1. To begin **registration**, click the icon shown above; it is located on the top right of our webpage.

2. The red boxes below highlight frequent **troubleshooting** on the account creation form.

3. Once you submit, select which **catalog** you would like to use.

   - A **search bar** is located in the top right corner of all pages, you may search by SKU number or Keywords.
1. **Building Name and Room Number** are **ALWAYS REQUIRED** in the comment section.

2. If you are using a **credit card** to pay, **disregard step 3**.

3. If your **Worktag** requires your Departmental Detail / Work Order you **MUST** include that information in the **comment section**.
Checkout / Icon Legend

- Login / Logout & Update Profile
- Checkout
- Contact Us