



URM Stores Customer Registration Guide



SELL BETTER. Anything. Anytime. Anywhere.

URM Customer Registration



The screenshot shows a website with a green background. At the top, there is a navigation bar with five tabs: HOME, CUSTOMER REGISTRATION (highlighted in yellow), VENDOR REGISTRATION, BROKER REGISTRATION, and INFORMATION. Below the navigation bar is a logo for 'The Great Northwest FOOD SHOW 20 URM 24' featuring a sun, mountains, and a house. The main content area is a large black rectangle with white text that reads: '2024 The Great Northwest URM Food Expo and Buying Show', 'May 8th, 2024', '9:00am-3:30pm', and 'CUSTOMER REGISTRATION'. Below this is another black rectangle with white text: 'You must register your store online whether you will be attending the live show or not. This is how you will be receiving your pin to order online!'. At the bottom center, there is a black button with yellow text that says 'Click Here to Register', which is highlighted with an orange border.

- To start, under Customer Registration, you will select “Click Here to Register”

URM Customer Registration



Please follow the steps below for customer registration

To register for the URM Food Expo & Buying Show, click begin registration below:

Begin Registration

To edit your registration, enter your URM account number below and select search:

Enter your URM account number here

Search

- If this is your first time registering, you will select “Begin Registration”
- If this is NOT your first time registering, and you are just editing your current registration, proceed to slide 10

URM Customer Registration



Customer Attendee Registration Details Additional Attendees Registration Summary Registration Complete

Attendee Information

To begin, click "search" and enter your URM Account number in the search field. Your URM Account number can be found in the registration email.

- **Please note:** your account number has to be an EXACT MATCH. Make sure to type in your full account number and ensure there are no extra spaces at the end.

If your account number does not appear in the dropdown, please reach out to urmshoosupport@urmstores.com.

Account Name *

First Name *

Last Name *

Title/Position *

Phone Number *

Email Address *

I'd like to receive marketing emails for this event

Are you authorized to purchase at this show?

Are you a buyer or a guest? *

Buyer

Guest

- To begin registration, you will click on "Search" to find your URM Account Name
 - You must search your EXACT account number, which can be found in the invitation to register email

Select Primary Customer

Select a Primary Customer by searching for it in the drop-down below.

Perenso (777777)

URM Customer Registration



1 Customer Attendee Registration Details

2 Additional Attendees

3 Registration Summary

4 Registration Complete

Customer Account Information

Account Number

Account Name *

Customer Address *

City *

State *

Zip Code *

[Back to Attendee](#) [Next →](#)

- Once you select your account, you will be given the option to fill out or edit your ACCOUNT information
- After you fill out or edit this information, select “Next” to fill out your ATTENDEE information

URM Customer Registration



- On the next screen, you will enter the ATTENDEE information
- All information and survey questions are required
- Once you have filled out all information and answered the survey questions, select “Next” to proceed to the next screen and add any additional attendees

Attendee Information

To begin, click "search" and enter your URM Account number in the search field. Your URM Account number can be found in the registration email.

- **Please note:** your account number has to be an **EXACT MATCH**. Make sure to type in your full account number and ensure there are no extra spaces at the end.

If your account number does not appear in the dropdown, please reach out to urmshowsupport@urmstores.com.

Account Name *	Perenso Polly	Edit	Change
First Name *	<input type="text"/>		
Last Name *	<input type="text"/>		
Title/Position *	<input type="text"/>		
Phone Number *	<input type="text"/>		
Email Address *	<input type="text"/>		
	<input checked="" type="checkbox"/>	I'd like to receive marketing emails for this event	
	<input checked="" type="checkbox"/>	Are you authorized to purchase at this show?	
Are you a buyer or a guest? *	<input type="radio"/>	Buyer	
	<input type="radio"/>	Guest	
Which will you be attending? *	<input type="radio"/>	In-person Only	
	<input type="radio"/>	Online Only	
	<input type="radio"/>	Both	
Are you ordering for multiple stores/accounts? *	<input type="radio"/>	Yes	
	<input type="radio"/>	No	

URM Customer Registration



Please follow the steps below for customer registration

Customer Attendee Registration Details Additional Attendees Registration Summary Registration Complete

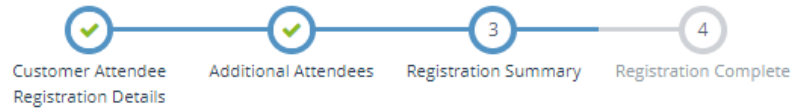
Please see below to view/edit/add any additional attendees that will be attending the show. You may select 'edit' to make changes to existing attendees or click add an additional attendee to add other people that will be attending the show. Once complete, click 'next'.

Attending	Attendee	Type	Actions
	Additional Customer Attendees		+ Add an Additional Attendee

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- To add any additional attendees to the show, select “Add an Additional Attendee”
 - Once you have added all additional attendees, you will select “Next” to proceed
- If you have no other attendees to register, you can select “Next” to proceed to the next screen

URM Customer Registration



Please review the information below.

