

New User Registration (shopper)

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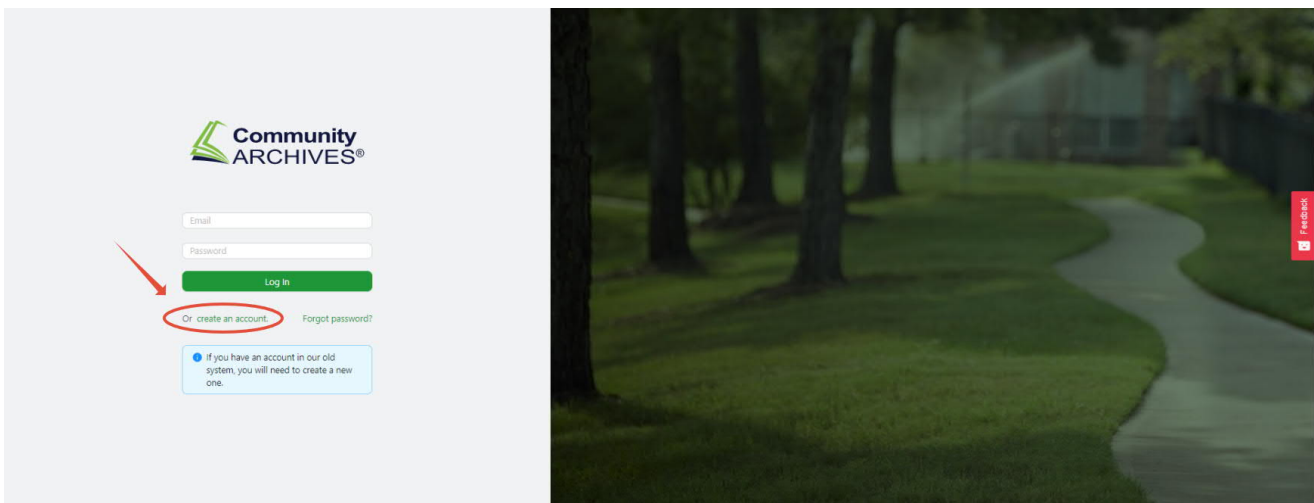
First time shoppers will need to create an account before placing orders. Users may join an existing company, create a new company, or set up an individual shopper account. Joining or creating a company will allow other registered team members of your company to have shared access to orders that have been placed.

New User registration

- **Step 1: Visit the Marketplace**
- **Step 2: Verify your Email**
- **Step 3: Complete Your Set Up**

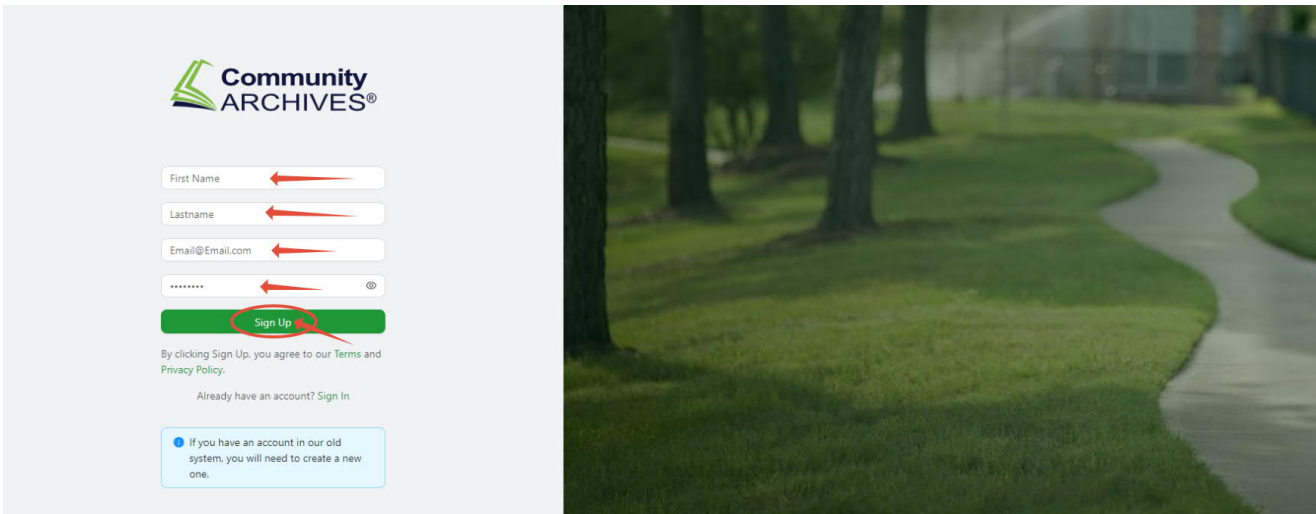
Step 1: Visit the Marketplace (<https://marketplace.communityarchives.com/login>)

