



Help Section

Registration & Login

To register an account, click the My Account link located at the site header. You will be asked to type in the Customer Number given to you.

CREATE NEW ACCOUNT

I am an existing Customer, but need an online account.

Customer Number:

After entering your Customer Number, you will be directed to the Account Information page where you will need to provide the following details to set up your Commercial Account:

- Address
- City
- State
- Zip Code
- Phone Number

REGISTER FOR ONLINE ACCESS TO YOUR COMMERCIAL ACCOUNT

Use the form below to self-register for gaining access to your existing commercial account with us.

Account Information

Account Number:

Address:

City:

State:

Zip Code:

Phone Number:

To complete the registration process, you will be asked to provide your full name, a unique username and password for the account, and the e-mail address you will be using for your Commercial Account. Enter the information needed in the required fields before clicking the "Register" button.

CREATE A NEW ACCOUNT

Passwords are required to be a minimum of 6 characters in length.

Account Information

Username:

Email:


Confirm Email:

Password:

Confirm password:

First Name:

Last Name:


Please input captcha here.

An email notification will then be sent to your email address to confirm your registration. Once you've received this e-mail confirmation, click on this link to complete your registration.

All registered accounts will be evaluated by the website administrator. Should your registration be approved, you will receive an email confirming the activation of your account. The email will also have a link which you can click on to log into your new account.

Changing your password

If you happen to forget your password, click the "Forgot your Password" link. You will be redirected to a screen that will ask you for your username or email address.

FORGOT YOUR PASSWORD?

If you have forgotten your password, we are not able to tell you what it was. You can submit a request to generate a new password by entering either your username or email address below. This will send a new password request form to the email address on file. This email will contain a link that you will need to click on to actually create your new password. Once you've clicked on that link, the system will generate a new password and send you another email with the new password. Please be patient in waiting for these emails as they can take upto 15 minutes to arrive, if not sometimes longer. Please do not click that link multiple times or the system will continue to generate new passwords for you.

Account Information

Username:

OR

Email:

If you want to change your password while logged in, click the "Change Password" link. Follow the steps below to change your password:

- Enter your current password in the first box.
- Enter your new password in the second box.
- Confirm your new password in the third box.
- Click the "Change Password" button.

We recommend that you change your password frequently to maintain proper security of your account information.

Shared Account Usage (Multi-user access)

Please note that the system can accommodate multi-user access to your online account. When prompted for a Username and Password, each user should identify themselves with their own unique email address, name, and password. For security purposes your company should have only one contact to set up all user accounts. If any employee leaves your company, you will have to contact this person to disable that person's account.