

Ryko Employee Portal Access

To access Ryko's Customer Portal, go to www.portal.ryko.com. This takes you to the sign on page.



Account Sign On

Sign On	
User Name:	<input type="text"/> User Name Required
Password:	<input type="password"/> Password Required
<input type="button" value="Submit"/>	
New User?	
Customer Registration	Employee Registration
Forgot Password? Want to Change Password?	
Reset Password	

If you have already registered, key in your User Name (Ryko Email Address) and Password to access the site. If you haven't registered yet, click on the "Employee Registration" link.



Employee Registration

Registration Information	
Enter Employee #:	<input type="text"/> Employee Number Required
Enter Last Name:	<input type="text"/> Last Name Required
Enter Password:	<input type="password"/> Password Required
Re-Enter Password:	<input type="password"/> Must Re-Enter Password
<input type="button" value="Submit"/>	<input type="button" value="Go To Sign On Page"/>

Fill out the required fields and then click "Submit". Your account signon will be created with your Ryko Email address as your User Name. Once your signon has been created, click "Go To Sign On Page" to sign on.

To access the manuals, go to the Service History tab at the top of the screen and then select "Display Manuals".

ryko My Account

Order Management Service History Contact Information Documentation

Account Center

Welcome, RYKO SOLUTIONS INC.
1500 S. E. 37TH
GRIMES, IA 50111

Review Service History
Dispatch Status
Display Manuals
Multiple Site Selection

Your Service Contact:
RYKO SRVC TER 150

Statements
[View Current Statement](#)

Recent Orders (last 10 days) [View All Orders Last 90 Days](#)

Customer #	Order #	Total	Order Date	Status	#Lines	Invoice PDF	Shipment Tracking
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From the Manuals page, you will need to enter your Employee#. You will only have to enter your Employee # the first time you access the page each day.

ryko My Account

Order Management Service History Contact Information Documentation

Manuals

** You are accessing a secured area of the Ryko Portal. The download of manuals are intended for Ryko internal use only, and not for the distribution to others. All downloads are monitored and any misuse or unapproved distribution will result in termination.

Please enter your 5 digit employee number to access the manuals.

Employee #

Employee # is Required

Submit

When the Search screen appears, you can enter an Order Number, Serial Number or Customer Number. After entering search criteria, hit the "TAB" button if you are using Internet Explorer or just hit "Enter" if you are using Chrome or Firefox. After the list of manuals is displayed below, simply click the manual link to download the manual. (Sometimes, all of the manuals don't always appear for a site when you enter a serial number from one of the products, but it will pull up the manuals for that product. When those manuals come up, look at the line, and it will also show you the sales order number. Do another search using that sales order number, and it should pull up the rest of the manuals. Also, if a customer has old equipment that was re-used in the bay, you may want to do a search using customer number as that would pull up additional items from older orders too. Remember you may have to use the "W" customer number for manuals.)



My Account

Order Management

Service History

Contact Information

Documentation

Manuals

Once you enter a sales order number, serial number or customer number, please press the "TAB" button to retrieve the manuals. When entering customer number, please use the "W" account, and not "P" or "S".

RYKO SOLUTIONS INC.	Order#	Serial#	Cust#			
Customer #	Date	Serial #	Description	Sales Order	Manuals	
NO MANUALS FOUND						