

Registration + Affiliation Step by Step Guide

1. Start registration.

- **Click Log In / Register in the top navigation.**
- **Select Register at the bottom of the page.**
- **Enter your email address and click Send Verification Code.**

2. Verify your email.

- **Check your inbox for the verification code.**
- **Enter the code on the Registration screen.**

3. Complete your profile.

- **After verification, enter your first name, last name, and password.**
- **Confirm language, country, and phone number.**
- **Click Create Profile.**

4. Connect your account (affiliation).

- **You'll be prompted to connect your profile to your organization.**
- **If your organization has ordered before, enter your customer number and a transactional number (order, quote, or invoice) and click Connect Your Account.**
- **If your organization is new, click Complete Registration and provide shipping/billing addresses, compliance information, and tax status.**

5. Finalize.

- **If applicable, place your first order to complete the account setup.**
- **You can now use the Account Dashboard to view orders, pricing, and more.**