

How do I Register a New Unit?

Navigate to well.bevi.co/portal

The screenshot shows the Bevi portal interface. At the top, there's a navigation bar with 'bevi' logo, 'Units', 'Users', 'Ordering', and 'Help'. On the right, it says 'Hello, Isabel' and 'Log out'. Below the navigation bar, the main heading is 'All Units 10327/10327'. There's a search bar and an 'Add Unit' button. The 'Summary View' section shows a table with columns: STATUS, MACHINE ALERTS, SANITATION REQUIRED, INTERNET, CO2, FLAVORS, and FILTER. The rows show counts for different status categories: 'Out, Expired, or Machine Out of Order', '1-3 days before Out or Expired', and '4 days or more before Out or Expired'. Below this is a 'Unit List' table with columns: UNIT, MACHINE ALERTS, INTERNET, EXPECTED RESTOCK, CO2, FILTER, and FLAVORS AND ENHANCEMENTS. A 'Download CSV' button is also present. A red circle with the number '1' is placed over the 'Add Unit' button.

1. Click “**Add Unit**” (see image above)
2. Enter the **Serial Number**
 - a. **Note:** If a unit already exists with that serial number, you’ll get an error message with a link to the existing unit to either update or retire. If you do not have access to the duplicate unit, you’ll need to contact tech support.
3. Fill in the **Partner** and **Branch** that is servicing the unit. Click “Next”.
4. Provide a unique **Unit Name** to easily identify the customer and location within the customer site where this unit is installed. (e.g., Acme 4th Floor).
5. Select the **Company** or add a new company by typing in the name in the drop-down and clicking “Add New Company”.
 - a. Fill in all of the company location and contact information and click “Next”.
6. [If applicable] Add in the **Tablet ID** and **Opt Connect Serial Number**. Click “Save”.
 - a. **Note:** Tablet will be filled in if we found an associated tablet ID to the Serial Number you used on the initial pop-up. Serial Numbers will not be editable at this point in time.
7. If the Bevi has been properly connected to the internet, the page should update itself within a few minutes with the current inventory. If you’re having trouble connecting to the internet follow [these troubleshooting steps](#).