

How to Create and Manage a **MyTXOne Portal Account**

Application Note

October 2025



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- OT Defense Console
- Portable Inspector
- Safe Port
- ElementOne
- StellarProtect
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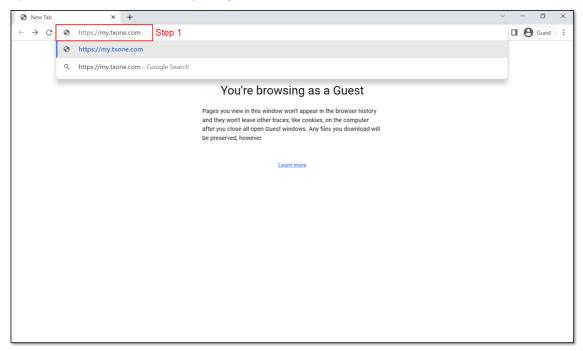


1 Registering a MyTXOne Portal Account

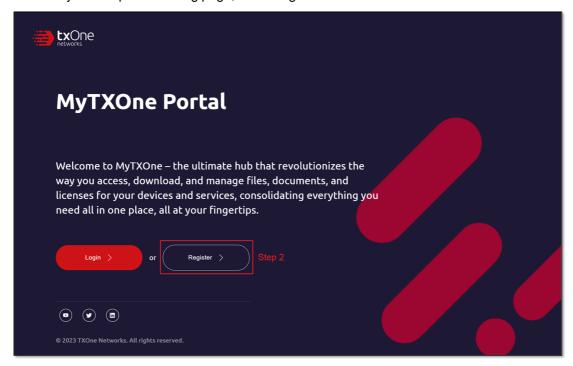
Procedure

Step 1.

Open a browser and access https://my.txone.com.



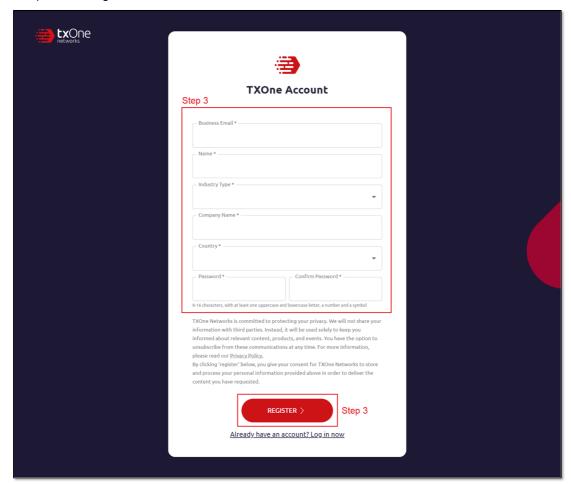
Step 2.
On the MyTXOne portal landing page, click "Register."





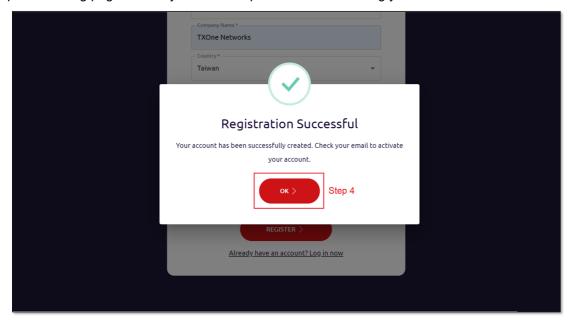
Step 3.

Complete the registration form, then click "REGISTER."



Step 4.

Your account registration process is now complete. Click "OK" to be redirected to the MyTXOne portal landing page. Check your email to proceed with activating your account.



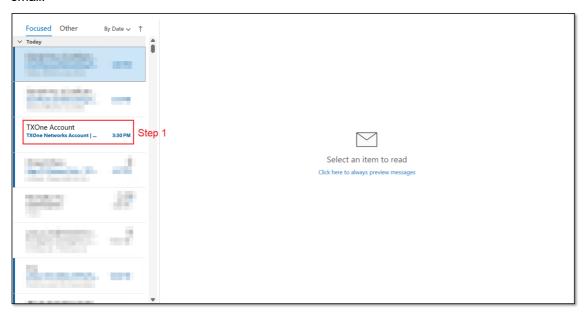


2 Activating a MyTXOne Portal Account

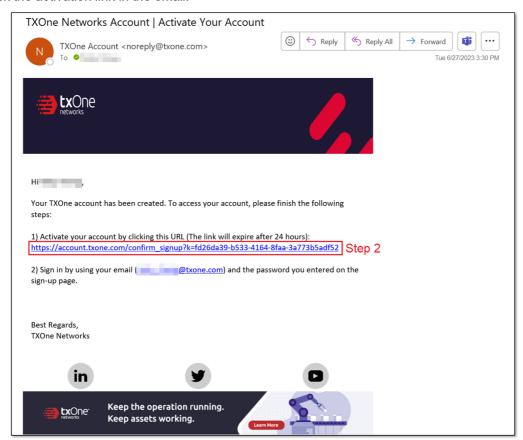
Procedure

Step 1.

Check the inbox of the email you used for account registration, then open the account activation email.



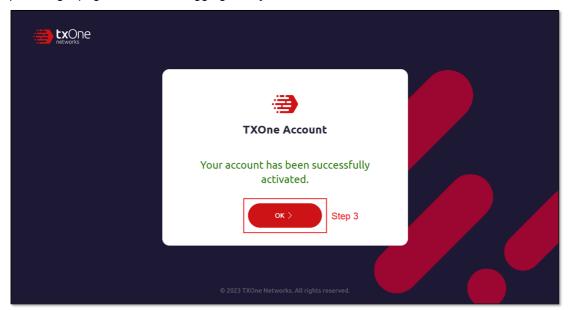
Step 2.
Click the activation link in the email.





Step 3.

Your account activation process is now complete. Click "OK" to be redirected to the MyTXOne portal login page. Proceed to logging in to your account.



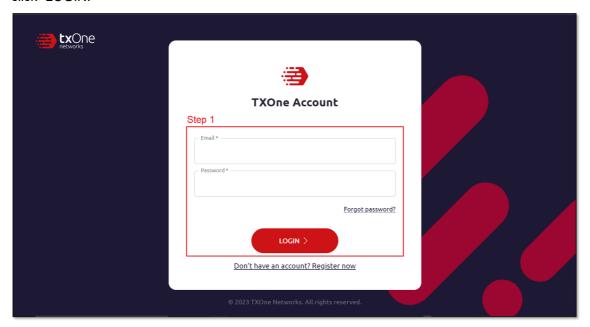


3 Logging in to a MyTXOne Portal Account

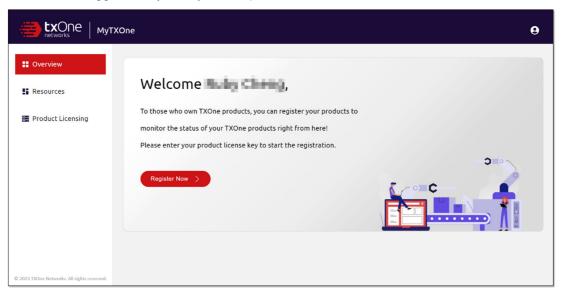
Procedure

Step 1.

On the login page, enter the email address and password you used for account registration then click "LOGIN."



Step 2.
You are now logged in to your MyTXOne portal account.





4 Resetting a MyTXOne Account Password

You can reset your account password in the following scenarios:

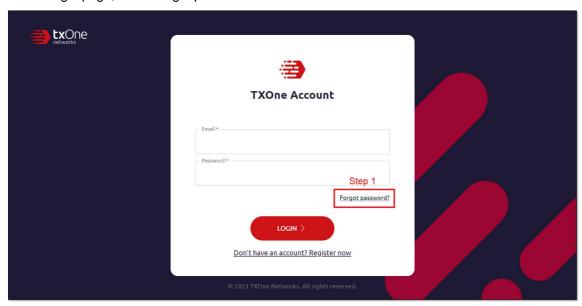
- You forget your original password.
- A regular password update is needed to secure your account.

In this chapter, we will outline two sets of procedures to follow for each of these scenarios.

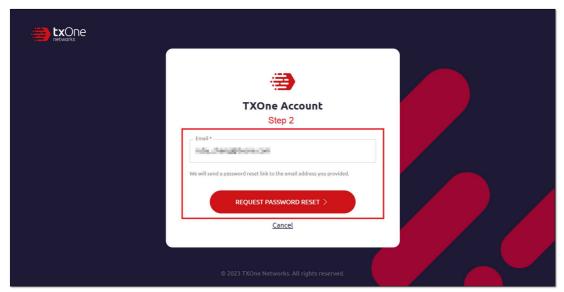
Procedure (Forgotten Password)

Step 1.

On the login page, click "Forgot password?"



