



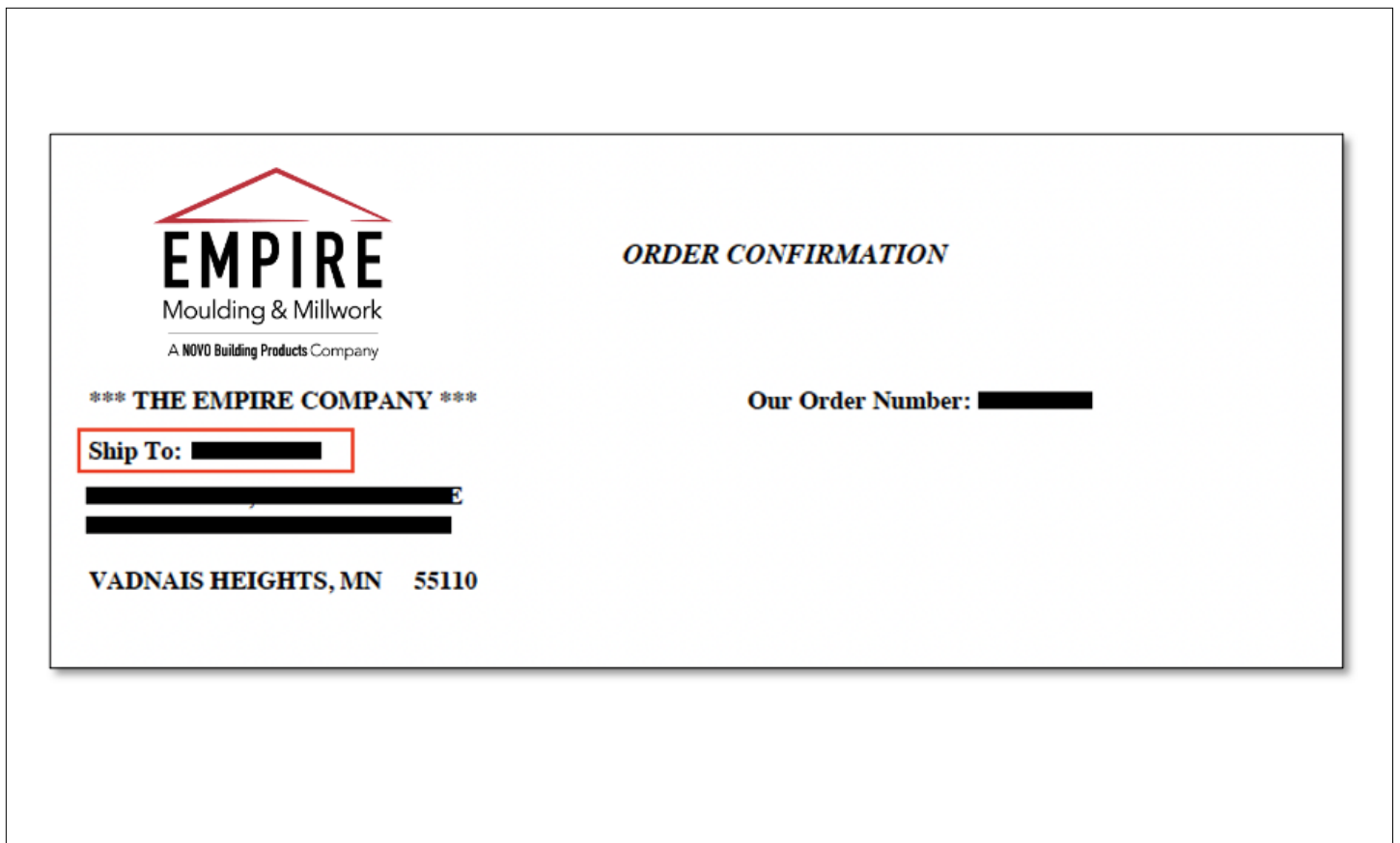
Empire Pro Dealer Portal

Dealer Portal Training: Create an Account

To get started, locate your recent Empire Moulding & Millwork stock order acknowledgment

Your *Customer Code from the "Ship To:" line will be needed to create your dealer account

*Not sure you have the correct customer code? Check with your sales rep!



Create an Account...

Once you have your Customer Code ready go to...

www.pro.empireco.com

On the landing page select...
"Create Account"

Fill in all fields marked with "Required"
and select "CREATE ACCOUNT"

This screenshot shows the initial account creation page. It features two input fields for 'Email Address' and 'Password'. Below the password field is a 'SIGN IN' button and a link for 'Forgot your password?'. On the right side, there is a grey box titled 'Need access to your Account?' which lists benefits of account verification: 'Access your stocked product pricing', 'Place orders on any desktop or mobile device', 'Receive order status updates', and 'Access your order history'. A red 'CREATE ACCOUNT' button is located at the bottom of this box.

This screenshot shows the 'NEW ACCOUNT' registration form. The title 'NEW ACCOUNT' is centered at the top. The form contains several required fields, each marked with 'REQUIRED' in red text: 'Email Address', 'Password', 'Confirm Password', 'Customer Code', 'Empire Distribution Center' (a dropdown menu), 'Name of Your Empire Rep' (a dropdown menu), 'First Name', 'Last Name', 'Company Name', 'Phone Number', 'Address Line 1', 'Address Line 2', 'City', 'Country' (a dropdown menu), 'State/Province' (a dropdown menu), and 'Zip/Postcode'. There are also 'Exclusive Offers' checkboxes, including 'I would like to receive updates and offers.' and 'I'm not a robot' (with a reCAPTCHA logo). A red 'CREATE ACCOUNT' button is positioned at the bottom right of the form.

Next Steps..

Once your account has been *verified you will have access to features like:

- ✓ Full access to stocked product pricing
- ✓ Easily place orders on any desktop or mobile device
- ✓ Receive order status updates

*Please note - it can take up to 1 business day for your account to be verified.

For questions regarding your order status or account access:

Please contact your Empire Pro Sales Rep!