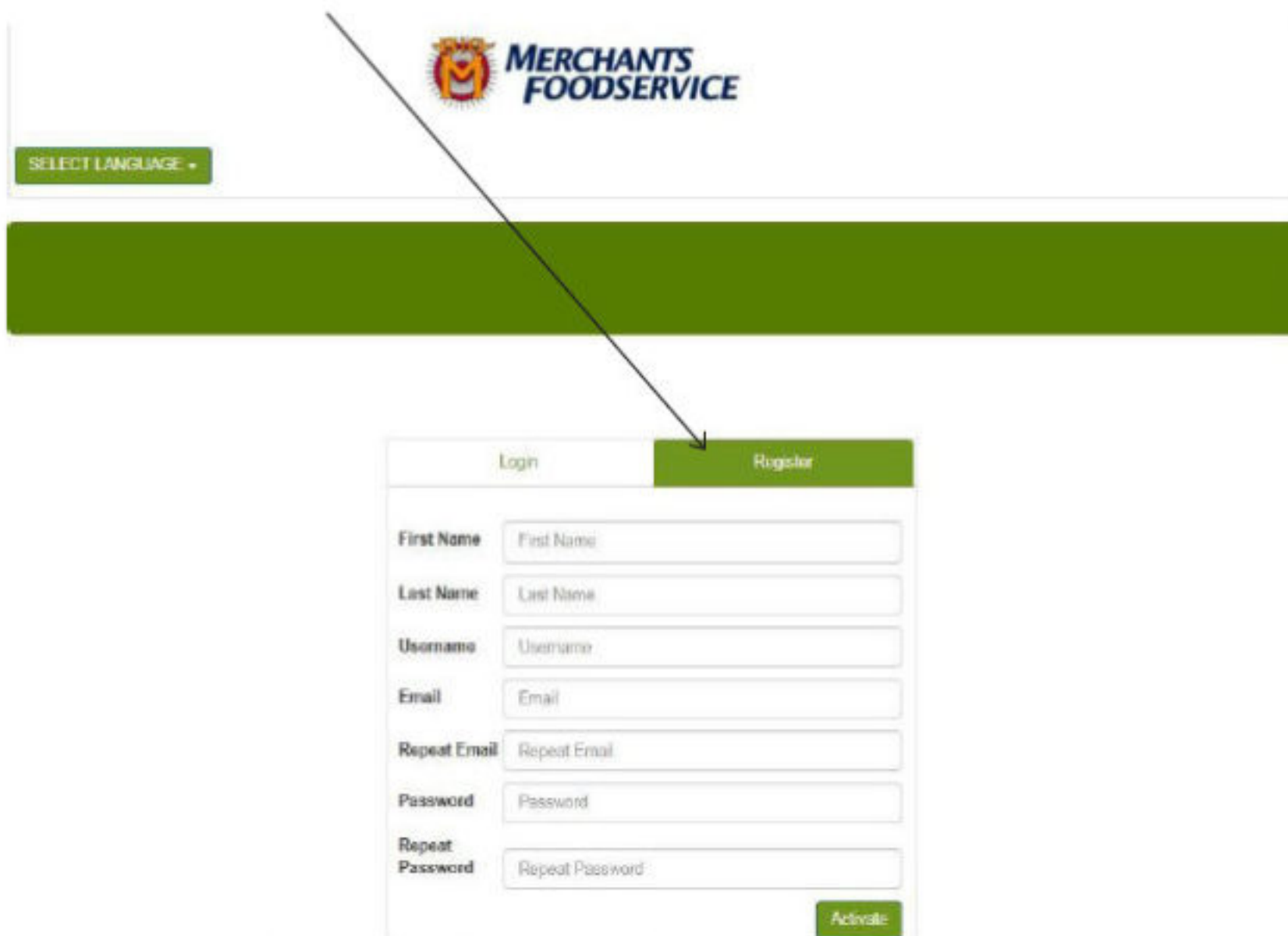


Step 1:

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



The screenshot shows the Merchants Foodservice customer portal. At the top, there is a logo for Merchants Foodservice and a 'SELECT LANGUAGE' dropdown menu. Below this is a green navigation bar with two tabs: 'Login' and 'Register'. The 'Register' tab is highlighted in green. An arrow points from the 'Register' tab in the screenshot above to the 'Register' tab in the screenshot below. The registration form includes fields for First Name, Last Name, Username, Email, Repeat Email, Password, and Repeat Password, followed by an 'Activate' button.

- 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.



SELECT LANGUAGE +

Activate John Doe's Account

Customer Id

Zip Code

User Name

Username Required

Password

Password Required

[Click Here To Read Terms of Service](#) Terms of use

· 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.

The screenshot displays a web interface for account management. At the top left, there is a 'SELECT LANGUAGE' dropdown and a gear icon for settings. Below this are three navigation tabs: 'Invoice' (highlighted in green), 'Payment History', and 'Payment Methods'. A green header bar labeled 'Account Info' contains a dropdown arrow. The account information is presented in two columns:

Customer Id	Group Name:
Account Name: <u>MERCHANTS CO EMPLOYEE CLA</u>	Address:
Phone:	Email Address on File: Edit Email
Account Invoice Total: <u>\$499.02</u>	Group Invoice Total: <u>\$499.02</u>
Account Invoice Outstanding: <u>\$499.02</u>	Group Invoice Outstanding: <u>\$499.02</u>
Last Payment Amount: <u>\$0.00</u>	Last Payment Date:

Below the account info is another green header bar labeled 'Invoice'. Underneath, there are two tabs: 'Select Due' and 'Select None'. To the right, it shows 'Amount Selected \$0.00' and a 'Pay Selected' button. The main content is a table with the following columns: Customer Name, Invoice Number, Invoice Date, Due Date, Invoice Amount, Due Amount, Payment Amount, and Pay Short Reason.

Customer Name	Invoice Number	Invoice Date	Due Date	Invoice Amount	Due Amount	Payment Amount	Pay Short Reason
MERCHANTS CO EMPLOYEE CLA		04/26/2017	04/26/2017	-999.00	-999.00	\$0.00	
MERCHANTS CO EMPLOYEE CLA		02/02/2018	02/02/2018	\$21.76	\$21.76	\$0.00	
MERCHANTS CO EMPLOYEE CLA		02/02/2018	02/02/2018	\$0.00	\$0.00	\$0.00	

• 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.