

## 3M Enterprise Packaging Web Album Portal

### Job Aid

## Welcome to the 3M Enterprise Packaging Web Album Portal.

The 3M Enterprise Packaging Portal is a one-way communication portal that provides recipients the ability to access provided 3M Packaging documents. Any additional communication will need to be managed outside of the 3M Enterprise Packaging Portal.

### Internet Browsers and Zip Utility

- 3M's PLM (Product Lifecycle Management) preferred Internet Browsers are Google Chrome and Edge Chromium.
- A ZIP utility will need to be installed to unzip the packaged files.

### For Web Album Assistance:

Global PLM Resource	How to Access or Contact
Support to access Email link	651-737-0353 available 7AM – 5PM USA Central Time (toll free <b>24/7</b> ) 877-439-7426
Extend Web Album Access	Web Album Owner
Access to Additional Packaging Records	Web Album Owner
Support for email receipt	3M Contact or Web Album Owner


### How to access 3Ms Enterprise Packaging Web Album

The received Web Album E-Mail will contain the information required to access the Packaging Web Album.

- Click on the "Link" hyperlink in the email.


#### Web Al







3M : Web Album - WA -ID Number Publish Notification

 Web Album Owner

To Your Name

Retention Policy 90 Days (90 days)

 Follow up. Completed on Tuesday, June 6, 2023.

  Reply  Reply All  Forward  

Expires 9/4/2023

Tue 6/6/2023 3:44 PM

A WebAlbum WA-ID Number with description of web album has been created for you by Web Album Owner to download.

This web album contains important packaging information that has been routed to you for your attention.

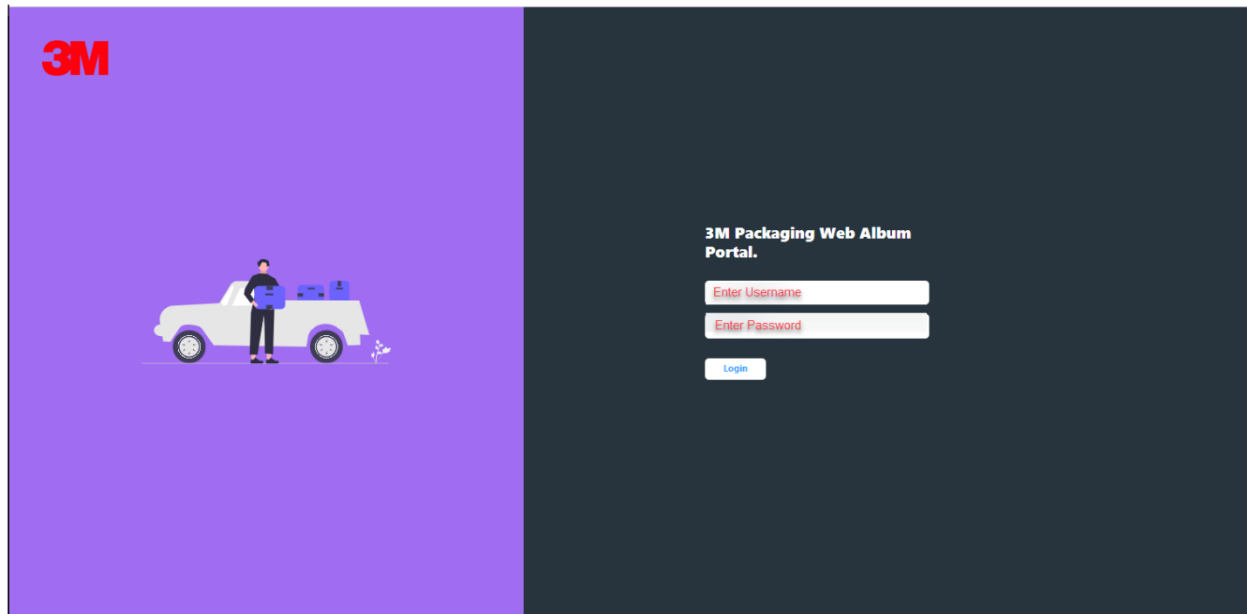
To download the web album and to retrieve its contents the recommended browser is Chrome. Please login to the [Link!](#)

You will need the following username and token to access the album.

Username Web Album User name  
Passcode : Web Album System Generated Password

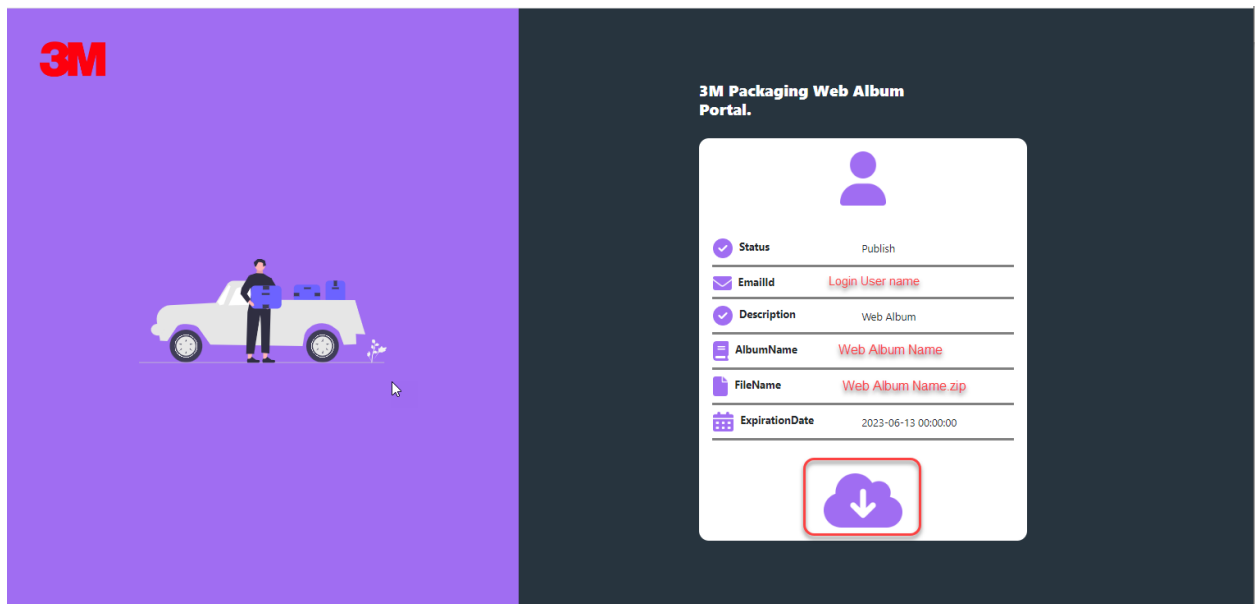
Thank you!

The link will launch the Web Album Portal. Please login in using the provided credentials found in Web Album E-Mail. Click Login.



The 3M Enterprise Packaging Status Information Page is displayed. Please take note of the 'Expiration Date' field information. If the Expiration Date needs to be extended, please contact the Web Album owner.

Click on the download button.



The Zip file will be downloaded into the 'Download' folder of your computer. Double click on the downloaded zip file to access the files.