- Access <https://marketplace.communityarchives.com/login> (<https://marketplace.communityarchives.com/login>) using your Chrome browser
- Click "Create an account"



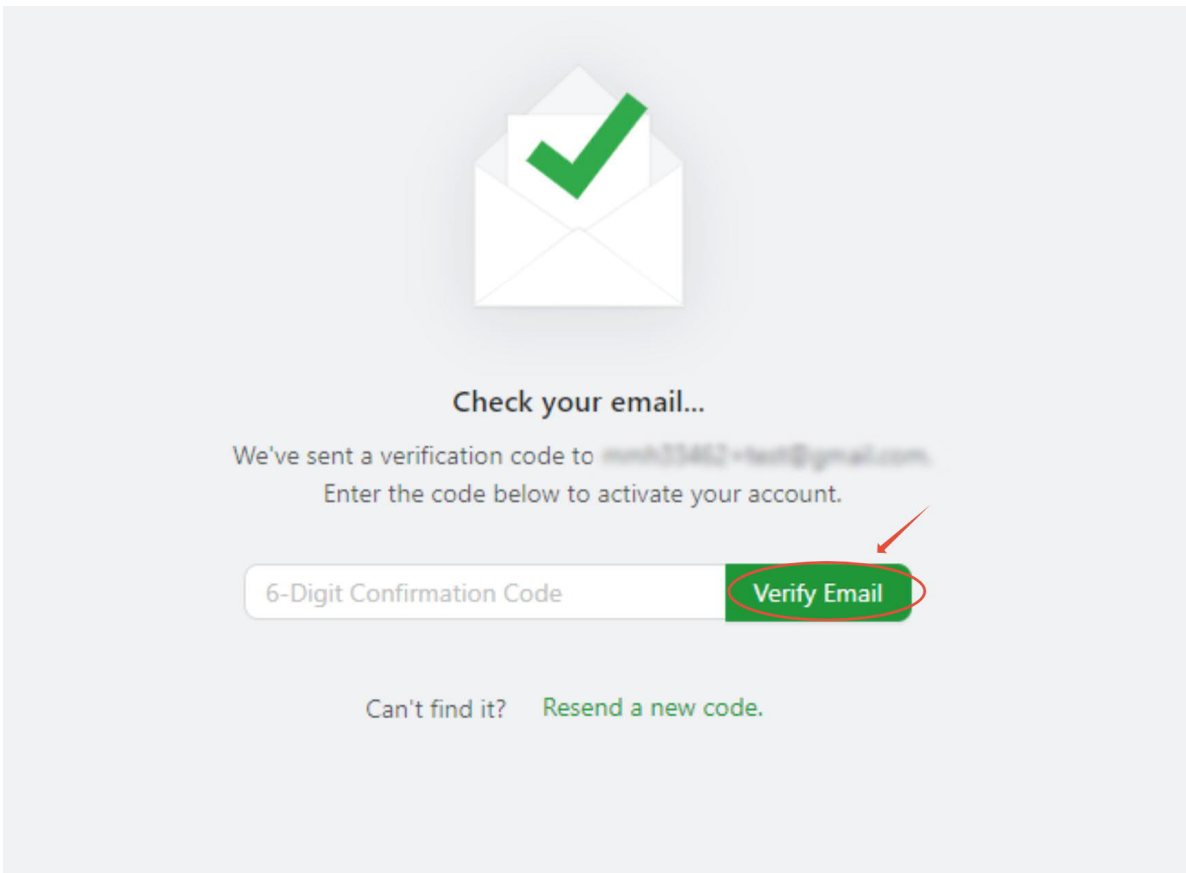
- Enter your First Name, Last Name, Email Address, and create a password.*

*Passwords must contain at least one uppercase letter, one lowercase letter, one number, and one special character.

