



Sign Up for a Core Share Account (External)

Revised 06/2025

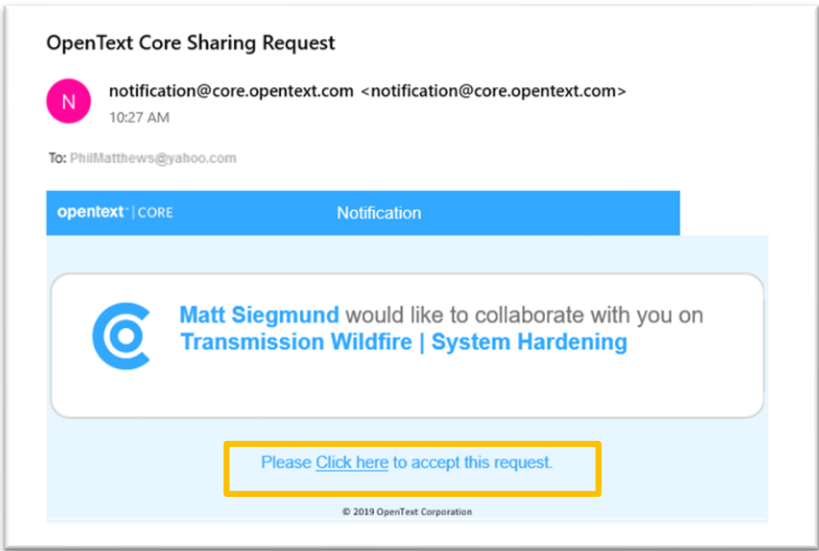
READ TIME: 5 Minutes

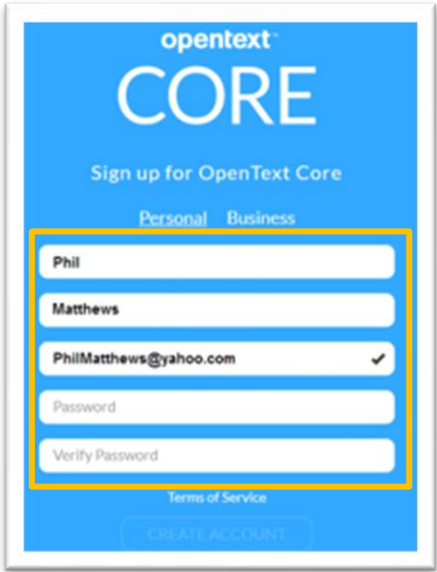

NOTE: External contractors must be registered with ITS **before** requesting access to Core Share. For information on registering with ITS, visit the [Gas Pipeline Contractors](#) page.

Request access to Core Share

Step	Description
1.	<p>Contractors must send an email to Core@pge.com to request access to Core Share. The email should include:</p> <ul style="list-style-type: none">• Company name• Core Admin (the person who will manage their account)*• Core Admin email and phone number <p><i>*Core Admin role is mostly to add/remove members to their own account and are specific to each external vendor/contractor.</i></p> <p>Core Admin will receive an email confirming receipt of the request. <u>Please allow up to one week for onboarding to complete.</u></p>

Create a Core Share account

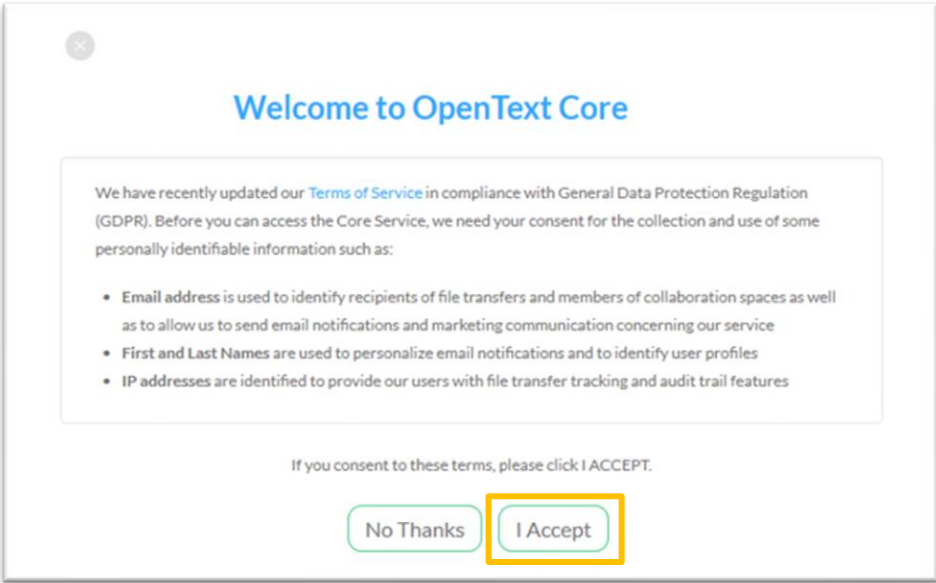
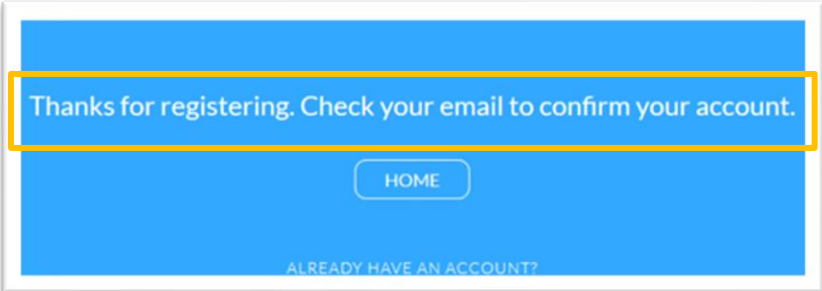
Step	Description
2.	<p>When onboarding is complete, you will receive an email from notification-pge@opentext.com that looks like below. Accept the request by clicking Click here.</p> 

