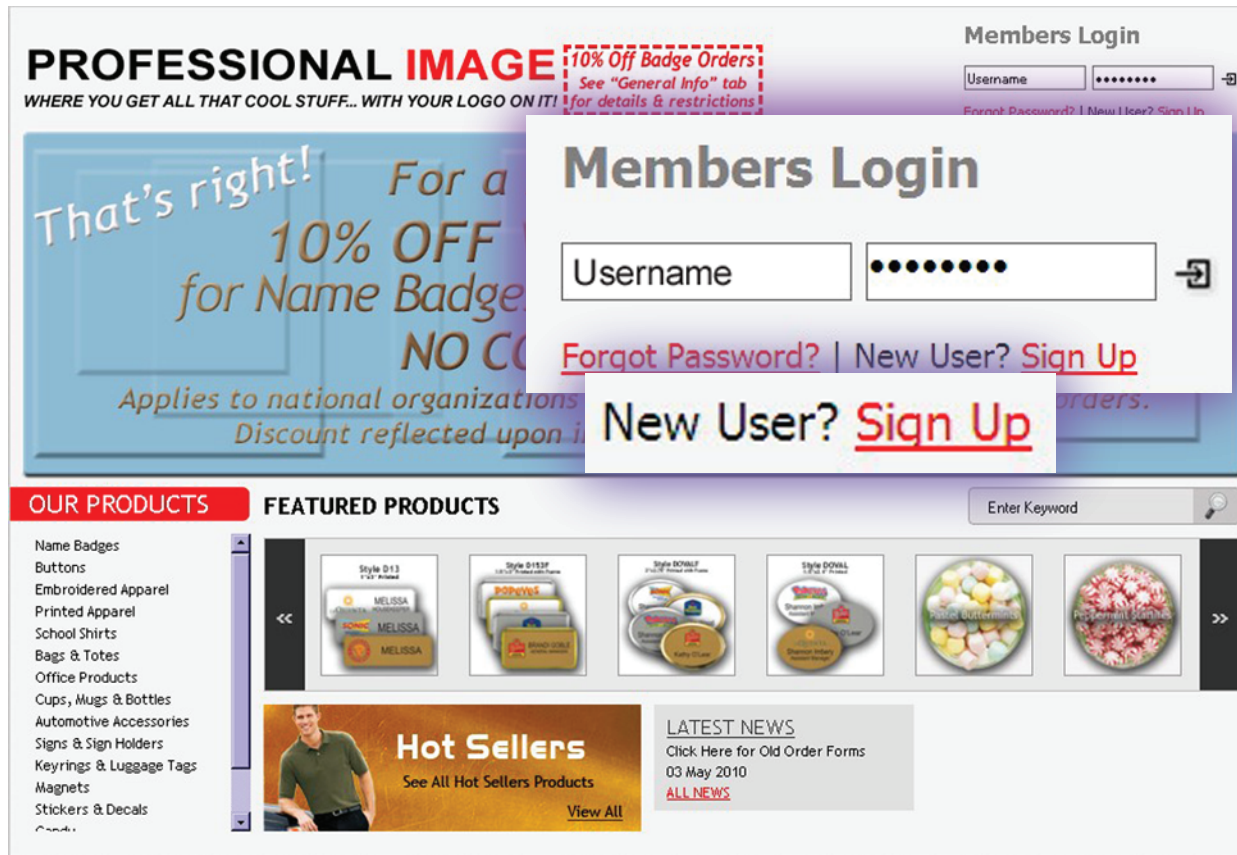


# Welcome to [www.badgeteam.com](http://www.badgeteam.com)

## This Short Tutorial will teach you how to Properly Register with our site.



Click on Sign Up to Register for Website Access.  
Access is Required for Online Ordering



**PROFESSIONAL IMAGE**

10% Off Badge Orders  
See "General Info" tab  
for details & restrictions

WHERE YOU GET ALL THAT COOL STUFF... WITH YOUR LOGO ON IT!