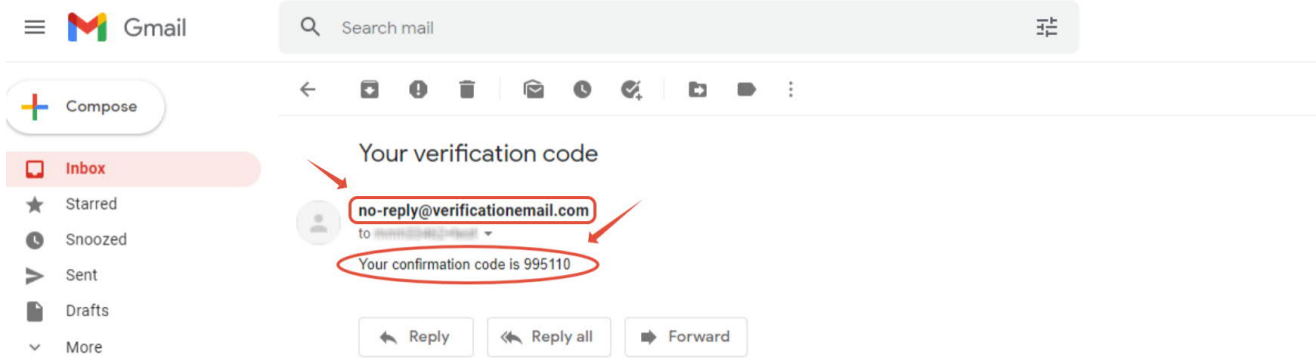


Step 2: Verify your email

- A 6-digit verification code will be sent via email. Enter the code to continue.

