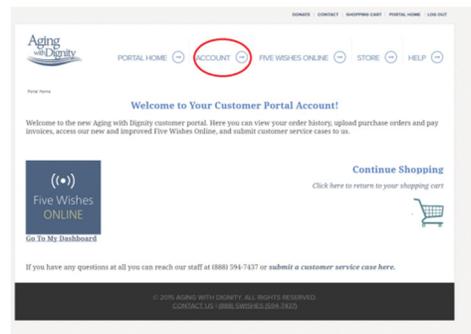
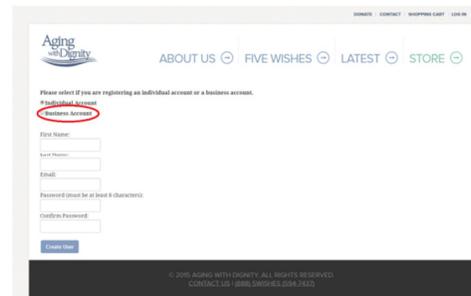
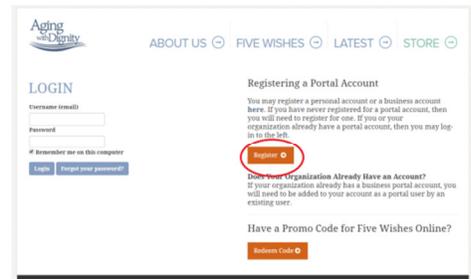




Customer Account Log-in Process

Thank you for your interest in developing a Customer Portal Account on our website. This account will provide you with the ability to place orders, review and print invoices and receipts, and complete various other tasks. Here is a quick guide to register yourself and/or your organization for an account.

1. Go to our website at www.agingwithdignity.org.
2. In the top right corner, click on “Log In.”
3. You will be directed to the account registration screen. If you do not have an account, select the orange “Register” button.
4. If you have not created an account for yourself or organization, this is where you can do so. Select the toggle button “Business Account,” then complete the rest of the form which asks for **your** first name, last name, email and to create a password. When complete, select “Create User.” NOTE: You will be prompted to sign into your account again.
5. You will be directed to the “Welcome” screen. Select “Account” from the navigation area. In the pull-down menu select “Business Profile.”



6. In the “Business Profile” section, complete the following sections to allow us to verify your billing and shipping addresses, your tax status and your internal approval information. This allows us to provide you with an invoicing option.

7. Additionally, in the “Business Profile” at the very bottom (highlighted in blue), you have the ability to add more account users. If you want someone else in your organization to have the ability to order and review invoices and orders, this is the section in which you will want to add them.

8. Once you have completed and “Save Changes” to this form, you can log in to your account and see if you have been approved (green highlighted area). Please allow two to three business days for approval.

9. Congratulations! You have completed your business and personal portal account registration. Feel free to log out and then go to our store to learn about our products and services.

Business Profile

Organizations may be invoiced for orders of \$100 or more. If your organization would like to be invoiced, complete this profile. Please be sure to click the **Save Changes** button below.

organization name

Primary Billing Address

Street 1

Street 2

City

State/Province

ZIP/Postal Code

Country/Region

Website

Please answer these three questions.

1. Do We Require To Be Invoiced
 Yes No

2. Do We Require Purchase Orders
 Yes No

3. Do We Are Tax Exempt
 Yes No

If you are claiming tax exemption, upload a scanned copy of your tax exemption certificate as a PDF document.
 Upload file

Allowed Extensions: pdf (Max: 3 MB)

The individual whose name is selected below as the Authorizing Agent affirms the following:
 The information provided on this form is accurate and true to the best of my knowledge. I do also affirm that I have the Authority on agent for the above organization to complete this form and agree to the terms set forth in this form. I understand that Aging with Dignity's standard shipping terms are F.O.B. shipping point, and that the standard billing terms are Net 30 unless otherwise agreed to in writing. I understand that the information given on this form will be used solely for the purpose of purchasing, shipping, and billing for goods and/or services from Aging with Dignity, Inc.

Authorizing Agent

You can add employees to your account below. Once a person is added to your account they can be selected here.

Save Changes

Your Status

If you have requested to invoice or claimed tax exemption you can check your status in our records here. If there is a credit hold on your account please contact us at 888 5 WISHES (888-591-7177).

approved to invoice orders?	Tax Exemption Verified	Credit limit?
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

Add Portal Users to This Account

Click Add New to create a portal user in your organization with access to this portal account. Additional portal users must be created here or they will not have access to this account.

First Name	Last Name	Email	Alternate Phone	Default User
Add New (currently there are no records that match your criteria)				