Account Name: * Perenso
First Name: * Elizabeth
Last Name: * Test
Title/Position: * Test
Phone Number: * 7777777
Email Address: * showsupport@perenso.com

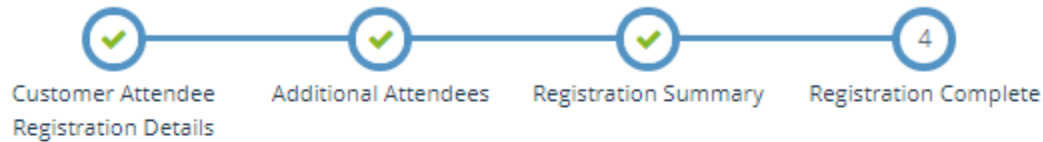
Are you authorized to purchase at this show?: Yes

Account Number: 7777777
Account Name: * Perenso
Customer Address: * 123 Main St.
City: * Denver
State: * COLORADO
Zip Code: * 80237

[← Previous](#) [Complete Registration ✓](#)

- Then you will be brought to the final screen to review all information
- Once you are finished reviewing, you will select “Complete Registration”

URM Customer Registration



Registration Complete

Thank you for registering, you will receive a registration confirmation email shortly.

- Once you see the green registration complete box, you have successfully registered
- You'll receive a registration confirmation email from urmshowsupport@urmstores.com
- If you did not receive your registration confirmation email, please email showsupport@perenso.com and include URM in your email subject

URM Customer Registration



Please follow the steps below for customer registration

To register for the URM Food Expo & Buying Show, click begin registration below:

Begin Registration

To edit your registration, enter your URM account number below and select search:

Enter your URM account number here

Search

- To edit an existing registration, you will enter your EXACT URM account number in this box and select “Search”
- You will then select your registration from the list

To edit your registration, enter your URM account number below and select search:

7777777

Search

Go Back

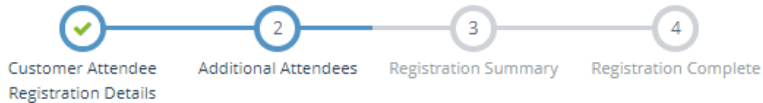
Please type your URM account number here to begin your registration.

Elizabeth Test (Perenso)

URM Customer Registration



- Here, you will edit Attendee information for your account (right)
- You will also be able to add any new Additional attendees (below)



Please see below to view/edit/add any additional attendees that will be attending the show. You may select 'edit' to make changes to existing attendees or click add an additional attendee to add other people that will be attending the show. Once complete, click 'next'.

Attending	Attendee	Type	Actions
<input checked="" type="checkbox"/>	Perenso Test	Additional Customer Attendees	Edit Remove

Additional Customer Attendees [+ Add an Additional Attendee](#)

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Attendee Information

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If your account number does not appear in the dropdown, please reach out to urmshowsupport@urmstores.com.

Account Name * [Edit](#) [Change](#)

First Name *

Last Name *

Title/Position *

Phone Number *

Email Address * [Valid](#)

I'd like to receive marketing emails for this event

Are you authorized to purchase at this show?

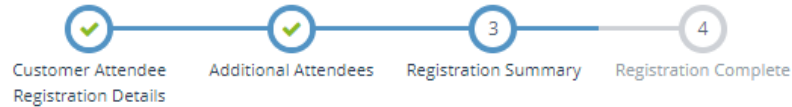
Are you a buyer or a guest? * Buyer Guest

Which will you be attending? * In-person Only Online Only Both

Are you ordering for multiple stores/accounts? * Yes No

[Cancel](#) [Next →](#)

URM Customer Registration



Please review the information below.

Account Name: * Perenso
First Name: * Elizabeth
Last Name: * Test
Title/Position: * Test
Phone Number: * 7777777
Email Address: * showsupport@perenso.com

Are you authorized to purchase at this show?: Yes

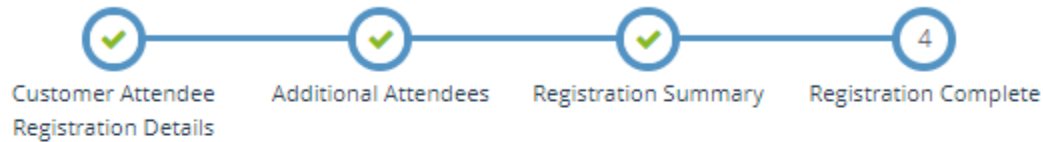
Account Number: 7777777
Account Name: * Perenso
Customer Address: * 123 Main St.
City: * Denver
State: * COLORADO
Zip Code: * 80237

← Previous

Complete Registration ✓

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Registration Complete

Thank you for registering, you will receive a registration confirmation email shortly.

- Once you see the green registration complete box, you have successfully registered
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- If you did not receive your registration confirmation email, please email showsupport@perenso.com and include URM in your email subject

Need help?

Show support is available via email, phone and chat

Please be sure to include URM in the subject to help expedite your request

showsupport@perenso.com

720-773-9775

Click this button to chat anywhere in the portal