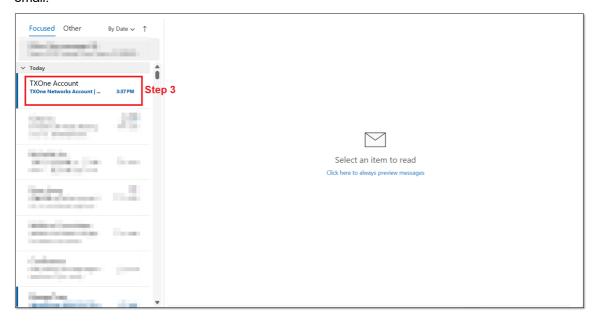
Step 2. Input the email address you used for account registration, then click "REQUEST PASSWORD RESET."



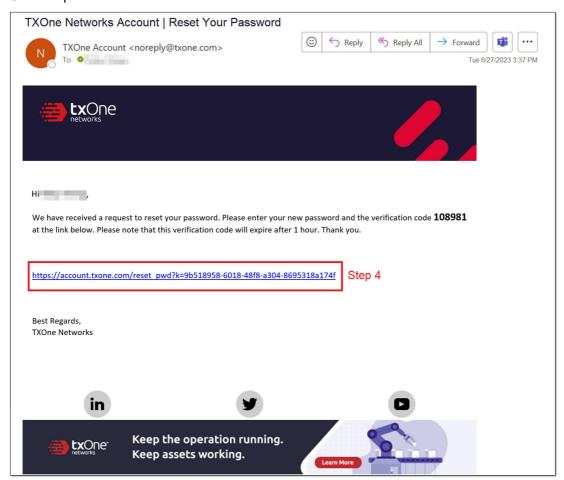


Step 3.

Check the inbox of the email you used to register your account, then open the password reset email.



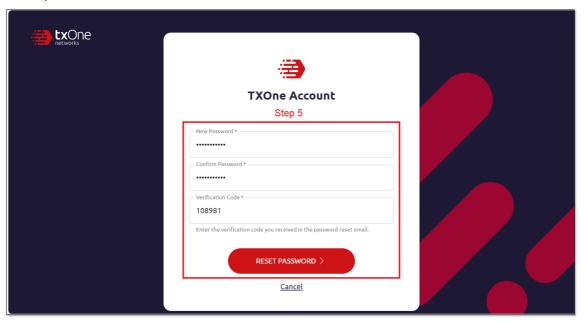
Step 4.
Click the password reset link in the email.





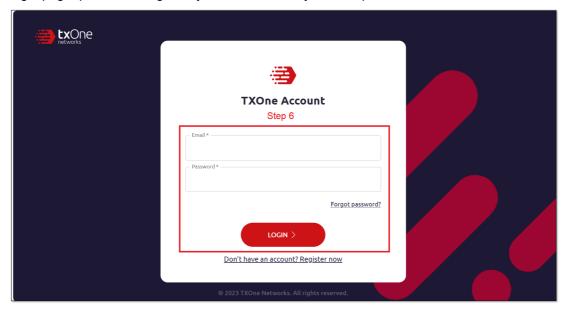
Step 5.

On the password reset page, enter your new password, confirm it, and input the verification code specified in the email. Then click "RESET PASSWORD."



Step 6.

Your password reset process is now complete. After you are redirected to the MyTXOne portal login page, proceed to log in to your account with your new password.

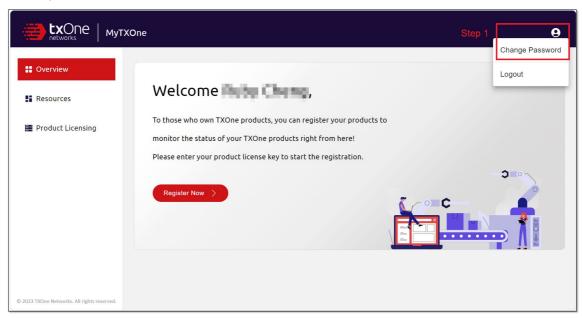




Procedure (Password Update)

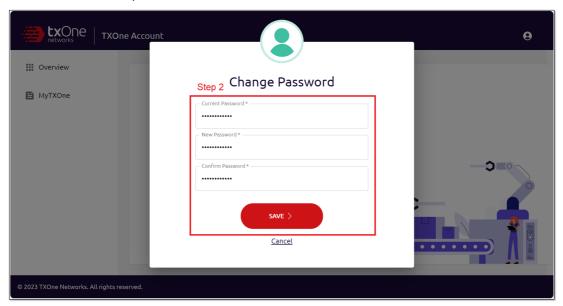
Step 1.

On the [Overview] page, click at the upper right corner and select "Change Password" from the drop-down list.



Step 2.

A [Change Password] window will pop up. Input your current password, your new password, and confirm the new password. Then click "SAVE."





Step 3.

After you change your password, you will be logged out from the portal. Log in to your account with your new password.





5 Registering Product Licenses on MyTXOne Portal

When you complete the activation of your account, only the [Overview], [Resources], and [Product Licensing] tabs are accessible. To access other tabs for downloading product firmware or pattern files, and to view documentation such as user's guides, quick start guides, and release notes, you must first activate the relevant product licenses. For example, to download the EdgeIPS Pro firmware, pattern files, and relevant documentation, you must first activate an EdgeIPS Pro product license.

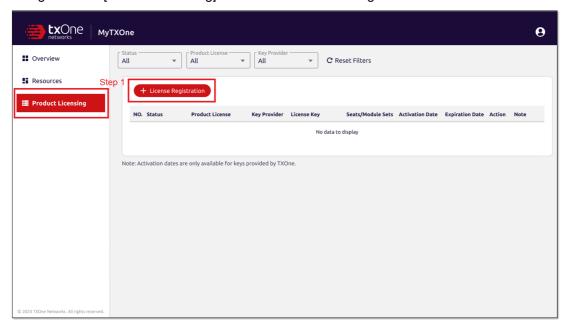


You can access the relevant product-related resources by activating either a full TXOne license or a trial TXOne license.

Procedure

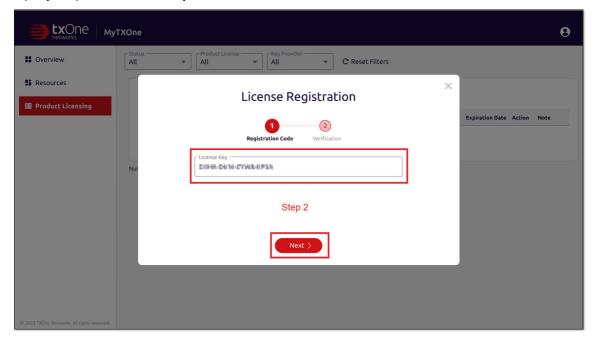
Step 1.

Navigate to the [Product Licensing] tab and click "License Registration."



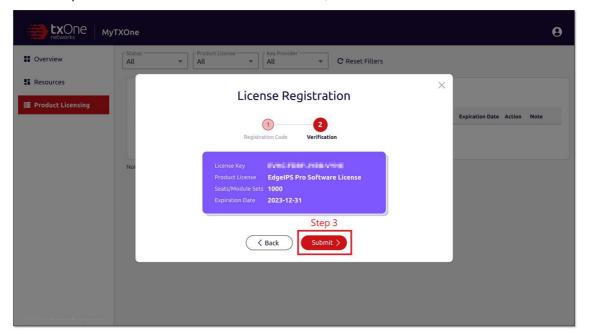


Step 2. Input your product license key and click "Next."



Step 3.

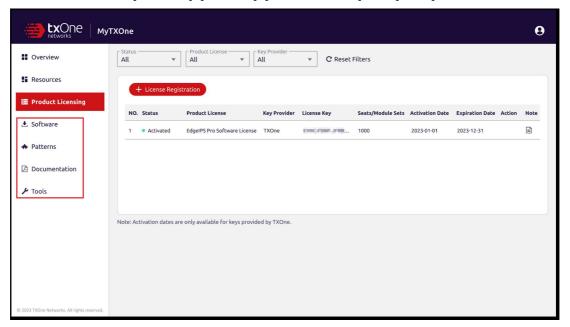
Verify that the license key digits, product for registration, number of seats/module sets, and license expiration date are accurate. Once confirmed, click "Submit."





Step 4.

Your product license is now activated, giving you access to a variety of product-related resources under the [Software], [Patterns], [Documentation], and [Tools] tabs.





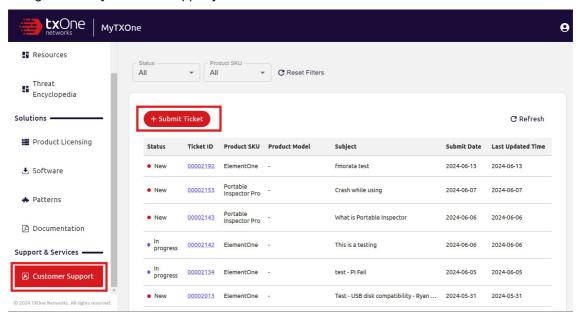
6 Submitting a Support Ticket

If the product is not performing as expected or as needed, you can submit a support ticket using your MyTXOne portal.

