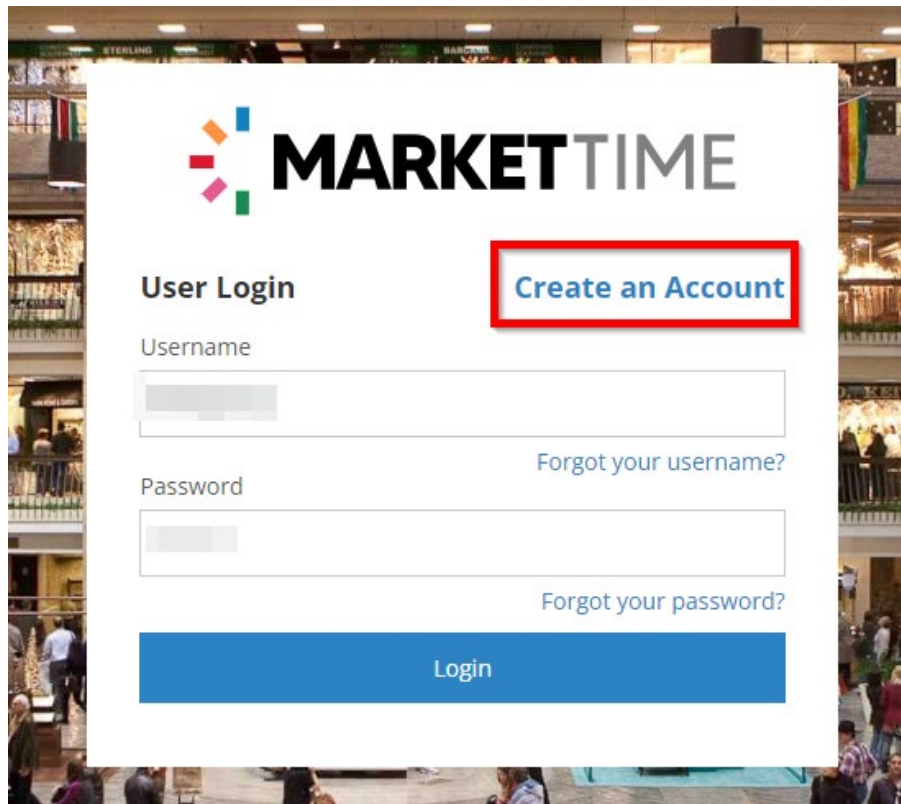


A New User Needs to be Added to the Retailer Account

(Use the following instructions to add another buyer to an existing Retailer account)

Step 1: Begin by navigating to <https://apps.marketttime.com>. Click on the "Create an Account" button to begin.



MARKETTIME

User Login **Create an Account**

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

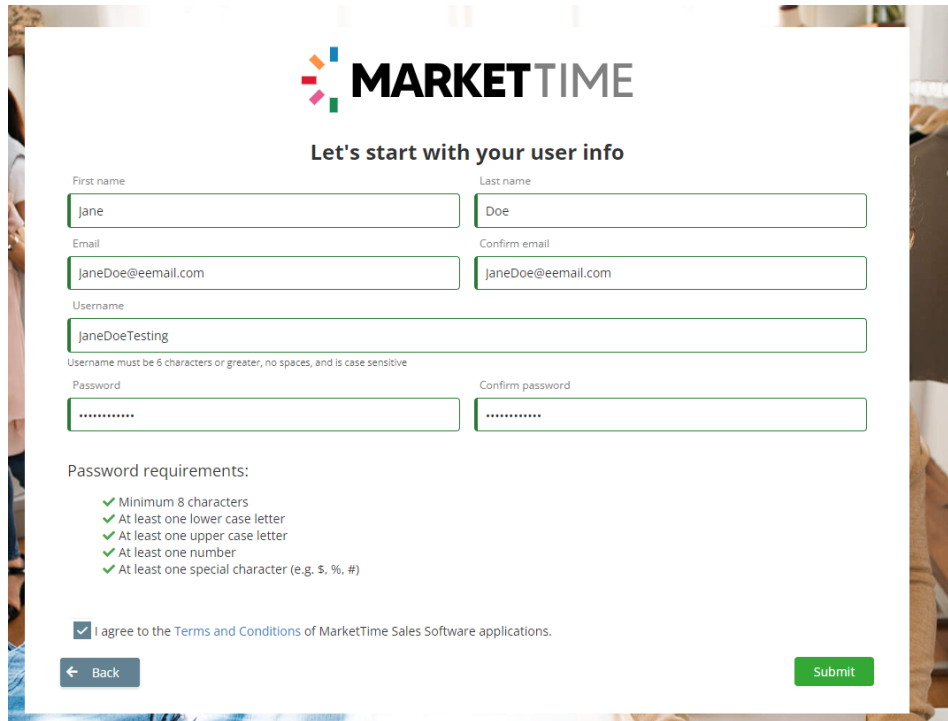
Login

Step 2: Next, you'll choose your account type, which in this case is Existing Users

Select Type of Seller

- Manufacturers or Brands**
Securely share item data and receive orders
- Sales Agency**
Complete backoffice and showroom management
- Salesperson**
Manage customers and place orders anywhere anytime!
- Existing Users**
Current members of MarketTime Software

Step 3: Once you proceed, you'll be asked to create your login account, where you choose your Username and set your Password.

