Below the login form is a circular 'LOG IN' button, labeled '4'. At the bottom right, a red box labeled '5' highlights the links 'Forgot Password?' and 'Help'.

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LOGIN

Step 1

Select your User Type from the drop-down menu

Step 2

TMS Users, Affiliate Users, TdM Corp, TdPR Corp and Business Partner Users:

- Enter your User ID (see chart below)

Dealership Users:

- Enter your Dealer Code and User ID (see chart below)

User Type	User ID
Dealership	TIS Username and Dealer Code
Toyota Affiliate (TEMA, TCI and TMC)	TIS/T3 Username
Toyota Business Partner (GST, SET, Servco Corp Fleet and TMS Suppliers)	TIS/T3 Username
TMS (Including TdM and TdPR)	PeopleSoft ID or TIS Username

Step 3

Enter your password

Step 4

If you are the primary User of this computer, check the box for “Remember my ID...” to save your User Type, User ID, and Dealer Code (if applicable)

NOTE: If the box is not checked, you will be prompted to re-enter your information every time you login

Step 5

Click the LOGIN button, or press Enter

The image shows three sequential screenshots of the Toyota Business Gateway login interface, illustrating the steps from selecting a user type to clicking the login button.

Screenshot 1: Shows the 'LOGIN' page with the 'User Type' dropdown menu open. The options are: Select A User Type, TMS Users, Toyota Affiliate Users, Toyota Business Partner Users, and Dealership Users. A red circle '1' is next to the dropdown.

Screenshot 2: Shows the 'User Type' dropdown set to 'TMS Users'. The 'User ID' field contains '012345'. A red circle '2' is next to the User ID field.

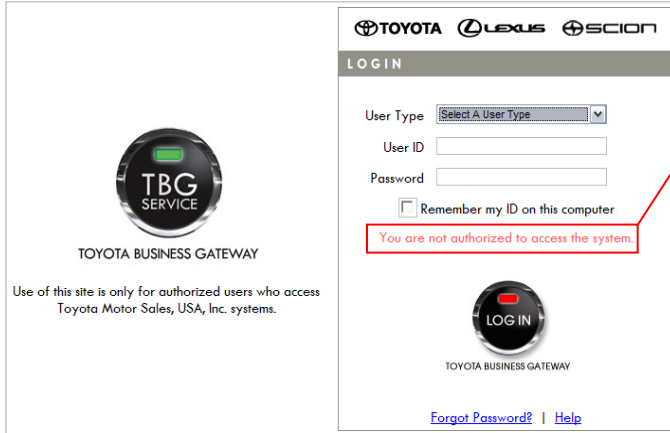
Screenshot 3: Shows the 'User Type' dropdown set to 'Dealership Users'. The 'Dealer Code' field contains '01233' and the 'User ID' field contains 'dpm01233'. A red circle '2' is next to the User ID field. Below this, the 'Password' field is shown with a red circle '3' next to it. A checkbox labeled 'Remember my ID on this computer' is checked, with a red circle '4' next to it. At the bottom, a large 'LOGIN' button is highlighted with a red circle '5'.

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ACCESS ERROR MESSAGES

If you experience issues when logging in to an application protected by TBG ELS, you will be directed back to the Login page. An error message will be displayed in **red text** above the TBG LOGIN button, and the status indicator light will change from **green** to **red**.

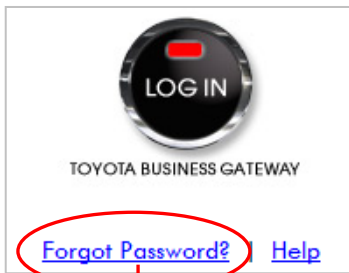


Possible Error Messages:

- You are not authorized to access the system.
- The User ID and/or password does not match our records.
- Maximum number of authentication attempts exceeded. Your account has been locked.

FORGOT PASSWORD

If you forget your password, click the “Forgot Password?” link beneath the TBG LOGIN button. You will be directed to the User Management Application (UMA) to reset your password.



Step 1

Enter your User ID in the User Name field (see chart on p. 2)

Step 2

Click Submit, or press Enter

A screenshot of the 'Forgotten Password Authentication' form. The form has a title 'Forgotten Password Authentication' and a 'User Name' field containing the value '012345'. Below the field are two buttons: 'Submit' and 'Reset Form'. A red bar is visible at the bottom of the form.

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FORGOT PASSWORD (cont.)

Step 3

Select your User Type from the drop-down menu

Step 4

Click Submit

Forgotten Password Authentication

User Name 012345

3 User Type GST Corp

4 Submit Reset For

GST Corp
SET Corp
Dealer
TMS
TFS
TMA
Relative
Affiliate
Servco
Retiree

Step 5

Enter answers for both Challenge Questions

Step 6

Click Login

Identify User

Please answer the following questions. Answers will be converted to upper-case automatically.

Account ID idm0100083706

5 In what city were you born?

What is the name of your first pet?

