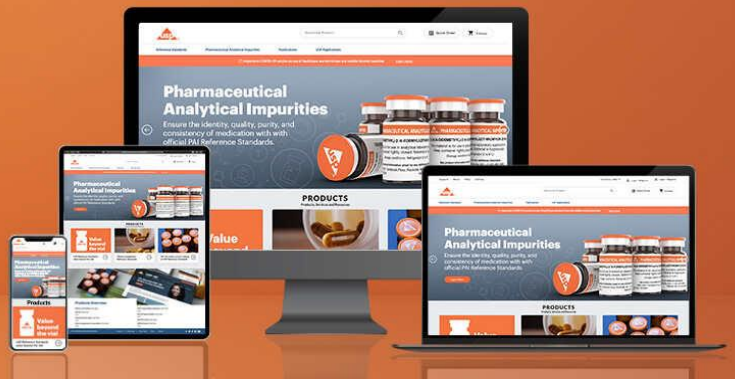



TAKE ACTION TODAY: New USP Store Features & Online Savings



Complete 5 simple actions to take full advantage of the **NEW USP STORE FEATURES** and **ONLINE SAVINGS** today!

- Connect with Your Teams:** Share the exciting new features and online savings with the teams in your organization (i.e., Procurement, Finance/Accounts Payable)
 - Create a USP Store Account OR Register New Users Under Your Existing Account**
 1. Navigate to the [USP Store](#)
 2. Click on the blue circle with the white question mark  in the bottom right corner of the screen
 3. Click “Accounts and Access” and select “Register for new Business Users” and follow the prompts to complete account setup.
 - Approve Registration Requests for New Users (Administrators Only)**
 1. Navigate to the [USP Store](#) and log into your USP Store account
 2. To change the status, click on the Request ID number.
 3. Review the request including Contact Details and Notes
 4. From the Status drop down, select “Accept” or “Reject”. An email will be sent to the user
 5. Click “Save”
 6. Users” and follow the prompts to complete account setup.
 - Add/Verify Email Address(es) to Receive E-Documents**
 1. Navigate to the [USP Store](#) and log into your USP Store account
 2. Click into your Address Book and find the desired Billing Address
 3. Validate that you have an email address attached and that you see “Verified.” If you do not have a valid email address added or see “Not Verified” simply click “Update Type,” enter a valid email address, and click save.
- Shop online via the [USP Store](#) & Save TODAY!**

Questions? Check out the [USP Store Information & Resources Hub](#) or [Contact Us](#) for more information and support today!

