



Registering an account

Purpose

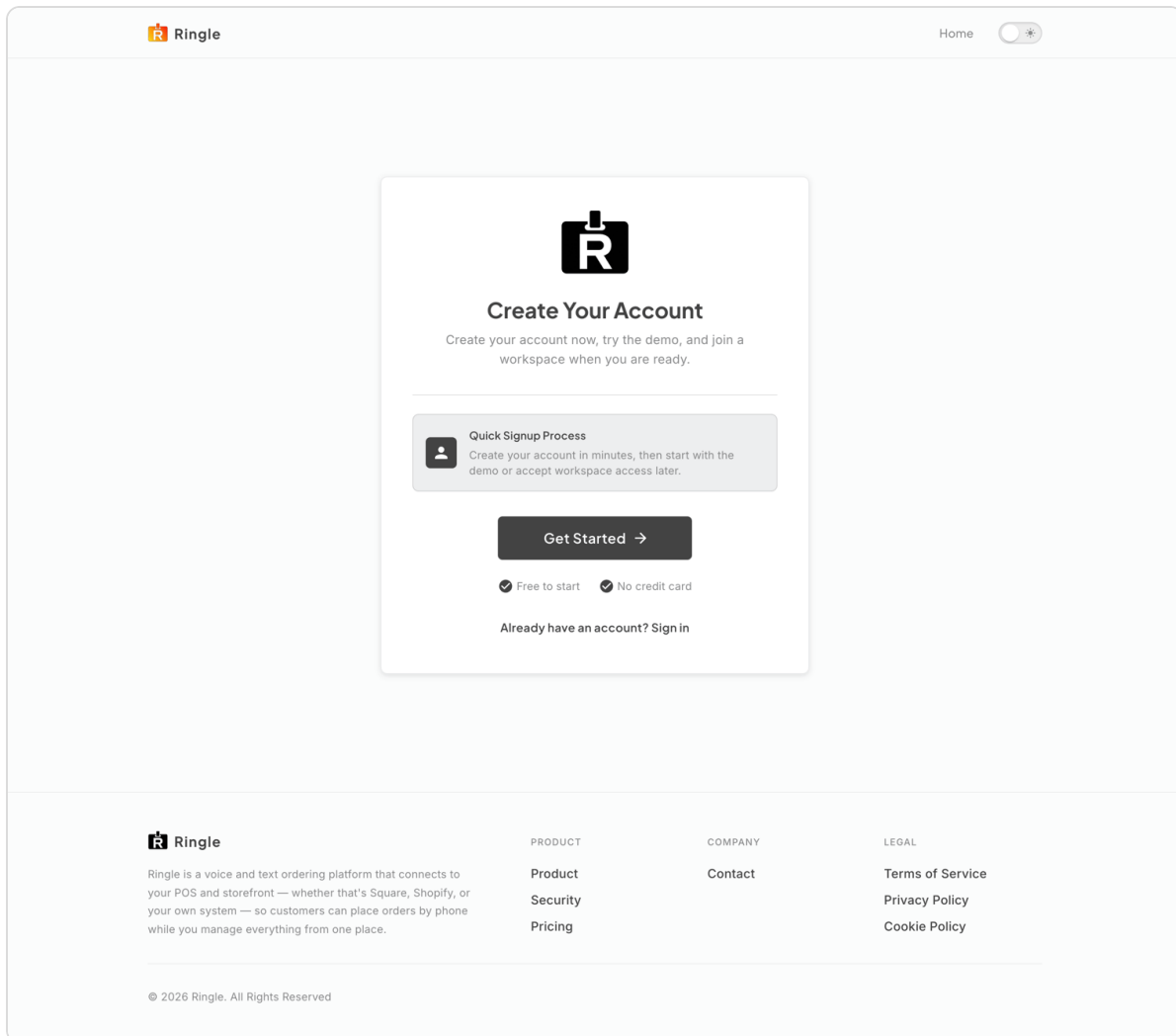
Create a Ringle portal account with the signup wizard: fill in your details, verify your email address with a one-time code, and get signed in automatically.

Prerequisites

- An email address you can read; the wizard sends a 6-digit verification code to it.
- A password of at least 12 characters with an uppercase letter, a lowercase letter, a number, and a special character.
- Optionally, a phone number if you want SMS notifications later.

Steps

1 Step 1



⚡ **Action:** Go to <https://portal.getringle.com/signup>, or click “Sign up here” on the login page.

✓ **What you should see:** The signup page shows a “Create Your Account” card with a short description, a Get Started button, “Free to start” and “No credit card” badges, and a link back to the login page for existing accounts.

2 Step 2

Ringle Home

Create Your Account

1 Create Account 2 Verify Email

Create Your Account

Fill in your details to create your portal account.

First Name*
Enter your first name

Last Name*
Enter your last name

Email*
We'll send a verification code to this address

Phone Number
+1 234 567 8900
Optional — used for SMS notifications

Password*
Must be at least 12 characters with uppercase, lowercase, number and special character

1 of 2 [Next](#)

Ringle
Ringle is a voice and text ordering platform that connects to your POS and storefront — whether that's Square, Shopify, or your own system — so customers can place orders by phone while you manage everything from one place.

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⚡ **Action:** Click Get Started.

