

## **How To: Vendor Registration**

Getting started on our platform is quick and simple. Follow these steps to set up your vendor account, complete your store details, and start showcasing your products on MiX.

**Before You Begin:** You should have already received a welcome email from MiX that contained our registration link and password. This email is the only way to access the vendor registration page. If you don't see it in your inbox, be sure to check your spam or junk folder before proceeding.

## **Step 1: Begin The Registration Process**

Click the registration link from your email to open the "Become a Vendor" page. Fill in your information and follow the steps, including:

- · First and Last Name
- Email Address
- · Phone Number
- Password
- Shop Name (How It'll Appear On Our Site)

- Confirm Shop URL
- Address Details
- Select Subscription (Currently Free)
- Review & Agree to the Terms & Conditions
- Register

After creating your account, you'll be directed to a Payment page for your subscription. **Our Basic Vendor subscription is free, so you won't be charged at this time.** Simply enter your payment details (for account verification purposes), click "Place Order," and you'll receive a confirmation email.

## **Step 2: Complete the Setup Wizard**

After registering, you'll be guided to the **MiX Setup Wizard.** We help configure your store settings and payment options here. This typically takes only 5 minutes to complete. You can click "Let's Go!" to set up immediately or "Not Right Now" to return later. You can skip any step throughout this process and return later.

## **Store Setup Payment Setup** Ready to Go! MIX Inventory MIX Inventory MIX Inventory Payment Store Setup Payment Setup 123 Main Street E-mail you@domain.com Bank Transfer Your Store is Ready! 12345 United States (US) Return to the Marketplace Sacramento, CA, 94203

Congratulations! Your MiX account has been created and you're ready to start selling.