Members Login

Username

Password

Forgot Password? | New User? Sign Up

REGISTRATION



REGISTRATION

Enter Keyword

Fields marked with \* are mandatory

Account information

Email Address\*

Password\*

Confirm Password\*

About Yourself

First Name\*

Last Name\*

Company Name\*

Store# or Branch Name\*

Phone Number\*

Fax Number

Address\*

Country\*

State\*

City\*

Zip Code\*

Billing Information

Full Name\*

Company\*

Address\*

Phone\*

Country\*

State\*

City\*

Zip Code\*

E-Mail Address

About Yourself

First Name\*

Last Name\*

Company Name\*

Store# or Branch Name\*

Phone Number\*

Fax Number

Address\*

Country\*

State\*

City\*

Zip Code\*

Billing Information

Full Name\*

Company\*

Address\*

Phone\*

Country\*

State\*

City\*

Zip Code\*

Fax

Submit

Reset

Back

Enter your **Business Address** Here

Once you have selected your **State** from the drop down box, you have to select your **City**. Wait several seconds after selecting **State** to open the drop down **City** menu.

If no cities appear in the list, the page has not reloaded yet, please wait a few seconds and try again.

If cities still do not appear, reload the page in the Internet Browser Window.

If cities appear, but yours is missing, **Please Call: 985-649-5145** or **E-mail: [sales@badgeteam.com](mailto:sales@badgeteam.com)** & we will correct the problem.



This is how your information should look once you have filled everything out.

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Members Login  
Username Password

**REGISTRATION**

Enter Keyword

Fields marked with \* are mandatory

**Account information**  
E-Mail Address\*  
Password\*  
Confirm Password\*

**About Yourself**  
First Name\*  
Last Name\*  
Company Name\*  
Store# or Branch Name\*  
Phone Number\*  
Fax Number\*  
Address\*  
Country\*  
State\*  
City\*  
Zip Code\*

**Billing Information**  
Full Name\*  
Company\*  
Address\*  
Phone\*  
Fax\*  
Country\*  
State\*  
City\*  
Zip Code\*  
E-Mail Address\*

Same as Above ☒

Submit Reset Back

If anything is **Missing** or your **E-mail Address** is **Incorrect** then you will not be able to gain access to your catalog. Please Check All Information at this time for Errors & Correct if necessary.

If Billing is Done through a Corporate Office or Address Other than your business, put that information here. Otherwise check "Same As Above".

Do not enter your personal information (i.e. Home Address) in this area.