Procedure

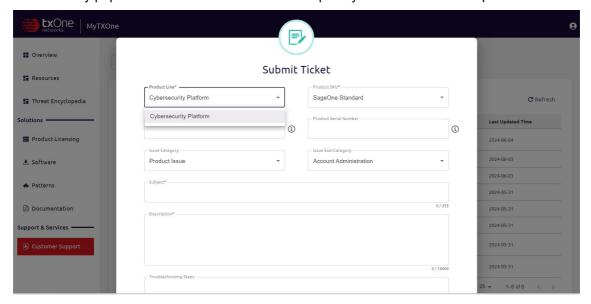
Step 1.

Navigate to the [Customer Support] tab and click "Submit Ticket."



Step 2.

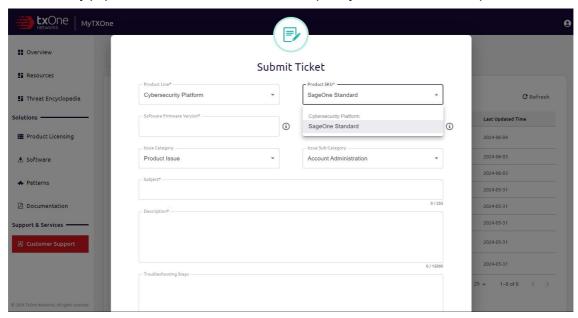
Based on the registered Product Licenses that are currently active, the Product Line field will be automatically populated. Choose the Product Line option you need from the dropdown menu.



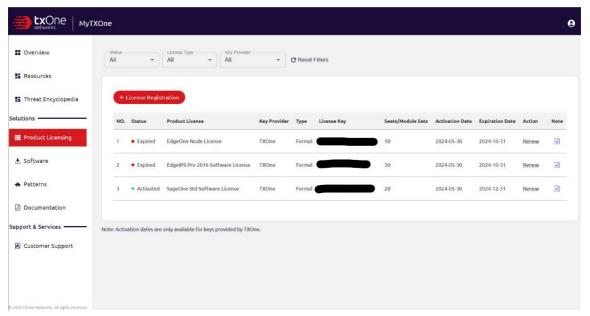


Step 3.

Based on the registered Product Licenses that are currently active, the Product SKU field will be automatically populated. Choose the Product SKU option you need from the dropdown menu.



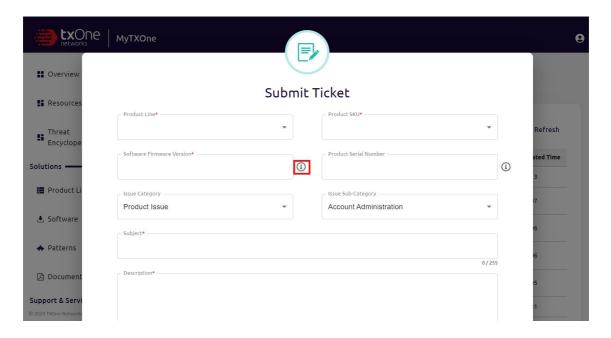
*Note: Under the [Product Licensing] tab, you can easily see which licenses are still active. The active products are what will show up automatically in the Product Line and Product SKU fields of your support tickets.



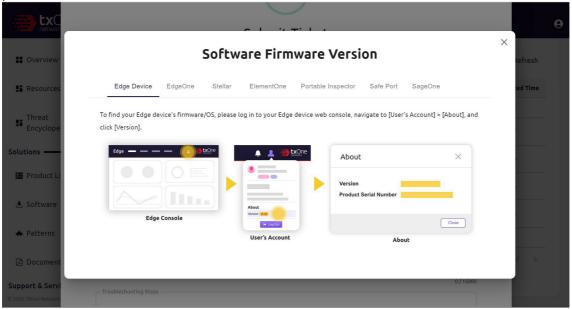
Step 4.

For the Software Firmware Version, you can find out where to locate that information by clicking on the symbol.





This will display a helpful screen that will guide you to the information you need, categorized by product.

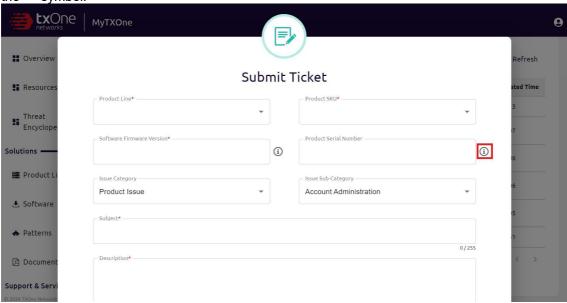


Once you retrieve this information, input the Software Firmware Version.

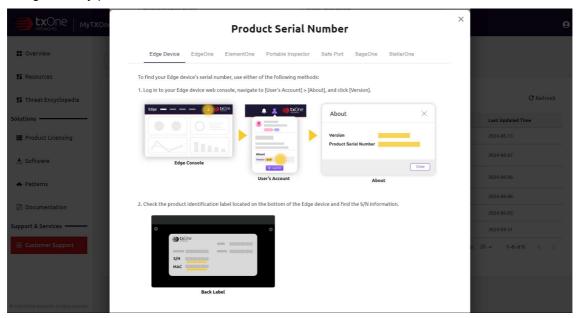


Step 5.

For the Product Serial Number, you can find out where to locate that information by clicking on the $^{\scriptsize\textcircled{1}}$ symbol.



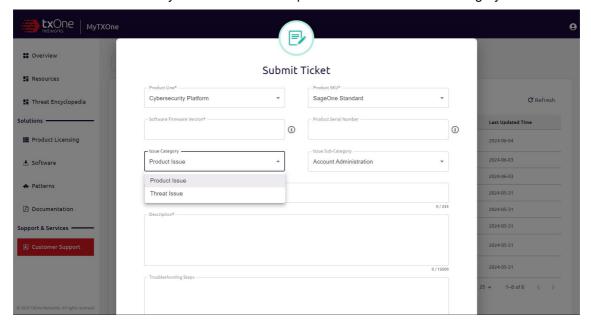
This will display a helpful screen that will instruct you on how to find the information you need, categorized by product.



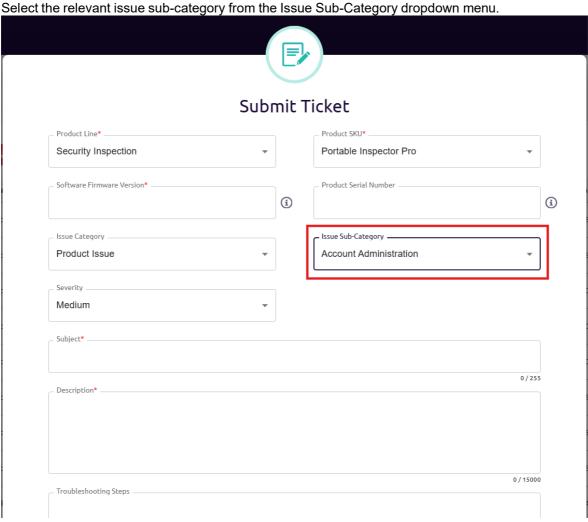
Once you retrieve this information, input the Product Serial Number.



Step 6.
Select which kind of issue you have from the dropdown menu in the Issue Category.



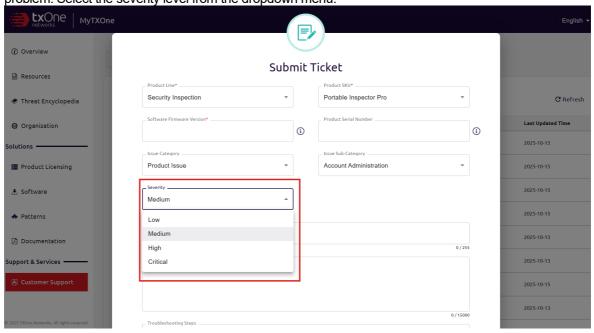
Step 7.





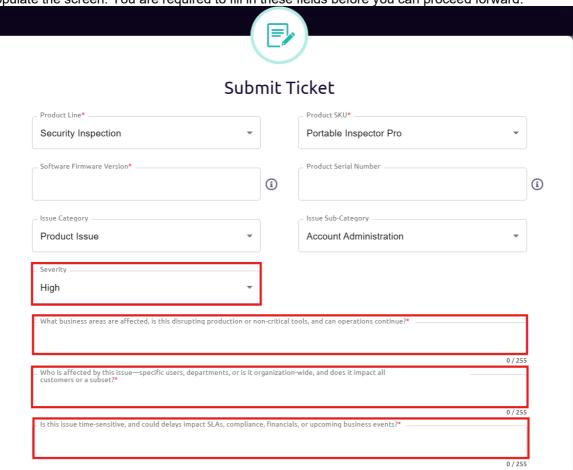
Step 8.

As of October 2025, we have added a new field that allows you to categorize the severity level of your problem. Select the severity level from the dropdown menu.



Step 8a.

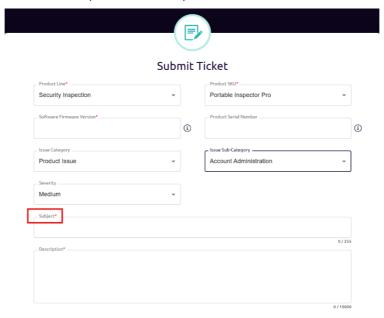
If you choose 'High' or 'Critical', we will need more information, so three more descriptive fields will populate the screen. You are required to fill in these fields before you can proceed forward.