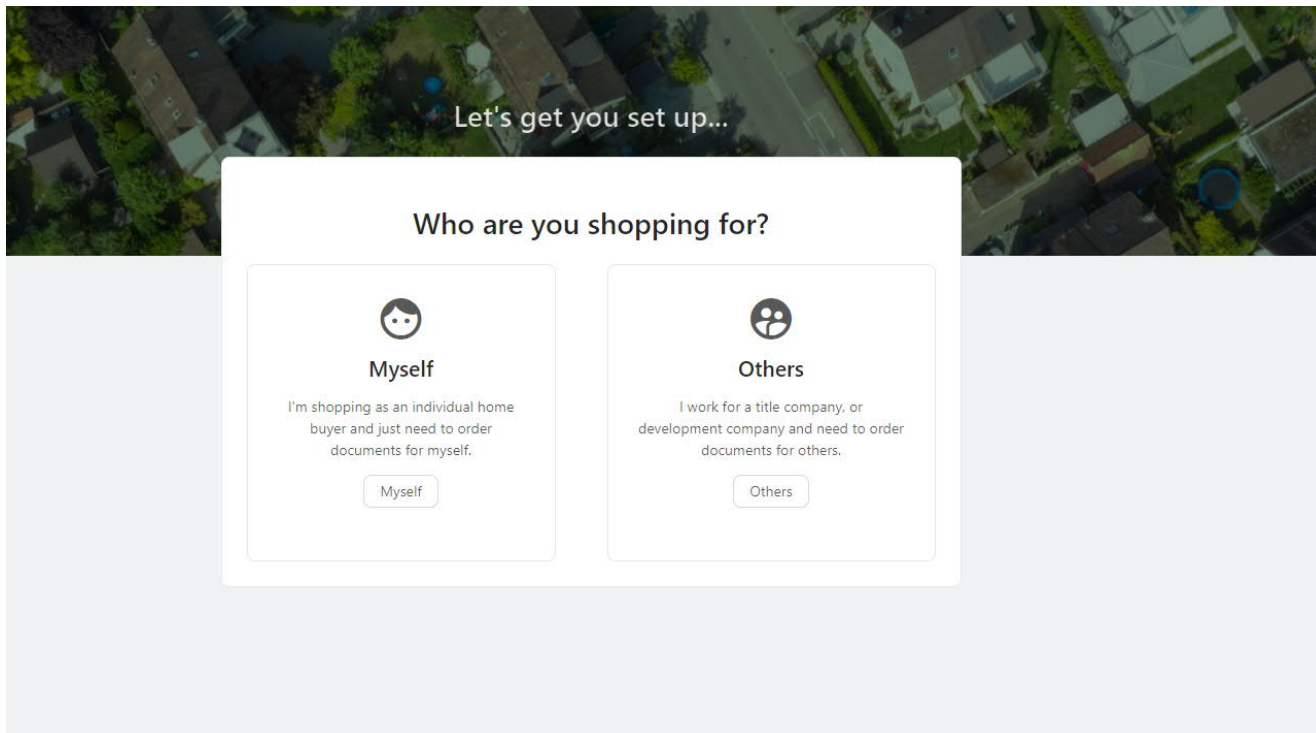


- Cant find the email? Check your "junk" or "Spam" folder. Look for an email from noreply@verificationemail.com.