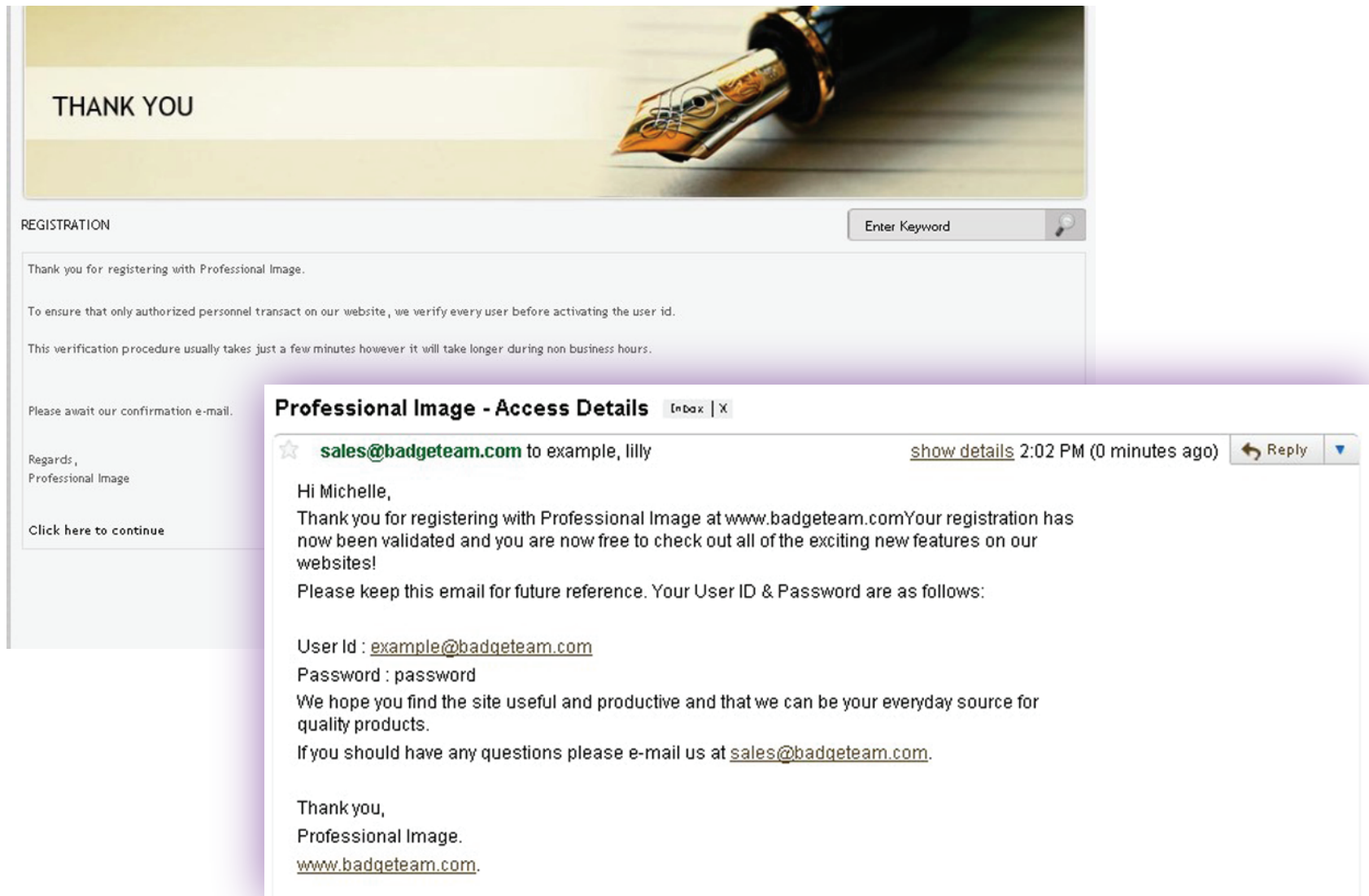
Once Completed, click **Submit** to E-mail your Information to us.

**Submit**



Once your Information has been submitted, you will see this **Confirmation Page**.

Account Verification usually takes a few minutes but can take up to an hour, longer when outside of our regular business hours - Mon. - Fri. 8 am - 5 pm Central Time.



The image displays a confirmation page and an email notification. The top section of the page features a yellow banner with the text "THANK YOU" and a close-up image of a fountain pen. Below this, a "REGISTRATION" section contains a search bar labeled "Enter Keyword" and a series of messages: "Thank you for registering with Professional Image.", "To ensure that only authorized personnel transact on our website, we verify every user before activating the user id.", "This verification procedure usually takes just a few minutes however it will take longer during non business hours.", "Please await our confirmation e-mail.", "Regards, Professional Image", and a "Click here to continue" link.

Overlaid on the page is a screenshot of an email titled "Professional Image - Access Details" from "sales@badgeteam.com" to "example, lilly". The email body reads: "Hi Michelle, Thank you for registering with Professional Image at www.badgeteam.com Your registration has now been validated and you are now free to check out all of the exciting new features on our websites! Please keep this email for future reference. Your User ID & Password are as follows: User Id : [example@badgeteam.com](mailto:example@badgeteam.com) Password : password We hope you find the site useful and productive and that we can be your everyday source for quality products. If you should have any questions please e-mail us at [sales@badgeteam.com](mailto:sales@badgeteam.com). Thank you, Professional Image. [www.badgeteam.com](http://www.badgeteam.com)."

You will receive a Confirmation E-mail once you have been granted access to your company's catalog. *(Keep this information in a safe place for future reference.)*

If you need any additional help  
please do not hesitate to contact us.

**Phone:** 985-649-5145

**Fax:** 985-649-3533

**E-mail:** [sales@badgeteam.com](mailto:sales@badgeteam.com)

**Business Hours:** Mon. - Fri. 8 am - 5 pm  
Central Time