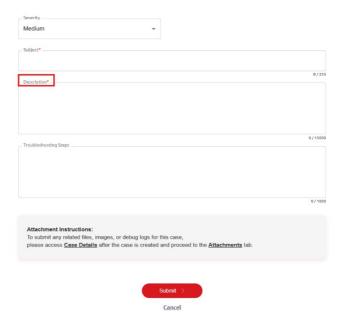
Step 9.

Fill in the Subject field with a topic sentence or phrase.



Step 10.

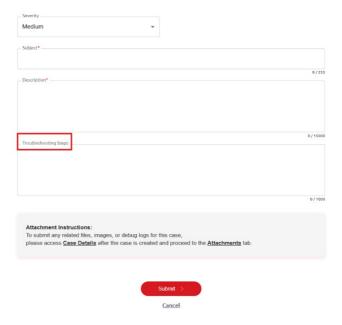
Fill in the Description field with a brief explanation of the issue or complication you've encountered.





Step 11.

Fill in the Troubleshooting Steps field with the attempts you've made thus far to resolve the issue.



Step 12.

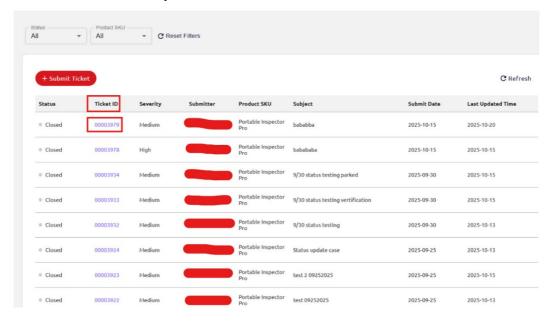
As of October 2025, attaching files can be done via Attachment tab on the Ticket ID page. First, click 'Submit' to finish submitting. Once you've successfully submitted your support ticket, you will receive an email from TXOne Networks confirming that they've received your ticket.





Step 13.

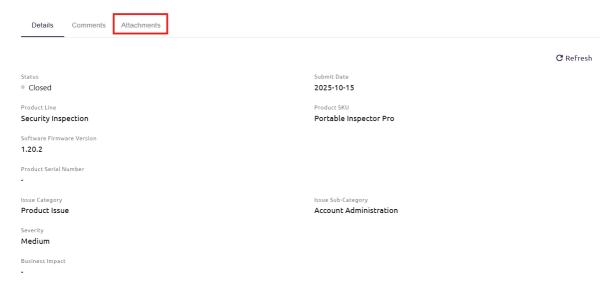
Click the Ticket ID of the ticket you want to attach files to.



Step 14.

Click on the 'Attachments' tab.

← Ticket ID - 00003979

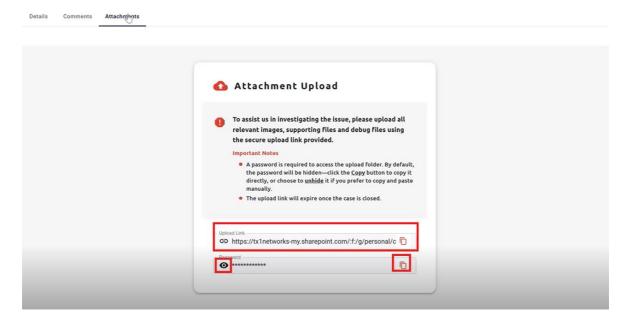


Step 14a.

Upload any relevant attachments, such as images, supporting files and debug files using the secure upload link provided below. We will also provide a password, which you will need to access the upload folder. You can click the 'Copy' button to copy it, or you can choose to unhide it if you wish to copy and paste it manually. **Note that the upload link, and therefore the upload folder, will expire once the case is closed.**

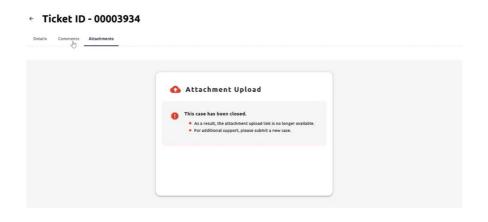


← Ticket ID - 00003978



Step 14b.

Once the case is closed, you can no longer upload attachments or download anything.



Step 15.

You can also add comments to your support ticket instead of emailing a TXOne representative. Click on the 'Comments' tab.

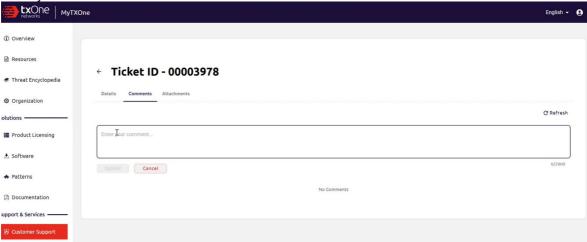


← Ticket ID - 00003979



Step 15a.

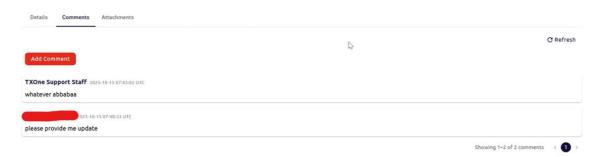
Enter your comment in the field.



Step 15b.

Support will respond to your comments, which you can also find in the 'Comments' tab.

← Ticket ID - 00003978



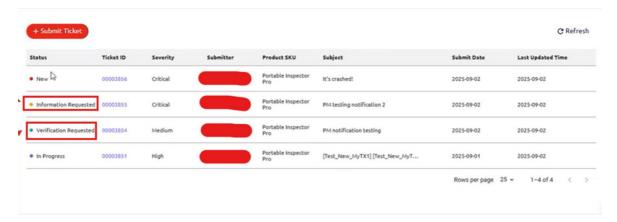


Step 15c.

Once the case has been closed, you cannot add new comments, but the comment history will remain available for reference.



Note: As of October 2025, two new statuses are now visible in the customer case list.



While the case is still open, we ask that our customers check the status of their ticket to see if Support has requested either information or verification. This will streamline the resolution of support tickets.



7 Navigating MyTXOne Organizations

Once you register a MyTXOne account, you become the admin of your own organization (henceforth referred to as 'org'). As an admin, you can easily share information with other employees in your company by adding members to your organization on the MyTXOne portal. This way, a product license key does not need to be manually input every time the information you're already privy to needs to be shared.

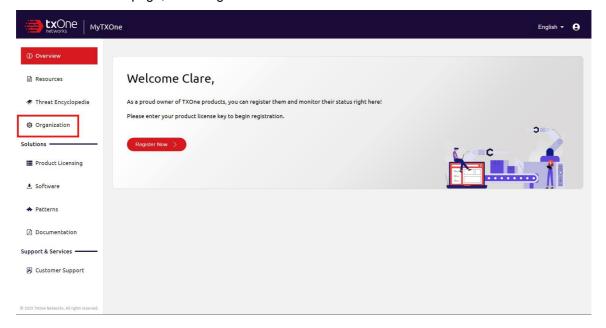
7.1 Inviting a Registered User

In this scenario, you are an admin named Clare who wants to invite someone from her company to join her org in the MyTXOne portal. In this case, the invitee, Nek, already has a MyTXOne account of their own. Once your invitee accepts the invitation, they become a user in your org.

Procedure

Step 1.

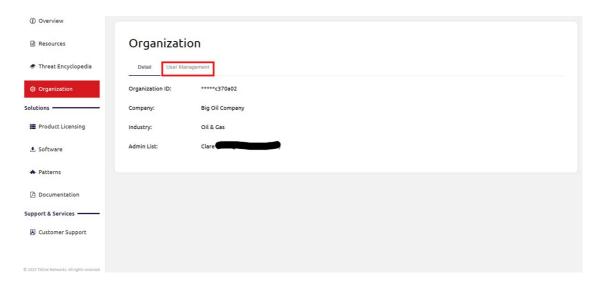
From the Overview page, click "Organization"



Step 2.

From here, you can access the details of your org on the [Detail] tab. This information will be available for both admin and user accounts. Navigate to the [User Management] tab. Click "User Management".

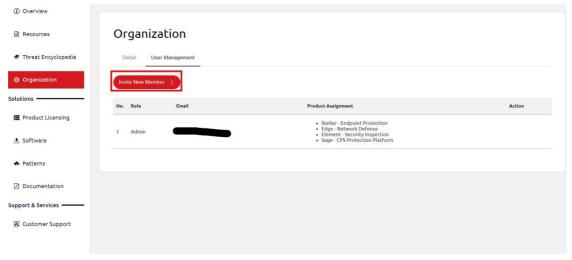




Step 3.

