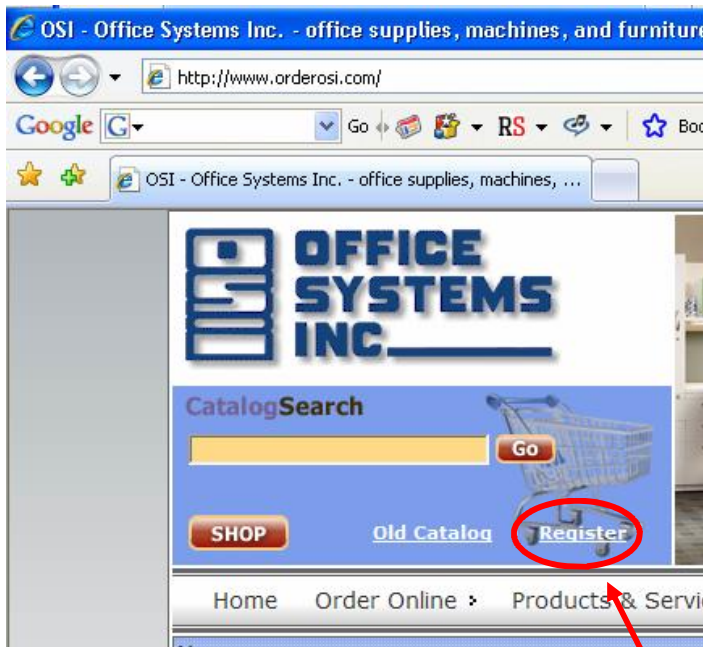


## SETTING UP AN ONLINE ACCOUNT

Here are some directions to help you walk through setting up an online account. You must have an account with OSI before setting up your online account. You will also need to know your account number. You can find this on any invoice or by calling 800-658-3541.

If you have any questions during this process, call 800-658-3541 and reference that you are setting up an online account and have questions. You may also email questions to [info@osioc.net](mailto:info@osioc.net).



Begin by going to our website at [www.orderosi.com](http://www.orderosi.com) And clicking on "Register" in the upper left portion of the website. Note: you must allow "pop-ups" on this website as the online ordering portion of the website will open in a new browser.

### Creating a New Account

We indicate required fields with **red labels** and an asterisk.

Welcome! Let's begin.

#### Step 1 of 5: Create your Log In Information

UserName \*

Password\*

Confirm Password\*

Email Address \*

Security Question \*

Security Answer \*

- What is your mother's maiden name?
- What town were you born in?
- What was your first pet's name?
- What is your favorite color?
- What is your birthdate?

This set of questions will appear. Enter whatever you would like to use for a username and password. Your password must be at least 6 characters. Fill in all blanks and click Next.

#### Step 2 of 5: Name and Phone Number

First Name \*

Last Name \*

Phone Number \*

Association Code

Next

Enter your name (not the company name) in the fields as well as the phone number to contact you. You may leave Association Code blank. Click Next.

**(CONTINUED)**

**Step 3 of 5: New or Existing Account?**

If your company/account has already been set up in the system, please select "Choose an existing account" below; otherwise, select "Create a new account".

- Create a new account.
- Choose an existing account.

Select "Choose an existing account". Even though you do not have an *online* account yet, you do have an account with OSI. Click Next.

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**Step 3b of 5: Select an Account**

Account Number \*

Account Phone Number \*

Account Zip Code \*

[Find](#)

**Account Information:**

**Phone Number**

**Shipping Address**

**Billing Address**

We will use this information to find your account in our system. Enter your account number. Using the area code, enter the phone number that is listed as the bill-to phone number on your account (note: this may be different from the number of *your* location) and the zip code of the bill-to address. Click Find.

Your account information should appear in the box below the fields you have just entered. If the information is correct, click Next. If it tells you that this account cannot be found, make sure the information is correct. The phone number and zip code must be exactly as it is entered in our system. If you provided a zip+4 when we set up your account, please enter that here. Click Find again. If your account cannot be found, please call 800-658-3541 and reference that you are setting up an online account and have a question.

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**Step 5 of 5: Optional Account Information**

Number of Employees

Comments

Long Purchase Order Number

Attention Line

These fields are optional. Enter as much information as you would like. Make sure that you click Finish to complete the registration process. You should receive a confirmation email if your email address was entered correctly.

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