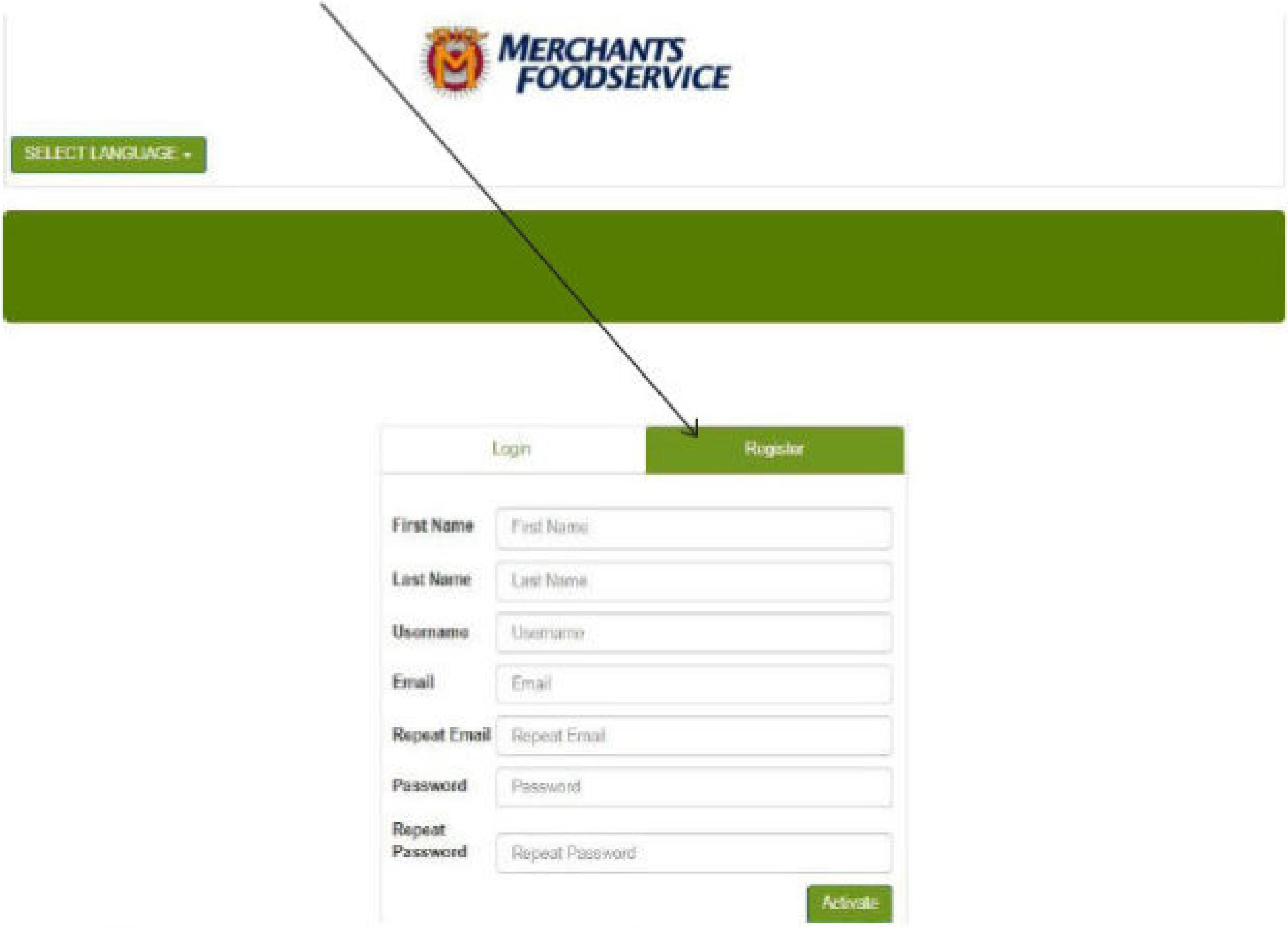
Step 1:

- Click the following customer portal URL:_
  https://portal2.ftnirdc.com/en/merf
- Click the **Register** tab near the top of the page.

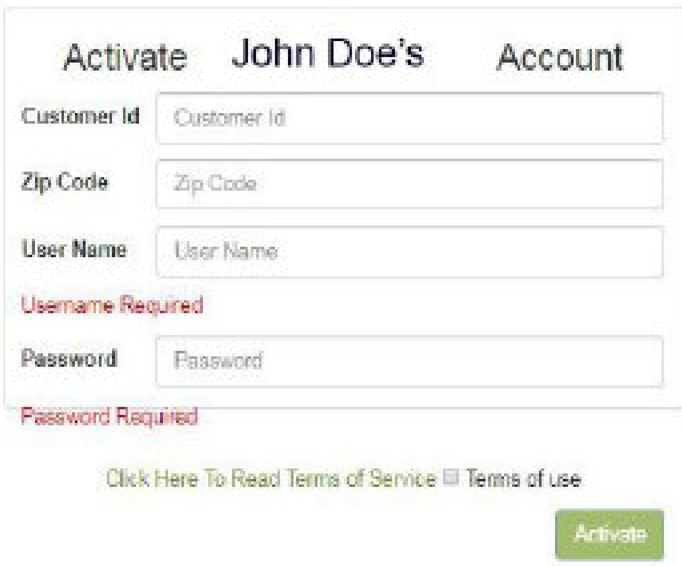


- Fill in information boxes. Please note that your USERNAME and PASSWORD will be needed to login after your account is active. Please take a moment to write down both your **USERNAME** and **PASSWORD** at this time.