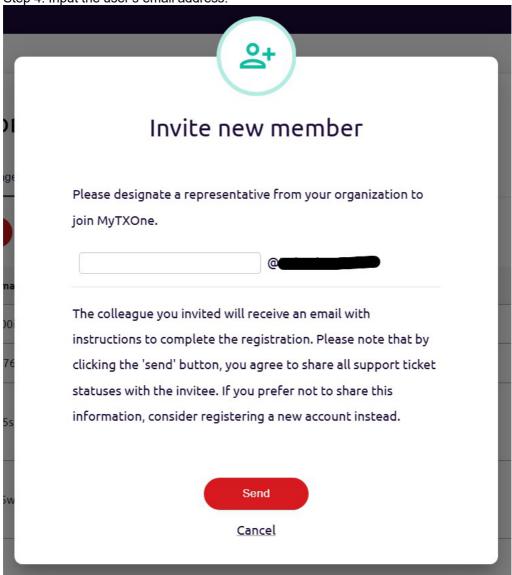
This is a feature allowing team members from the same company to share information. The user you invite needs to have the same domain name for their email address as you.

Click "Invite New Member".



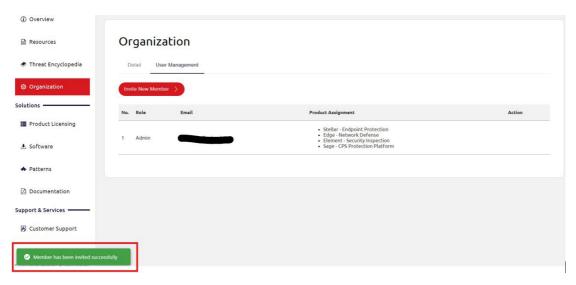


Step 4. Input the user's email address.



You will be notified that your invitation has been successfully sent. Once your invitee accepts the invitation and registers, you can give him access to the same product information as you.

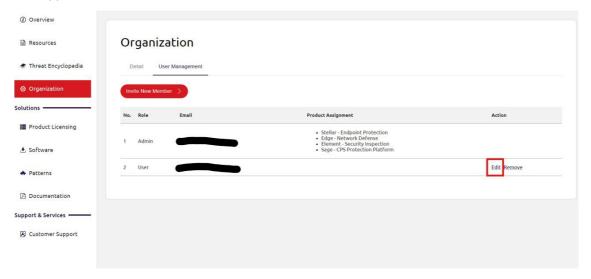




*Note: If your invitee already has a MyTXOne account and accepts your invitation, all previous product information, support cases and license keys they had in their possession will be wiped.

Step 5.

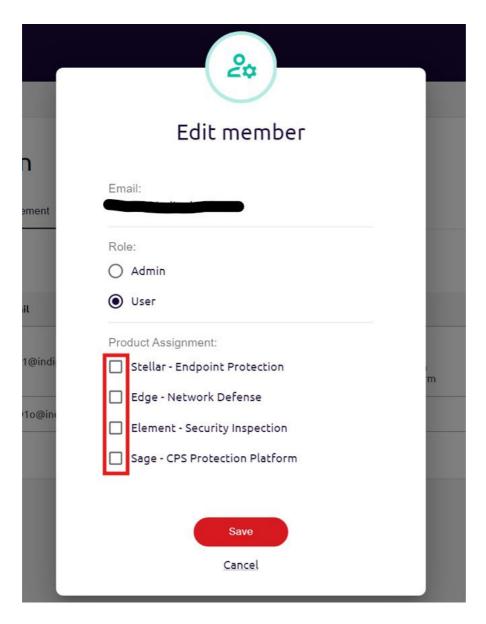
Once you know your invitee has logged in to MyTXOne, refresh your page. Their account will now appear on the list. Click "Edit".



Step 6.

From here, you can assign the products you want to share with the user. Check the boxes next to the product(s) you want to assign. Click "Save".

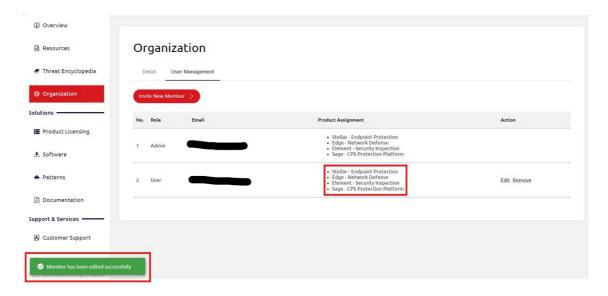




Once you press save, you will receive a notification that you have successfully edited the user's access. You will also see the products you've assigned in the Product Assignment column. The user can now create support tickets for the products that you've assigned to him.

*Note: The user can only create support tickets for the products that have been assigned to him, but he can view the support ticket information for all the products that the admin has access to.

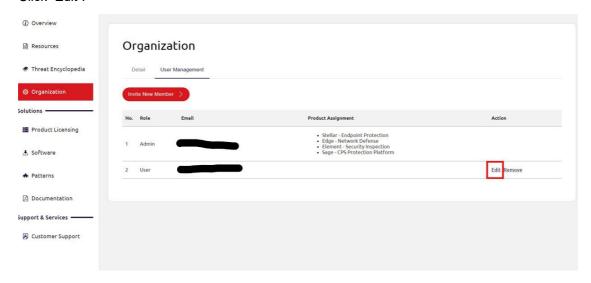




Step 6a.

Alternatively, you can change the role of your invitee from user to admin. This would grant them access to all the information you are privy to, including support ticket information for every product the admin account has. They would also have the ability to submit support tickets for every product.

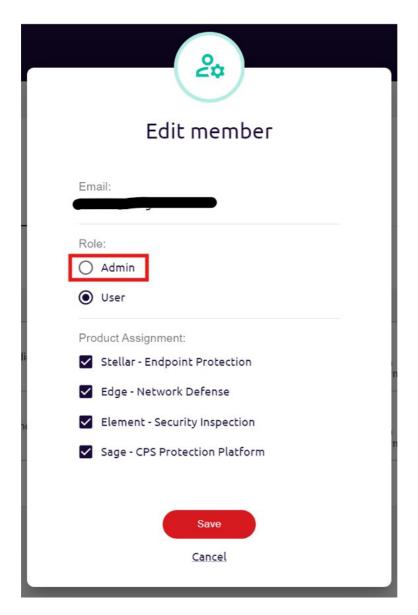
Click "Edit".



Step 6b.

In the Roles section, select "Admin".

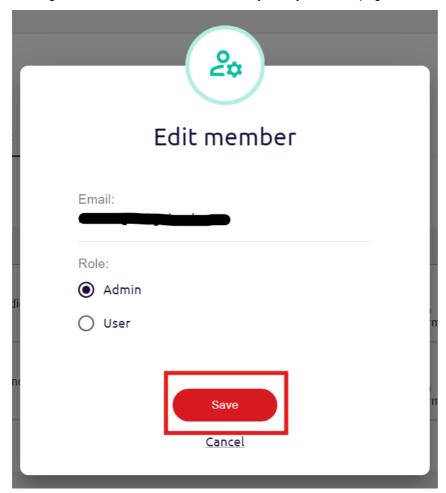






Step 6c.

Clicking the "Admin" radio will automatically take you to this page. Click "Save".

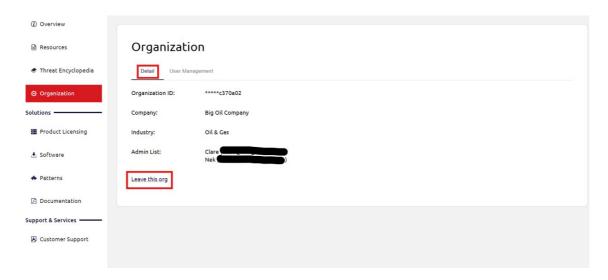


You will receive confirmation that the changes have been made. In the Role column, you will see that they are now an admin. Once they sign out and sign back in, they will have admin privileges, meaning they have access to all the information you do, and can perform the same user management actions.

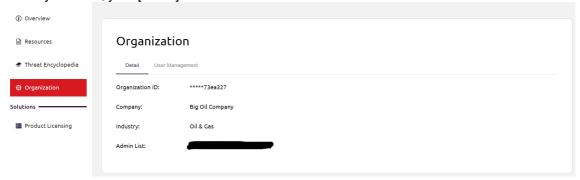
*Note: As an admin, you can remove others using the [User Management] tab but not yourself. However, there is a "Leave this org" option.

If you wish to leave the org, select the [Detail] tab and click "Leave this org".

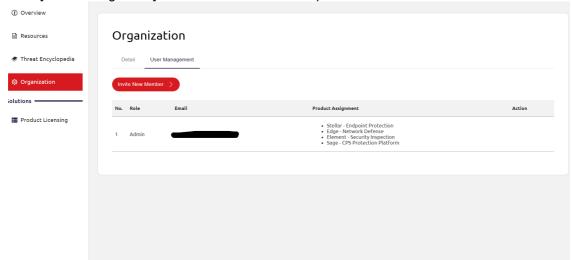




Once you leave, your [Detail] tab will look like this.

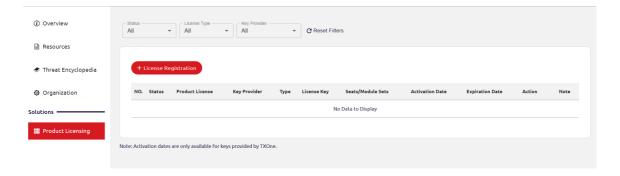


Your [User Management] tab will still have the same products listed as before.