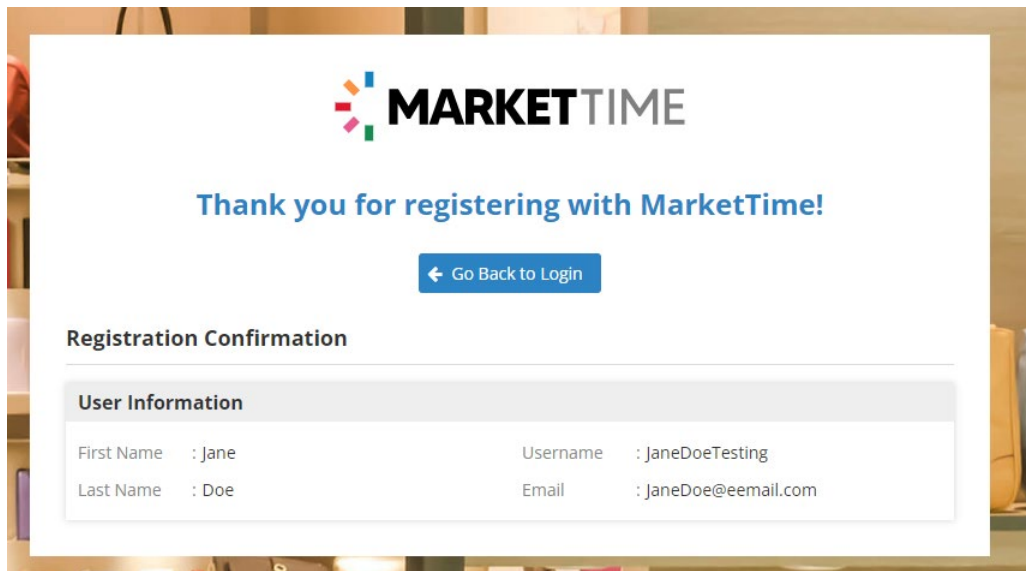


The registration form for MarketTime includes the following fields and elements:

- MARKETTIME** logo at the top.
- Section header: **Let's start with your user info**
- Form fields:
 - First name: Jane
 - Last name: Doe
 - Email: JaneDoe@email.com
 - Confirm email: JaneDoe@email.com
 - Username: JaneDoeTesting
 - Password: [masked]
 - Confirm password: [masked]
- Username requirement: Username must be 6 characters or greater, no spaces, and is case sensitive.
- Password requirements:
 - ✓ Minimum 8 characters
 - ✓ At least one lower case letter
 - ✓ At least one upper case letter
 - ✓ At least one number
 - ✓ At least one special character (e.g. \$, %, #)
- Agreement: I agree to the [Terms and Conditions](#) of MarketTime Sales Software applications.
- Navigation: [← Back](#) and [Submit](#) buttons.

Step 4: Once all fields are completed, click Submit to complete registration.

[Submit](#)



The registration confirmation screen displays the following information:

- MARKETTIME** logo at the top.
- Section header: **Thank you for registering with MarketTime!**
- Navigation: [← Go Back to Login](#) button.
- Section header: **Registration Confirmation**
- User Information table:

| | | | |
|------------|--------|----------|---------------------|
| First Name | : Jane | Username | : JaneDoeTesting |
| Last Name | : Doe | Email | : JaneDoe@email.com |

Step 5: Once you submit your registration, your approval will be pending until you reach out to support@marketttime.com with a request to be connected to the existing Retailer account. Please include the existing Retailer Company name and Retailer ID# (this number can be found by logging into a MarketTime B2B site with the existing Retailer credentials and clicking on "My Account" and then "Change Password"- see screenshot below)

The screenshot shows a user profile page with a green header and white content area. A red rectangular box highlights the 'MarketTime ID' section. Below this, there is a 'Reset Password' section with three input fields.

| MarketTime ID | User Info |
|--|--|
| Your MarketTime ID is: B1290600 You can use your MarketTime ID to login other to MarketTime B2B websites and obtain your purchase orders from other members in the MarketTime community. | Name : Dummy Buyer Username : dummybuyer7 Email : dummybuyer727272727@gmail.com |

| Reset Password |
|--|
| Current Password <input type="password" value="....."/> |
| New Password <input type="password"/> |
| Confirm Password <input type="password"/> |