

## Creating an Online Account

You will need to have or create the following information to successfully complete the process. Please allow 24 hours for registration approval.

- Enter first and last name.
- Enter company name.
- Enter email address and verify email address.
  - A valid email address is needed for approval.
- Create a username.
- Enter a phone number.
- Provide a shipping address. (A separate billing address can be added to customer profile once account is approved)
- Provide a printer serial number.
  - Please verify your printer serial number on the printer itself. An incorrect serial number can delay the approval process.
- Enter your current Reseller if you are assigned to one.
- Indicate tax exempt status.
  - A copy of a valid tax-exempt certificate and your state's tax-exemption form must be completed and uploaded for verification. An account will not be approved until one is on file and validated if applying for tax exempt status.
- Create and confirm your password.
  - Passwords should be at least 10 characters, contain a capital letter, a number, and at least one special character.
- Net 30-day terms:
  - This is not a mandatory field.
  - Only check this box if you wish to apply for credit terms with Solidscape. Additional information will be needed in order to apply for terms with Solidscape and can take in upwards of 30 business days to process. All orders will be paid with a credit card until customer is approved for credit terms.
- Please read and accept Solidscape's terms and conditions.
- Click register.
  - A confirmation email will be sent stating Solidscape is validating your registration. Please allow 24 hours for registration approval.
- Once approved, you will receive an email from Solidscape stating that you can login and start shopping.
- If you do not receive a confirmation email within 24 hours, please check your spam folder for an email from Solidscape. Otherwise, contact the order administration department at 603-429-9700 ex. 206 and we can assist you in the registration process.

If you have additional questions on the registration process, please contact [order@solidscape.com](mailto:order@solidscape.com)