However, your Product Licensing page will be cleared of all information.

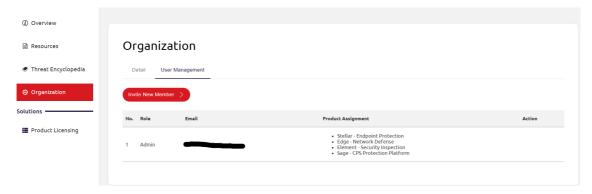




7.2 Accepting an Invite as a Registered User

In this scenario, you are Nek, the invitee of Clare. We will go through the steps of accepting an invitation from someone within your company.

*Note: On your account, you are the admin of your own org.



Procedure

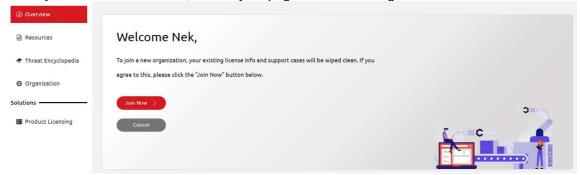
Step 1.

This is your default Overview page.





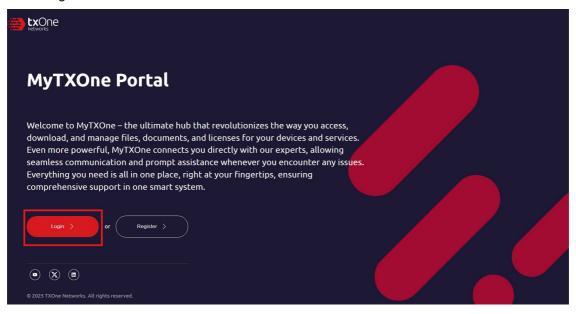
Once you receive an invitation, refresh your page and it will change to this.



As noted, joining Clare's org would wipe clean your existing license info and support cases. To proceed, click "Join Now". This will log you out automatically.



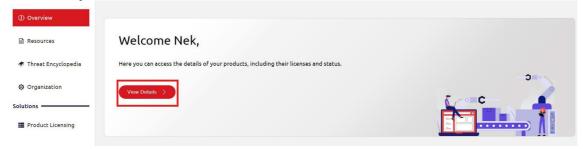
Step 2. Click "Login".



Step 3.

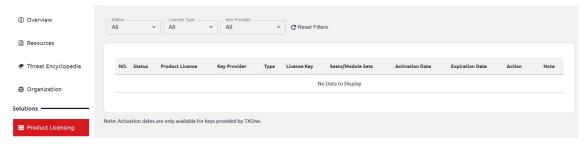


Your Overview page will have changed again. To see the product details that admin Clare has released to you, click "View Details".



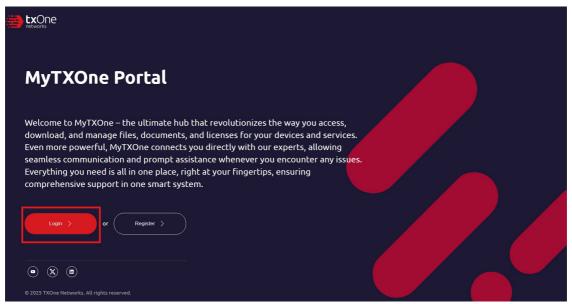
Step 4.

This will take you to the Product Licensing page. In this case, Clare has not released any product details to you.



If the admin has released product details to you, you will need to refresh to see the details. This will log you out again.

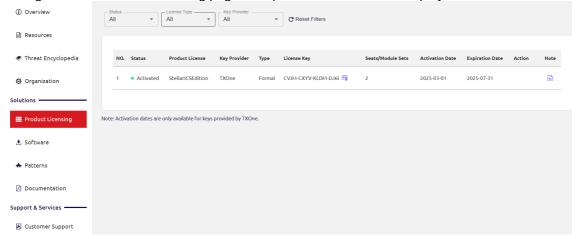
Click "Login".



Step 5.

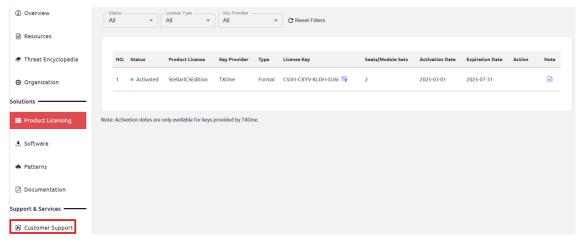


Navigate to the Product Licensing page. The product details will be displayed here.

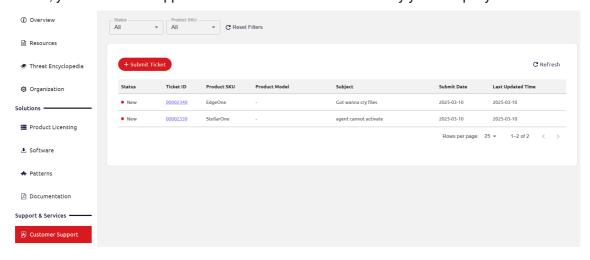


Step 6.

To see the support tickets that have been submitted from your company, navigate to the Customer Support page.



There, you will find the support tickets that have been submitted by your company.

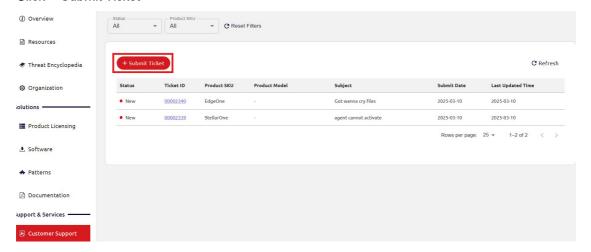


Step 7.



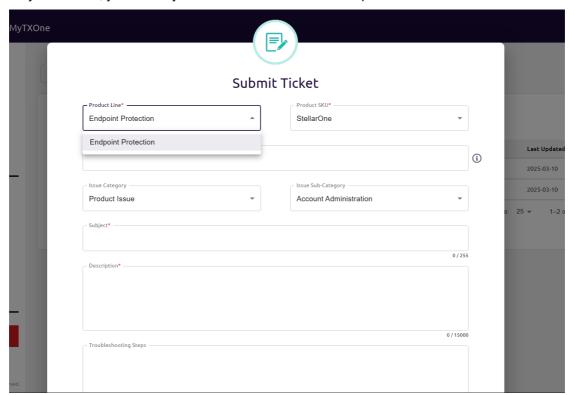
If you wish to submit a support ticket yourself, you can only submit the support ticket pertaining to the product that Clare has released to you. In this case, that product would be the StellarICSEdition license.

Click "+Submit Ticket"

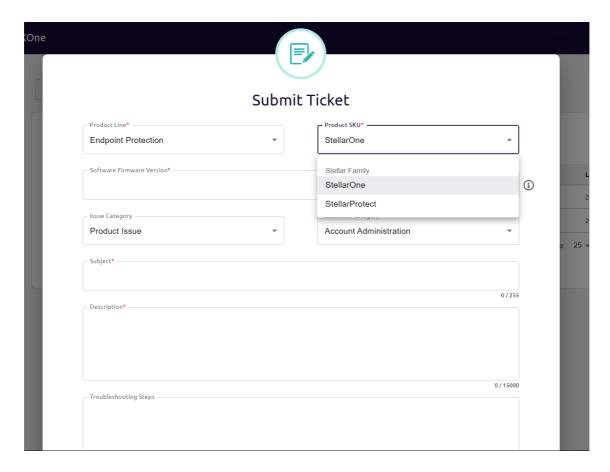


Step 8.

As you can see, you are only able to access the information pertinent to Stellar.







Fill out the relevant information and click "Submit".

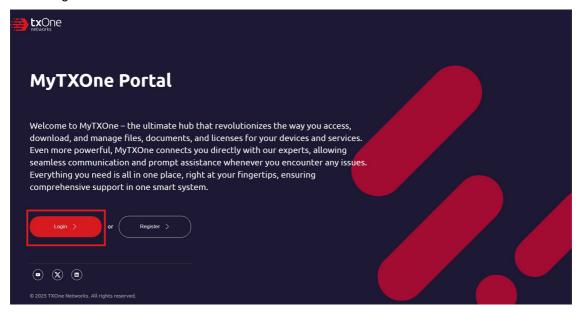


Product Issue Account Administration Subject*	*
Subject*	
Description*	0 / 255
- vesa ipaon-	
	0 (45000
- Troubleshooting Steps	0 / 15000
	0 / 1000
♠ Drop files here or click to upload	
(Allowed File Formats: .cfg, .jpeg, .png, .jpg, .pdf, .7z, .csv, .zip / Limit: 5 files, 10MB e	each)

Step 9.