Step	Description
3.	<p>A new window will open to the Core Share website. Enter your name and a password that you want to use for Core Share.</p> <p>Your password must contain:</p> <ul style="list-style-type: none"> • 8+ Characters • Upper and Lowercase Letters • 1 number • 1 Special Character 
4.	<p>Once you have all the information entered, click Create Account.</p> 



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Step	Description
5.	<p>Review the terms of service and click I Accept</p> 
6.	<p>Core Share will display a message requesting you to access your email and confirm your new Core Share account.</p> 



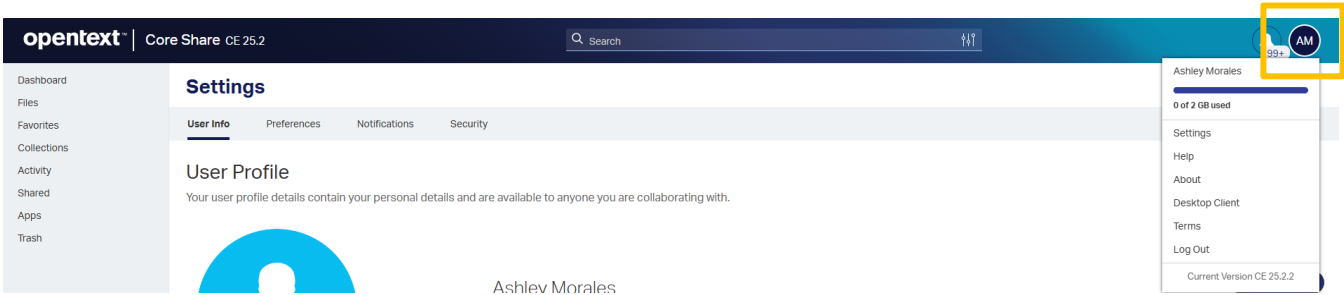
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Confirm your account

Step	Description
7.	<p>Access your email account and find the email from notification-pge@opentext.com</p> <p>Click confirm your account.</p>  <p>The screenshot shows an email interface. At the top, it says 'From: notification-pge@opentext.com <notification-pge@opentext.com>' and 'Sent: Tuesday, July 21, 2020 1:54 PM'. The subject is 'Welcome to Pacific Gas and Electric, Mike!'. Below the header, there is a blue bar with 'opentext Core Share' and 'Notification'. The main content area has a white box with the PG&E logo, 'Hello Mike,', and 'Welcome to Pacific Gas and Electric'. Below this is a red arrow pointing to a button that says 'Please confirm your account'. At the bottom, it says 'By confirming my email address, I agree with the Terms of Service.'</p>