- Once you click the “Activate” button, a confirmation message will be sent to the e-mail address you provided. Please go to your e-mail inbox and follow the instructions in the e-mail sent to you.

Step 2:

- Open the e-mail to activate your account. Please note that “AR@merchantsfoodservice.com” is the sender.
- Click the “Activate Your Account” link.

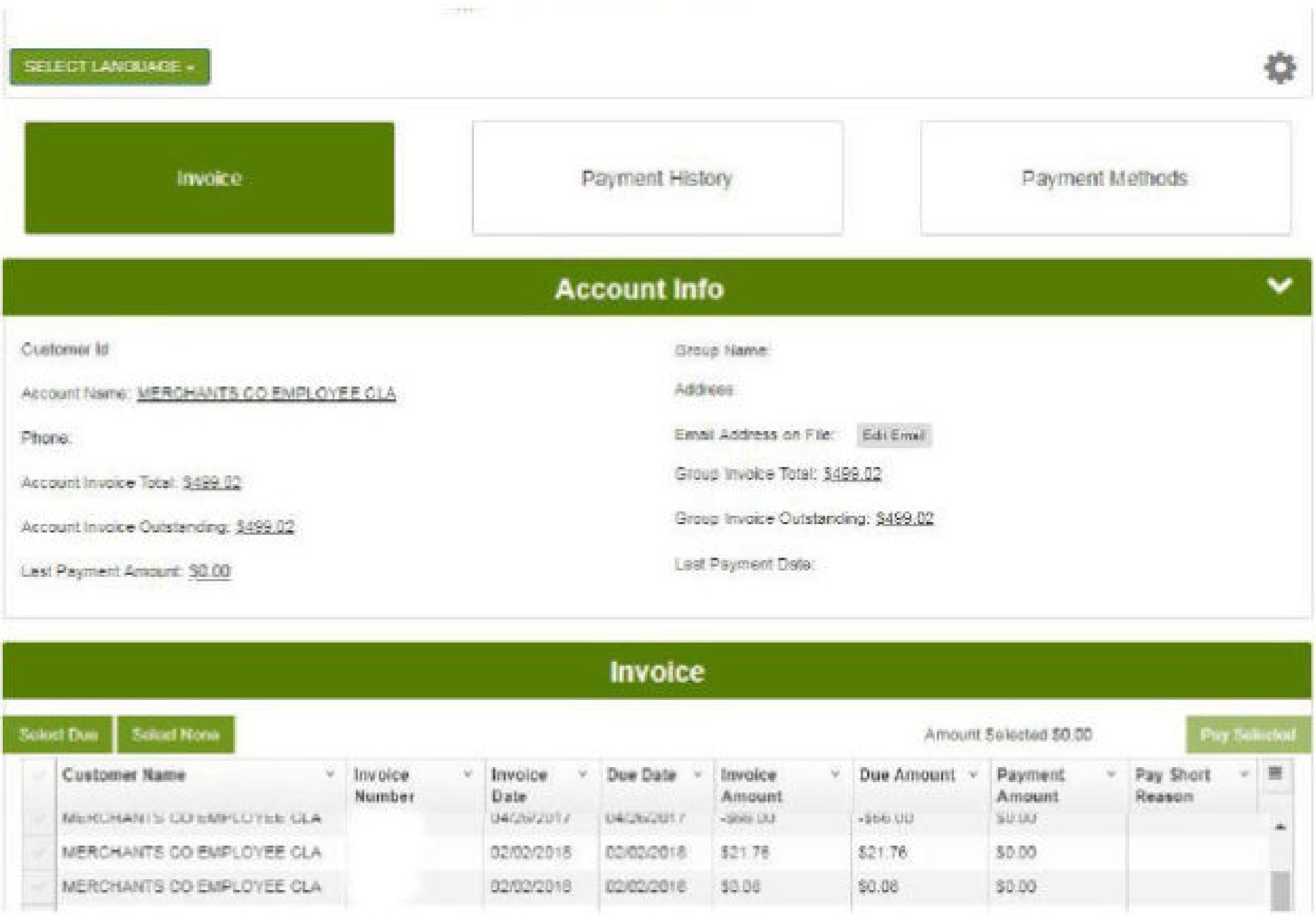


- Once the page pictured above loads. Fill in the information requested. Your “Customer Id” will be your account number. Enter the user name and password you previously chose, and be sure to click the “Terms of use” box at the bottom of the form. Once you have filled out the form, click the “Activate” button.

- If your information was entered correctly, you will now be taken to your account.

Step 3:

· Your account management screen will look similar to the one pictured below. If you have any issues viewing this page, please contact us.



· From this screen, you can use the tabs located at the top to view your invoice, view your payment history, and setup a payment method. If you have any issues viewing or navigating your account page, please contact us for assistance.