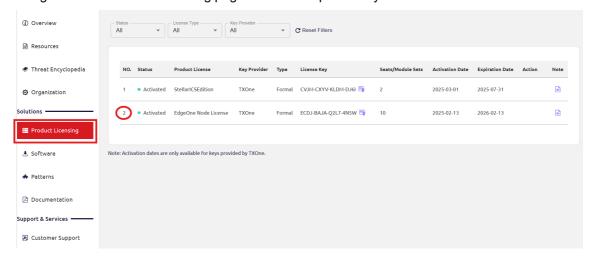
If the admin releases more products to you, you can view this by refreshing your Product Licensing page once she has made the changes to your access privileges. Again, you will be logged out automatically.

Click "Login".





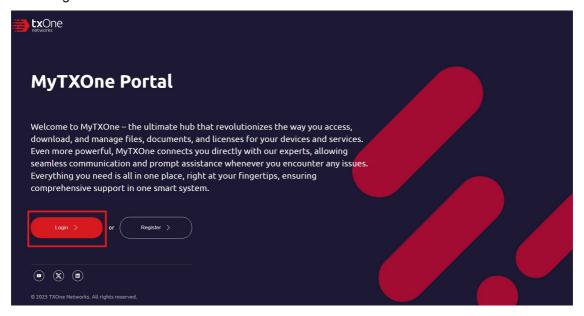
Navigate to the Product Licensing page to see what products you can access now.



Step 10.

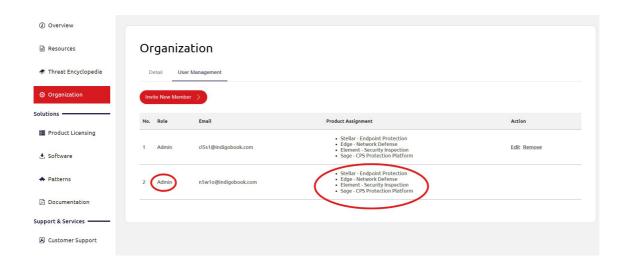
Sometimes, your admin will change your role from User to Admin with their org. This would give you all the access and powers they have, including the ability to remove them. Once the change has been made, you will be logged out again.

Click "Login".



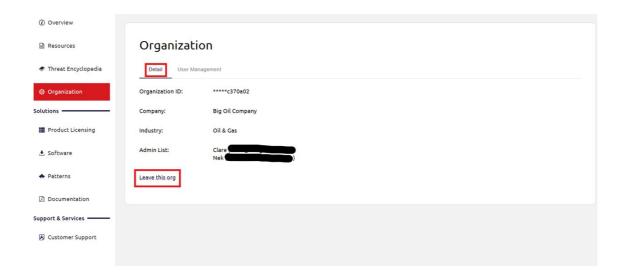
Navigate to your Organization page. You can see that your role has been changed, and all the products' details you can now access.



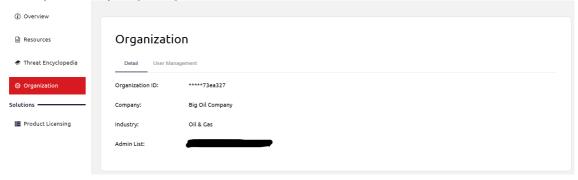


*Note: As an admin, you can remove others using the [User Management] tab but not yourself. However, there is a "Leave this org" option.

If you wish to leave the org, select the [Detail] tab and click "Leave this org".

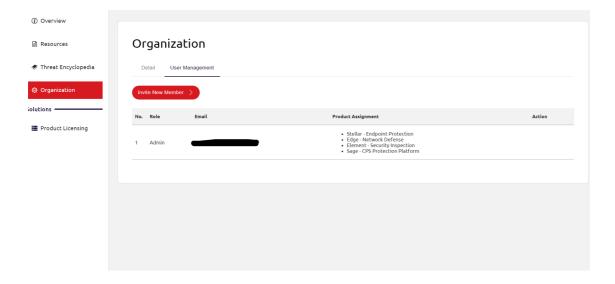


Once you leave, your [Detail] tab will look like this.

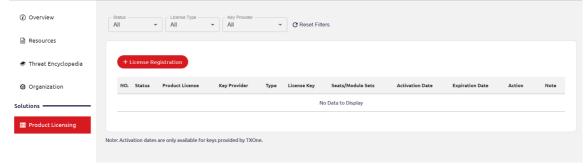


Your [User Management] tab will still have the same products listed as before.





However, your Product Licensing page will be cleared of all information.



7.3 Accepting an Invite as an Unregistered User

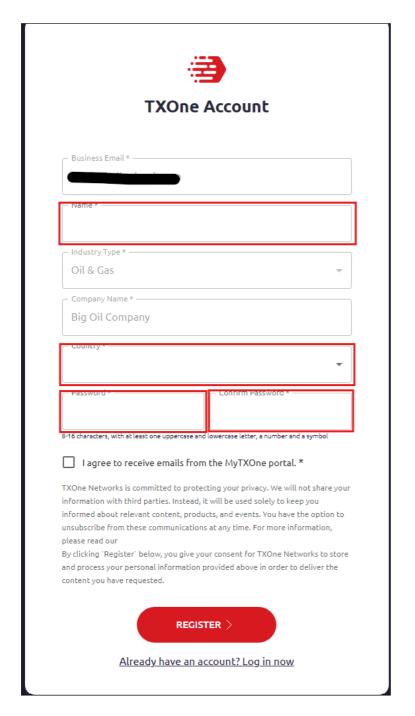
In this scenario, someone from the same company you work at wants to share product information with you, but you do not have a MyTXOne account. This is how you can register and subsequently accept the invitation from that person.

Procedure

Step 1.

Your business email will already be filled out, as well as the Industry Type and Company Name fields. Fill out the fields that are editable.





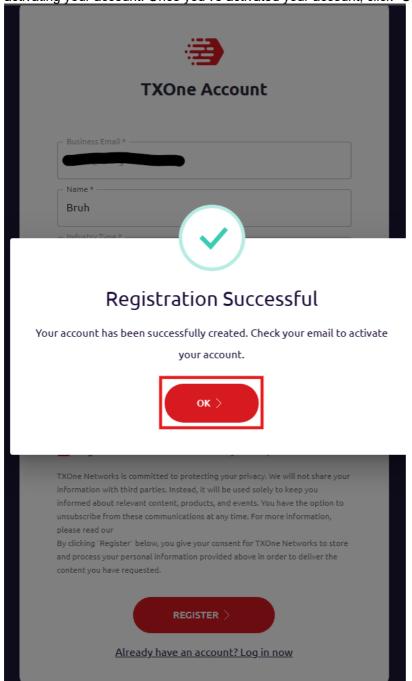


Check the box agreeing to receive emails (this is required) and click "Register".





You will receive a popup confirming that your account has been created with instructions on activating your account. Once you've activated your account, click "OK".



Step 2.

Activate your account. For detailed instructions, refer to Chapter 2.

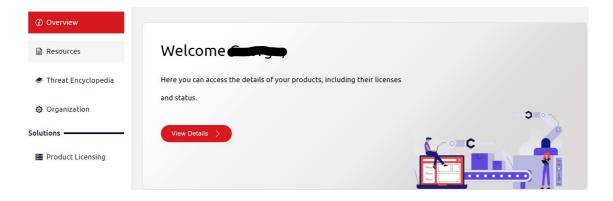
Step 3.

After activating, log in to your account. For detailed instructions, refer to Chapter 3.

Step 4.

You will land on your Overview page.





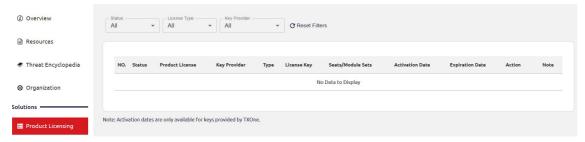
Step 5.

To see the product details that the admin has released to you, click "View Details".



Step 6.

This will take you to the Product Licensing page. In this case, the admin has not released any product details to you.

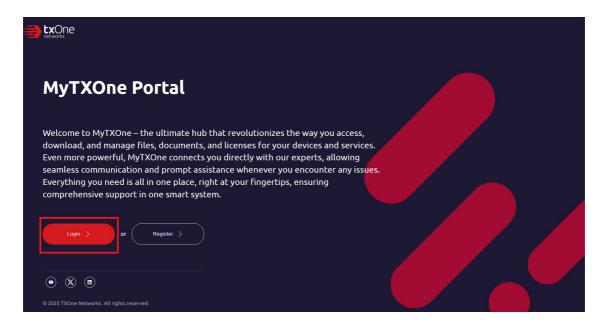


Step 7.

If the admin has released product details to you, you will need to refresh to see the details. This will log you out again.

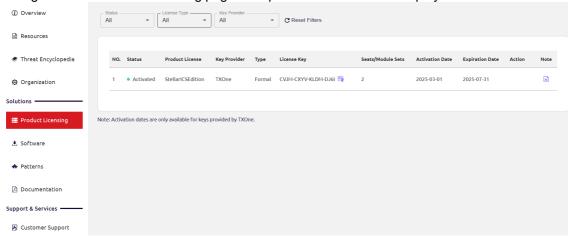
Click "Login".