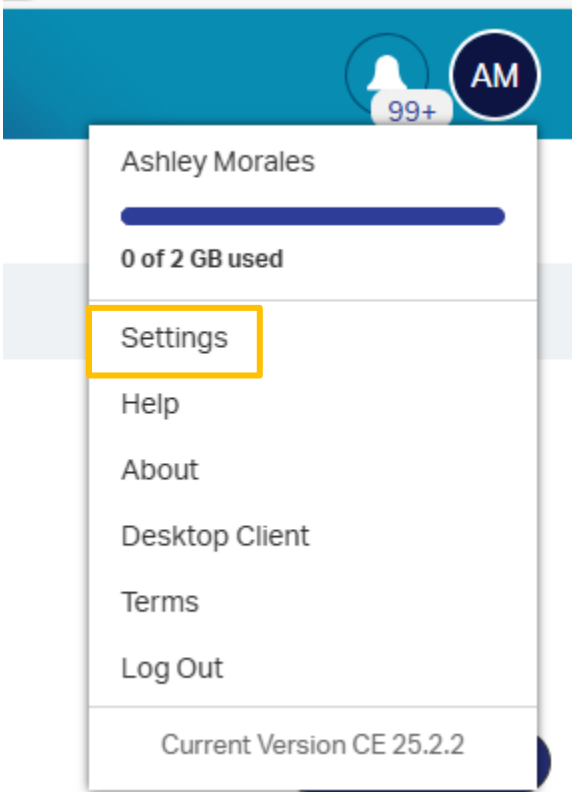
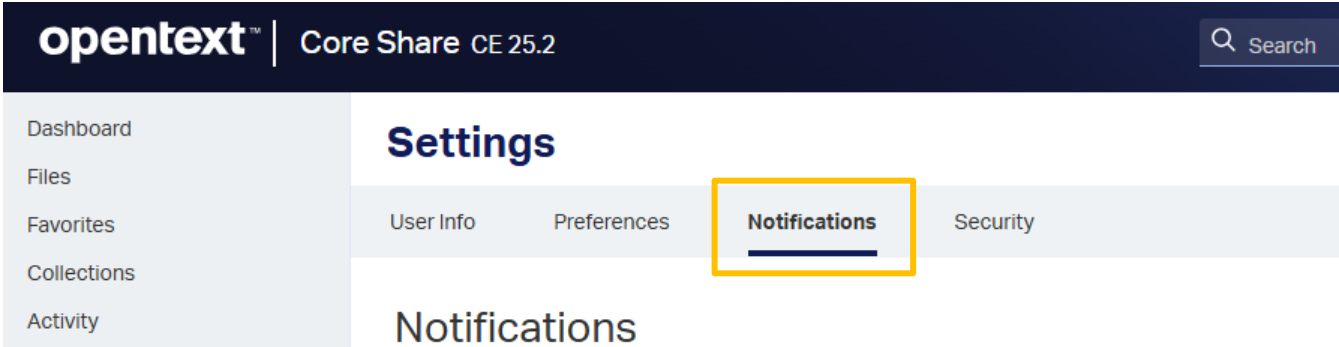
Set notification preferences

Step	Description
8.	<p>Once you have confirmed your account, sign in to Core Share in the browser. Click on your initials in the upper right of the screen.</p>  <p>The screenshot shows the Core Share user interface. The top navigation bar includes the 'opentext' logo, 'Core Share CE 25.2', a search bar, and a user profile icon with initials 'AM' highlighted by a yellow box. The user profile dropdown menu is open, showing 'Ashley Morales', '0 of 2 GB used', 'Settings', 'Help', 'About', 'Desktop Client', 'Terms', 'Log Out', and 'Current Version CE 25.2.2'. The main content area shows the 'Settings' page with a 'User Profile' section. The user profile section includes a blue circular profile picture and the name 'Ashley Morales'.</p>



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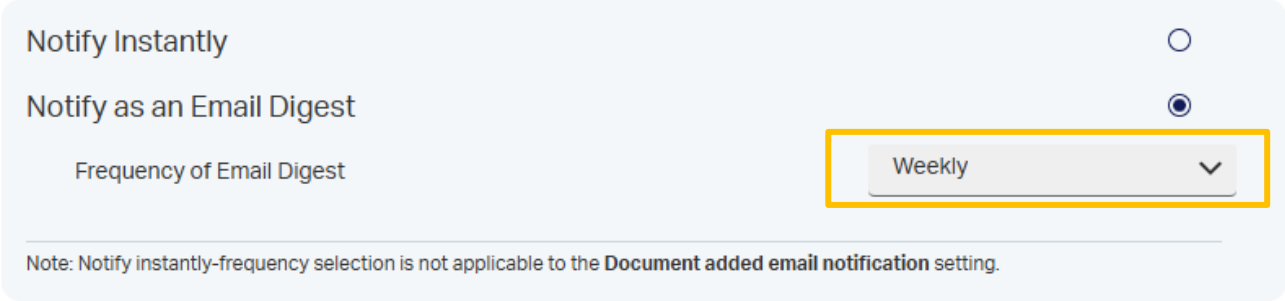
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Step	Description
9.	<p>Select Settings.</p>  <p>The screenshot shows a user profile dropdown menu for Ashley Morales. The menu includes options for Settings, Help, About, Desktop Client, Terms, and Log Out. The 'Settings' option is highlighted with a yellow box. The current version of the software is CE 25.2.2.</p>
10.	<p>Select Notifications.</p>  <p>The screenshot shows the Core Share CE 25.2 interface. The 'Settings' menu is open, and the 'Notifications' option is highlighted with a yellow box. The interface includes a search bar and a sidebar with navigation options like Dashboard, Files, Favorites, Collections, and Activity.</p>



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11.	<p>In the Email Frequency section, select Notify as an Email Digest and select Weekly from the dropdown menu.</p> <p>Email Frequency</p>  <p>Note: Notify instantly-frequency selection is not applicable to the Document added email notification setting.</p>

Download the Core Share App

Step	Description
12.	Download the Core Share App for access to Gas guidance documents on your mobile device.