6 Login Cancel

Step 7

Enter a New Password, then re-enter it in the "Confirm Password" field

Step 8

Click Change Password, or press Enter

Step 9

Click OK to return to the UMA Self Service Options menu

Step 10

Close all browser window(s) and return to TIS/T3 to login using your new password

Change Password

7 New Password

Confirm Password

8 Change Password

Change Password Successful

Password has been changed.

9 OK

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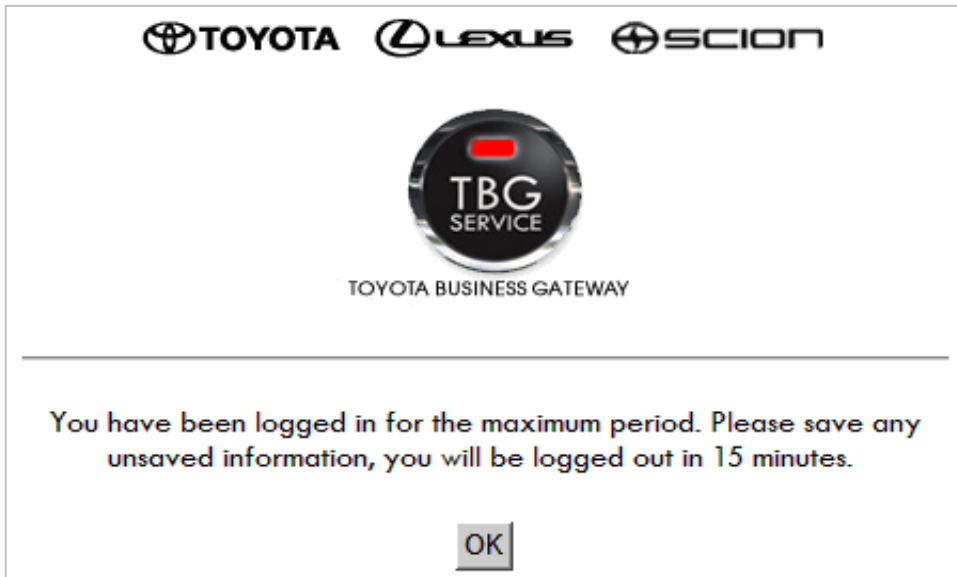
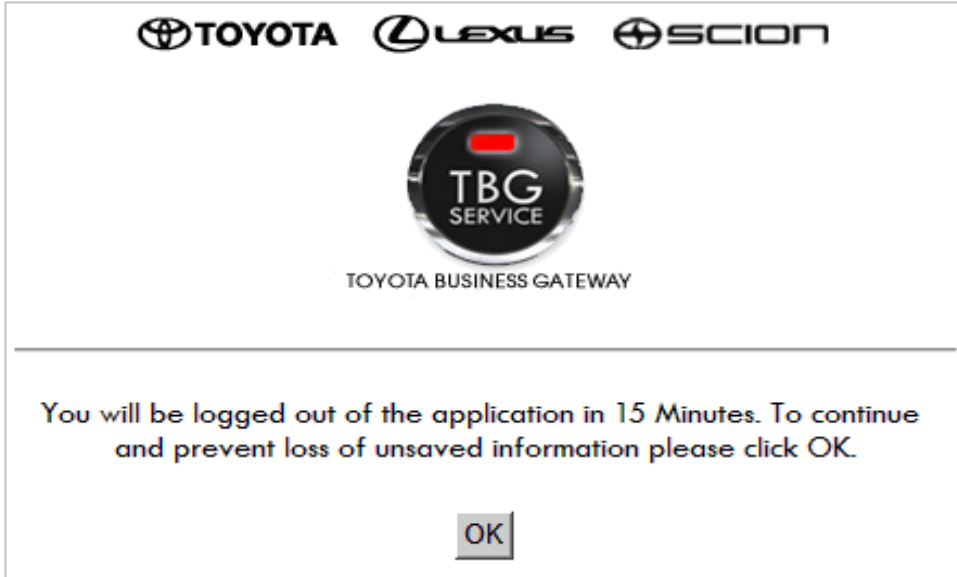
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TIMEOUT WARNINGS

When a User's session has been inactive for a designated period of time or the overall session duration limit has been reached, the User is automatically signed out from all TBG-protected applications. The User will be notified with a warning message prior to the application(s) being logged off. If the User does not click "OK" within the idle timeout warning period, they will be redirected to the Single Sign-Off (SSOff) screen.



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SINGLE SIGN-OFF (SSOFF)

In the future, more applications will utilize a single login with TBG. This means logging out of a TBG-protected application will automatically log the User out of all single signed-on applications.






 TOYOTA BUSINESS GATEWAY


Do you want to log off from the following TBG protected business applications?



Application Name
TIS
Test Application

- Click "Yes" if you want to log off of all applications to which you are single signed-on
 - Click "No" if you want to remain signed on
- Note: If "Yes" or "No" is not selected, the User will automatically be logged off of all applications after being inactive for 5 minutes*




 TOYOTA BUSINESS GATEWAY

Please wait while you are being logged out of the following applications: 

Application Name	Log Out Status
TIS	
Test Application	



You have been logged out successfully

Application Name	Log Out Status
TIS	
Test Application	