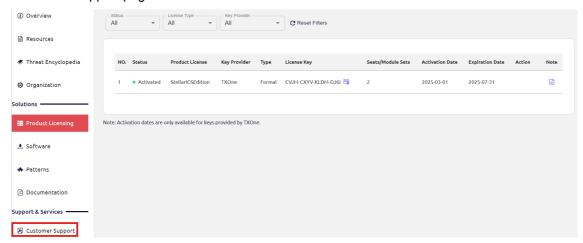
Step 8.

Navigate to the Product Licensing page. The product details will be displayed here.



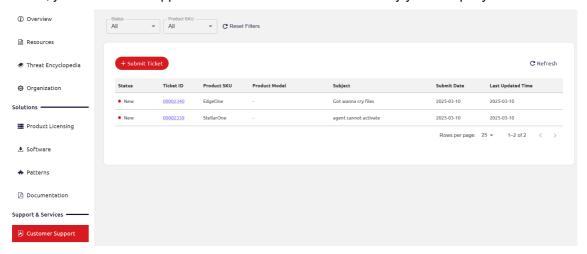
Step 9.

To see the support tickets that have been submitted from your company, navigate to the Customer Support page.





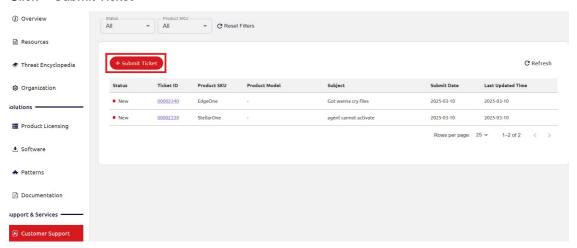
There, you will find the support tickets that have been submitted by your company.



Step 10.

If you wish to submit a support ticket yourself, you can only submit the support ticket pertaining to the product that Clare has released to you. In this case, that product would be the StellarICSEdition license.

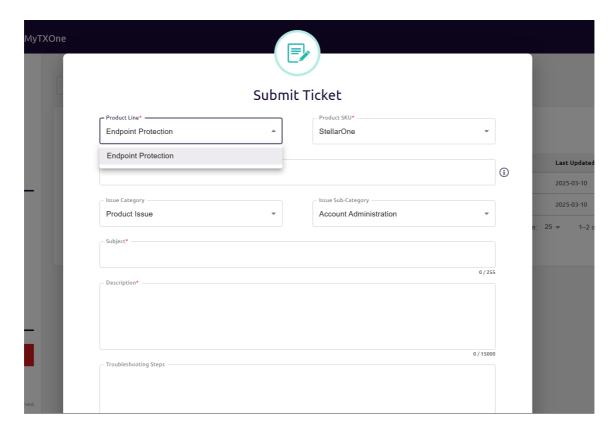
Click "+Submit Ticket"

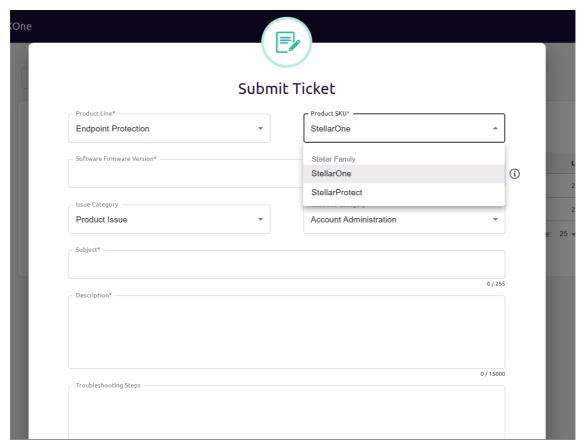


Step 11.

As you can see, you are only able to access the information pertinent to Stellar.







Fill out the relevant information and click "Submit".

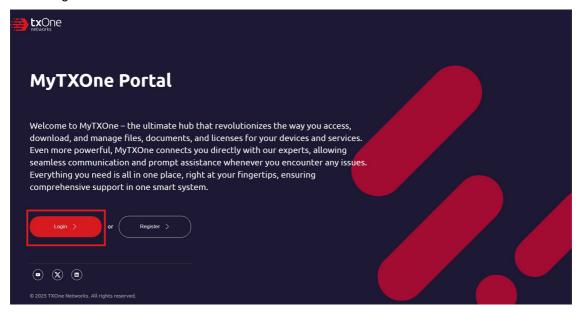


Issue Category —		_ ls	sue Sub-Category —	
Product Issue	*	A	Account Administration	•
_ Subject*				
_ Description*				0 / 255
Description				
				0/15000
Troubleshooting Steps				
(0 / 1000
	₫ Drop files			
	(Allowed File Formats: .cfg, .jpeg, .pn	ng, .jpg, .pdf, .7z, .	csv, .zip / Limit: 5 files, 10MB each)	
		Submit >		
		Cancel		

Step 12.

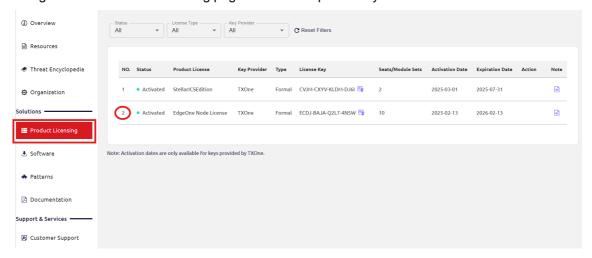
If the admin releases more products to you, you can view this by refreshing your Product Licensing page once she has made the changes to your access privileges. Again, you will be logged out automatically.

Click "Login".





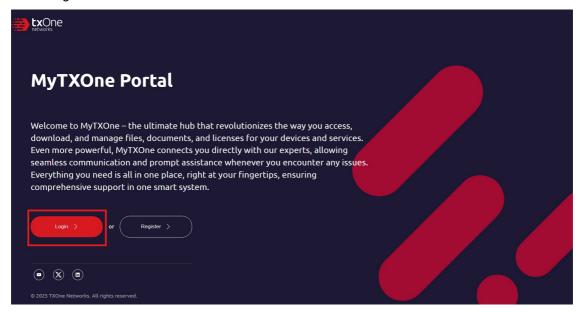
Navigate to the Product Licensing page to see what products you can access now.



Step 13.

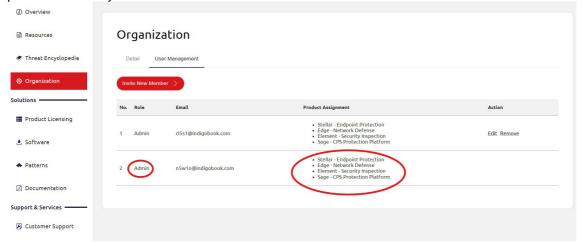
Sometimes, your admin will change your role from User to Admin with their org. This would give you all the access and powers they have, including the ability to remove them. Once the change has been made, you will be logged out again.

Click "Login".



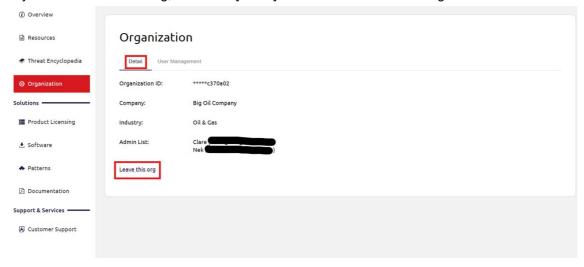


Navigate to your Organization page. You can see that your role has been changed, and all the products' details you can now access.

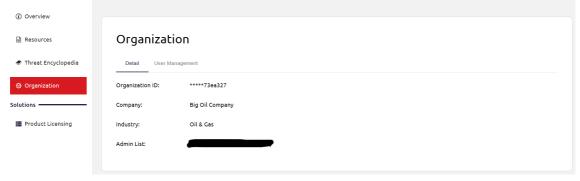


*Note: As an admin, you can remove others using the [User Management] tab but not yourself. However, there is a "Leave this org" option.

If you wish to leave the org, select the [Detail] tab and click "Leave this org".

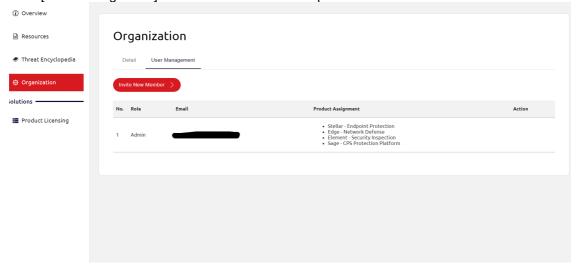


Once you leave, your [Detail] tab will look like this.

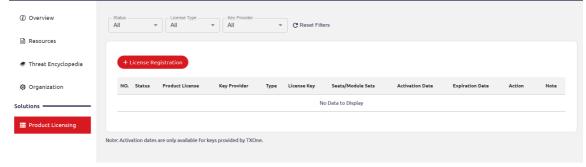




Your [User Management] tab will still have the same products listed as before.



However, your Product Licensing page will be cleared of all information.



7.4 Addendum: Organization ID

Whether you are an admin or a user, if you need to contact TXOne for assistance, you are provided with an Organization ID to help identify you quickly. Note that only the last 7 characters are visible to you. For security purposes, we will keep the first five characters hidden. However, you need only provide the last 7 characters to the TXOne representative you contact.