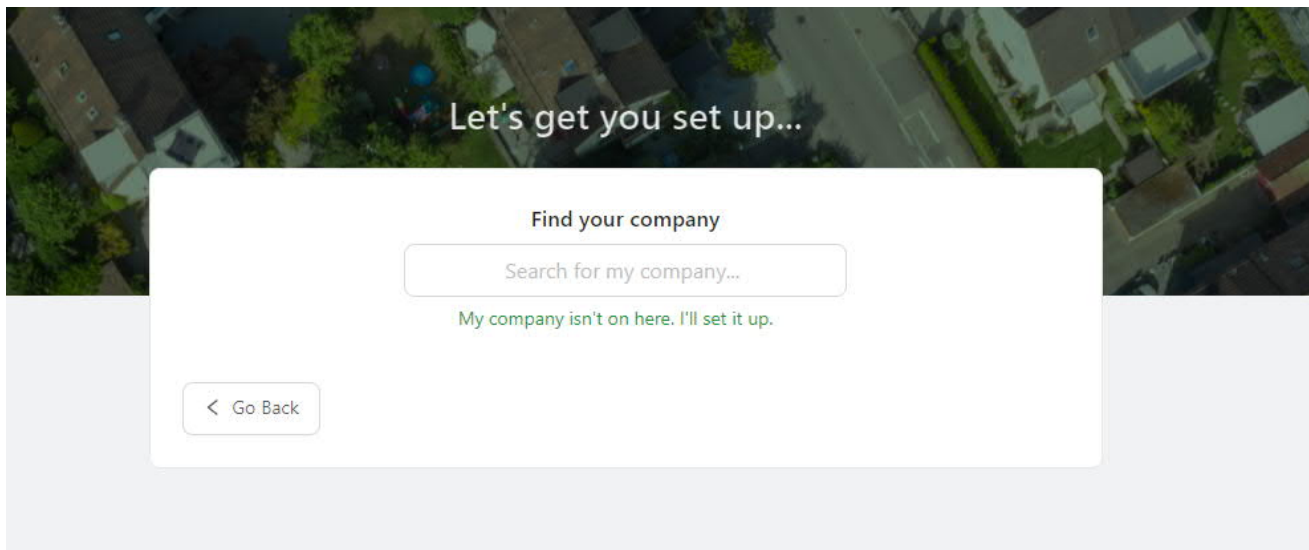


Step 3: Complete Your Set Up

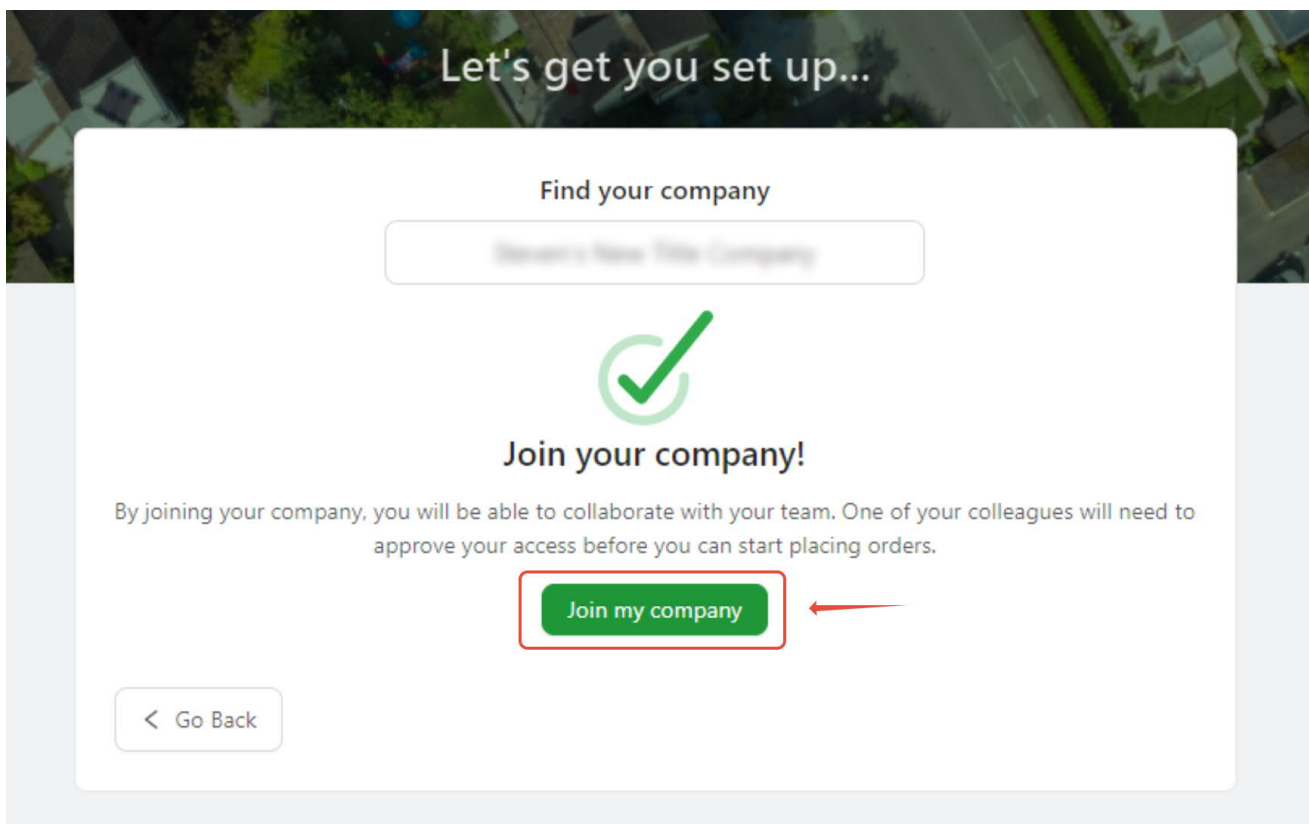
- Are you a Homeowner requesting documents for yourself, or are you a Company Team Member? Make your selection here.



- If ordering documents for yourself, Hooray! You've completed registration and may now begin placing your document order. If you need further assistance, please visit our article related to **How to Place an Order** (<https://communityarchives.freshdesk.com/en/support/solutions/articles/70000461867>).
- If you are a Company Team member, search for an existing company, or set up a new one.



- Once you've located your company, go ahead and join it.



- Cant find it? That's okay, you can create it. Complete the required information to create and start shopping.

Let's get you set up...

Create your company

* Friendly ID

3-12 lowercase letters or numbers

* Company Name

e.g. Hales Property Management

Company Legal Name

Legal Name

* Phone

(xxx) xxx-xxxx xxx

* Services Offered

Title Insurance

Escrow

Lending

Realty Services

Developer

Send Copies of All Company Orders To:

+ New Recipient

* Physical Address

Search for address

* Mailing Address

Use my physical address

< Go Back Create Company & Start Shopping >

After you have finished registration, If you need further assistance, please visit our article related to [How to Place an Order](https://communityarchives.freshdesk.com/en/support/solutions/articles/70000461867)

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