

## **Creating An Account MSC Cooperative Purchasing Connection Website**

### **Logging-in to the website:**

#### **If the member does not have a username/password:**

- Select "Don't have an account" on the Sign-in Page
- Enter your email address
- Pick a password – any password that you would like to use
- Enter your zip code and click the search button. When you click the search button, your password will be erased.
- Select the organization that you are from
  - If there aren't any organizations that show up in the drop down, it may be because the "search" button was not selected.
- Re-enter your password
- Click submit
- Select "Sign-In" on the Account Confirmation page
- Sign-in using your email address and the password you created