How to Create a User ID Associated with Existing Account

Important – You will need a recent invoice or statement from Cotter Church Supplies, Inc. If you don't have an invoice or statement, call 800-446-3366. We'll be happy to help you.

Start your browser and go to www.cotters.com.

The new home page looks something like this



Create Account – Click Here.

A new screen will display as shown on the next page.



> Click on "Identify your Account" to bring up another new screen as shown below.

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- (EXACTLY as shown on an invoice or statement 7 digits long).
 Enter your zip code

 (EXACTLY as shown on an invoice or statement it may be 5 or 10 digits).
- Enter the security code that is displayed.
- ➢ Click 'Proceed'.

Another screen will then display as follows.

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- > Complete the form with your name, phone number, email address, etc.
- You will also need to create a <u>user name</u>.

Create a simple but unique user name using a variant of you name or position (e.g. Jean_Smith or Jean_M_Smith or Secretary_St_Joe_90026). User Names must be at least 6 characters of letters, numbers and only these special characters Dash (-) Underscore (_) period (,) at sign (@)

Enter and confirm your password.

Please follow the password rules

- \checkmark 8 to 20 characters,
- ✓ Letters (At least one capital letter, at least one lower case letter),
- ✓ Numbers (At least one number),
- ✓ Special Characters (At least one and may NOT be dash (-); left arrow (<); right arrow (>);pipe (/);tilde (~);exclamation point (!) or semicolon (;)).

You can use the following template example as a guide. Substitute letters, numbers and special characters to suit you.

Template example **\$PASSword2018** Modified example **jane\$MARIE1983**

> You are done!

The following screen will display.

Note – Additional web users can be added to the same account so that others (e.g. the Pastor, Business Manager, Sacristan etc.) can all have access to the same information.



> Click "SIGN IN" and then actually sign in.

A new home screen appears with Advanced Functions.



- Sales Orders See Open or Closed Orders, Print Orders.
- Open Invoices See Open Invoices, Print Invoices, Track Shipments.
- Invoice History See closed invoices, Print Invoices.
- ◆ Product History See the items that have been ordered in the past 5 years.
- Shipment Tracking Track your shipment.