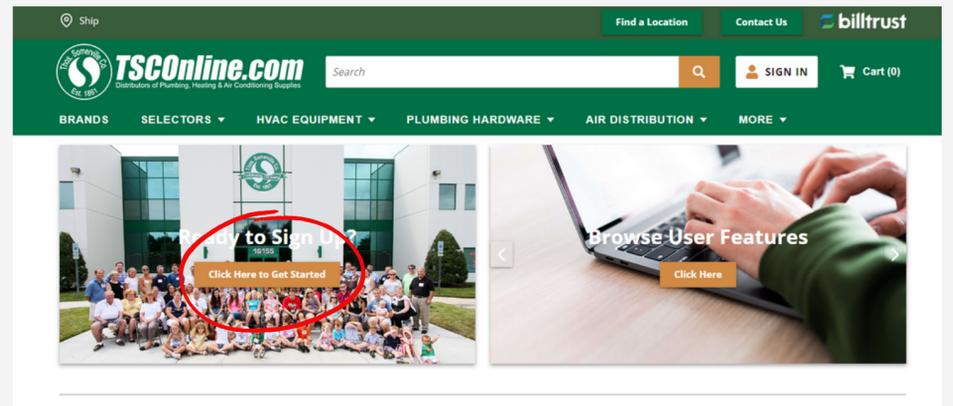


Signing Up New Users



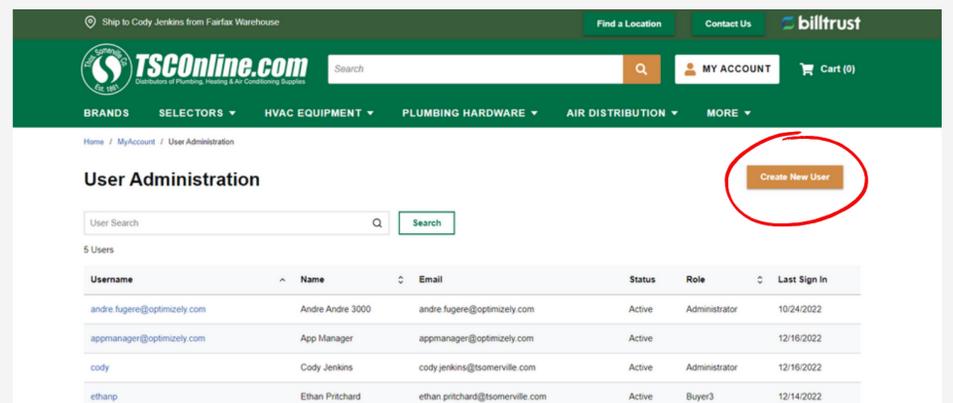
New User

- From the home screen, navigate to the banner on the left-hand side that says, "Ready to Sign Up?" and click the button "Click Here to Get Started"
- On the following page, fill in the fields on the form, review your details, and click the "Create" button located on the bottom right-hand side of form to submit your user registration request.
- Click the registration confirmation link in your email inbox and change your password to complete your registration and begin browsing products!

A screenshot of the "NEW CUSTOMER" registration form. The form has several fields: "Account Number *", "First Name *", "Last Name *", "Phone Number *", "Email Address *", "Password *", and "Confirm Password *". There is a "Create" button at the bottom right, which is circled in red. A checkbox for "Sign me up for newsletters and product updates." is also present.

Sales Rep

- Login and select the bill to address from your list of customers for the customer you wish to sign up.
- Under My Account, select the option "User Administration".
- Click "Create New User" in the top right corner and fill in the following form.
- Click "Create User" when finished and a confirmation link will be sent to the user's email to complete registration.

A screenshot of the "Create User" form. The form has fields for "Username *", "Email *", "First Name *", and "Last Name *". There are also dropdown menus for "Assign User Role" and "Assign Approver". A "Create User" button is at the bottom right, circled in red.