

# QUICK ONLINE ORDERING SETUP

# KIMBALL MIDWEST

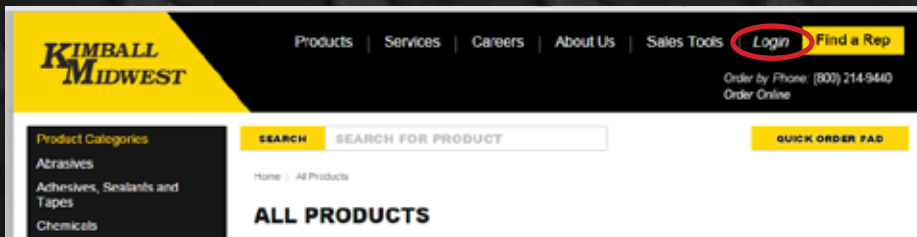
Specializing in Materials Management since 1923

1



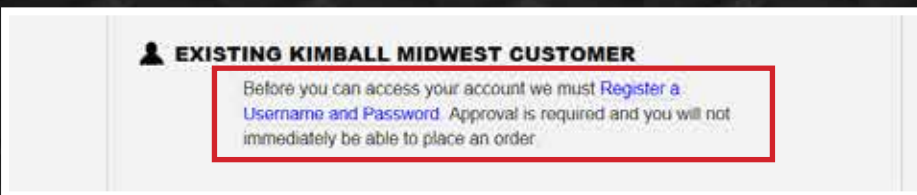
Use the links on the Kimball Midwest homepage (kimballmidwest.com) to navigate to the Storefront.

2



Once on the product Storefront, click “**Login**” at the top right corner of the screen.

3



In the section titled ‘Existing Kimball Midwest Customer:’, click “**register a username and password**”.

4



Enter your account number and the main phone number (with or without dashes). \*\*\*If verification fails, please call (800) 214-9440 for assistance\*\*\*.

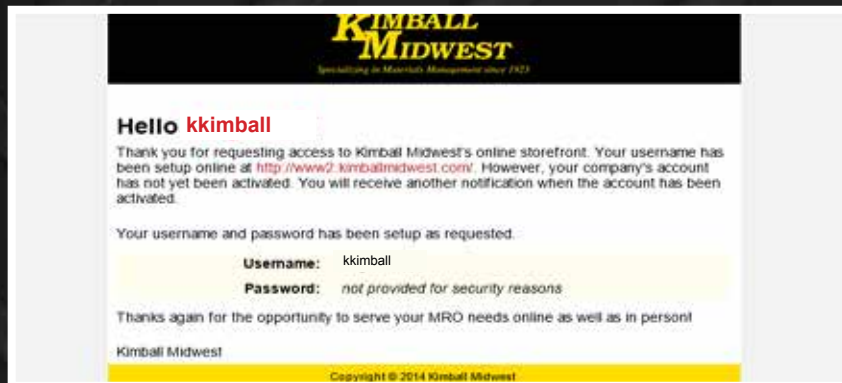
5



Create a unique username and password of your choice, and fill out the remaining user information.

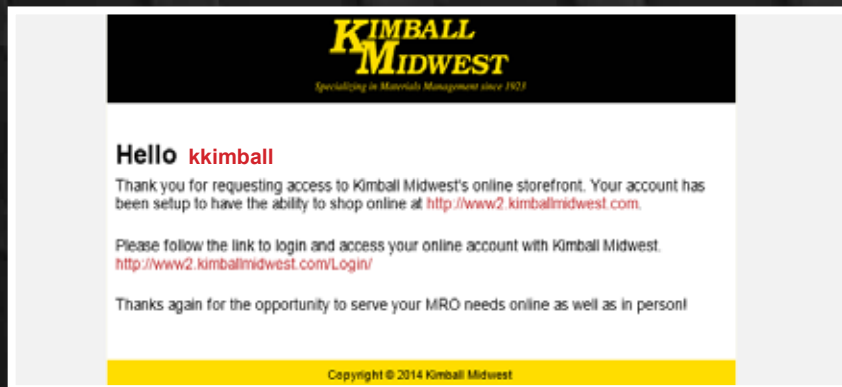
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6



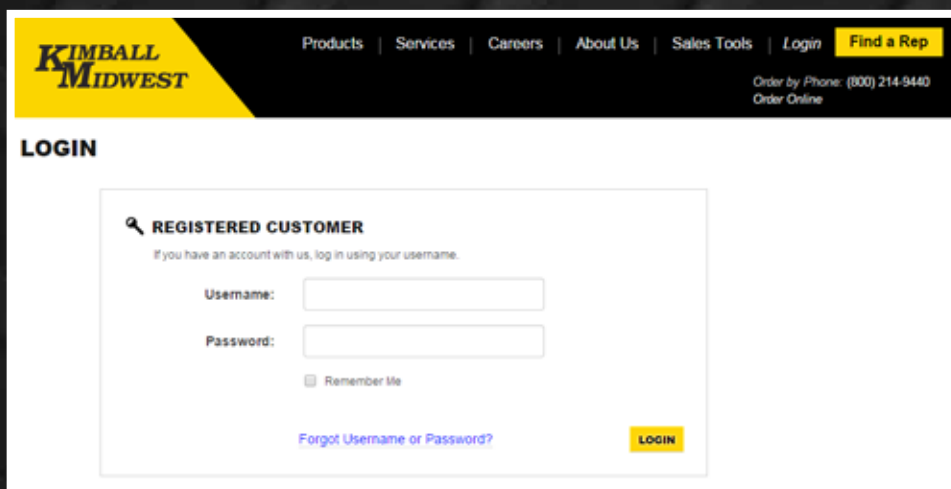
Once your account is created, you will receive an e-mail stating that your username has been setup online, but your account has not been activated.

7



Once your account activation is approved, you will receive another e-mail stating that your account has been setup to have the ability to shop online.

8



Return to the "login" page, enter your username and password you created, and click "login" to start ordering online.

Set-up Assistance or Questions

614-951-2468