✓ **What you should see:** The signup wizard opens as a dialog titled "Create Your Account" with a two-step progress bar: Create Account, then Verify Email. The first step shows fields for First Name, Last Name, Email, Phone Number (optional), and Password with a show password toggle. The helper text explains the password rules.

3 Step 3

Ringle Home

Create Your Account

1 Create Account 2 Verify Email

Create Your Account

Fill in your details to create your portal account.

First Name* Guide
Enter your first name

Last Name* Docs
Enter your last name

Email* crankymagician+ringle-guide-jul2026@gmail.com
We'll send a verification code to this address

Phone Number
+1 234 567 8900
Optional — used for SMS notifications

Password*
.....

1 of 2 Next

Ringle
Ringle is a voice and text ordering platform that connects to your POS and storefront — whether that's Square, Shopify, or your own system — so customers can place orders by phone while you manage everything from one place.

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⚡ **Action:** Type your first name, last name, email address, and password. The phone number is optional; it only matters if you want SMS notifications later. Use the eye icon to check the password as you type.

✓ **What you should see:** All required fields show your input, with the password masked. The Next button is ready at the bottom right, next to the "1 of 2" step counter.

4 Step 4

The screenshot shows a mobile app interface for Ringle. At the top, there's a header with the Ringle logo and a 'Home' button. A modal window titled 'Create Your Account' is open, showing a progress bar with two steps: 'Create Account' (completed, marked with a green checkmark) and 'Verify Email' (current step, marked with a '2'). Below the progress bar, there's an envelope icon and the text 'Verify Your Email'. It instructs the user to 'Enter the code sent to your email address.' and displays the email address 'crankymagician+ringle-guide-jul2026@gmail.com'. A blue callout box says 'Check your inbox for an email with your verification code.' Below this is a 'Verification Code' input field with a placeholder 'Enter the 6-digit code from your email.' and a disabled 'Verify Email' button. A 'Resend Code' link is also present. At the bottom of the modal, there's a 'Back' button, a '2 of 2' indicator, and a 'Complete' button. The footer of the app shows the Ringle logo, a description of the service, and links for Product, Security, Pricing, Company, Contact, Terms of Service, Privacy Policy, and Cookie Policy. A copyright notice '© 2026 Ringle. All Rights Reserved' is at the very bottom.

⚡ **Action:** Click Next.

✓ **What you should see:** The account is created and the wizard advances to "Verify Your Email" (step 2 of 2). It shows the address the code was sent to, a Verification Code field expecting 6 digits, a disabled Verify Email button that activates once the code is complete, and a Resend Code button. Codes expire after 10 minutes.

5 Step 5

Create Your Account

1 Create Account 2 Verify Email

Verify Your Email

Enter the code sent to your email address.

crankymagician+ringle-guide-jul2026@gmail.com

Check your inbox for an email with your verification code.

Verification Code 4 9 5 5 0 8

Enter the 6-digit code from your email.

Verify Email

Resend Code

Codes expire after 10 minutes. Tap Resend if you need a new one.

Back 2 of 2

Action: Open the verification email in your inbox. Type the 6-digit code into the Verification Code field. If the email has not arrived after a minute or two, check your spam folder or click Resend Code.

What you should see: The code appears in the field and the Verify Email button becomes clickable.

6 Step 6

 Home Dashboard [Log Out](#)

Request Workspace Access

You can try the demo right away. To access a full workspace, submit a request below and an admin will review it.

New Request

Contact Name *

Contact Email *

Contact Phone

Business Name *

Preferred Slug

POS Provider

Lowercase letters, numbers, hyphens (e.g. my-business)

OMS Provider

Notes

Submit Request

Try text demo



Ringle is a voice and text ordering platform that connects to your POS and storefront — whether that's Square, Shopify, or your own system — so customers can place orders by phone while you manage everything from one place.

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⚡ **Action:** Click Verify Email.

✓ **What you should see:** Your email is verified and you are signed in automatically. A brand-new account with no workspace yet lands on the “Request Workspace Access” page, where you can submit a workspace request or jump straight into the demo. The header now shows Home, Dashboard, and Log Out. Accounts that already have workspace or demo access land on the matching dashboard instead.

Troubleshooting

- No verification email: check the spam folder. The Resend Code button has a 60 second cooldown between sends, and each code expires 10 minutes after it is issued.
- The code is rejected: make sure you entered the most recent code; requesting a new one invalidates the previous code. Expired codes fail with an error and you can resend.
- The password is rejected: it needs at least 12 characters including an uppercase letter, a lowercase letter, a number, and a special character.
- The phone number is rejected: enter it in international format with the country code, for example +12345678901.
- "Registration failed" with an email that already has an account: sign in from the login page instead, or use the password reset flow if you have lost the password.

Notes

- Route: `/signup`.
- Source component: `components/auth/UserSignupWizard.jsx`, opened from `pages/SignupPage.jsx` in the portal app.
- The wizard has two steps: Create Account and Verify Email. New accounts are created with SMS notifications off; you can opt in later from account settings, which is also when a provided phone number gets verified.
- After verification the wizard signs you in without a separate login. Where you land depends on the account: no memberships goes to the workspace access request page, workspace members go to their dashboard, demo users go to their demo workspace.