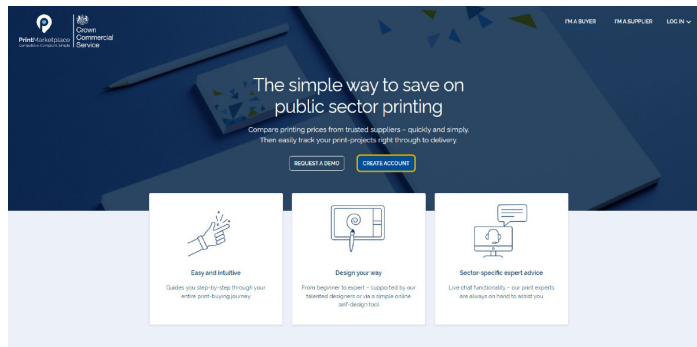


Registration Journey

Competitive. Compliant. Simple.

Step 1. Use Create Account button on www.print-marketplace.co.uk



This will then transfer the user to the Crown Commercial Service page to create a Print Marketplace Account at an individual user level.

Step 2. Complete the details as requested on screen.



Create a Print Marketplace account

You must be employed by, or represent, a public sector organisation.

Email address
We will send a confirmation code to this address.

First name
Add your first name here.

Last name
Add your last name here.

Organisation name
Enter your organisation's full name. We will verify your organisation name to confirm you can use this service.

Create a password you'll remember

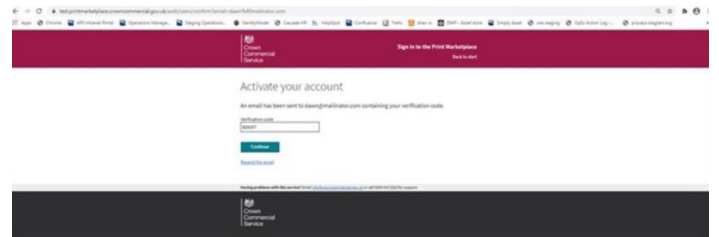
Your password must have:

- at least 10 characters
- at least one capital letter
- at least one number

Confirm your password

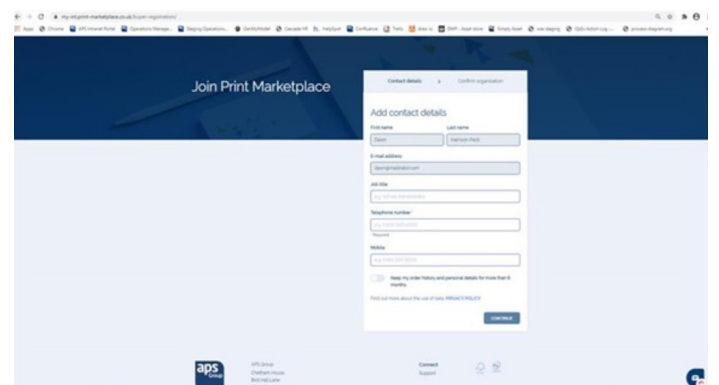
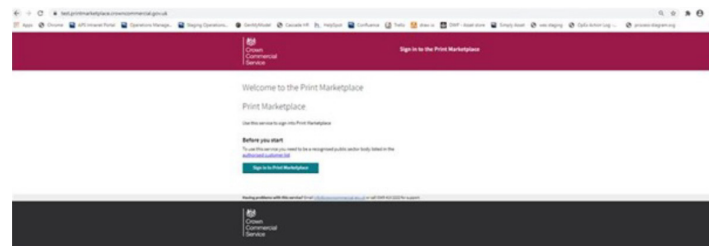
[Create account](#)

Step 3. Enter the verification code into the prompt on screen. If the code does not arrive in the inbox, there is a resend email button to request a resend.



Step 4. Once a user has registered and successfully set up their account they will see the below screen.

The buyer will sign in using the 'Sign in to Print Marketplace' button. They will be passed over into Print Marketplace to complete their registration and confirm the organisation they are attached to.



The first, last name and the email address are pre-populated from the previous registration pages. These fields will be greyed out as above and cannot be edited/amended at this stage.

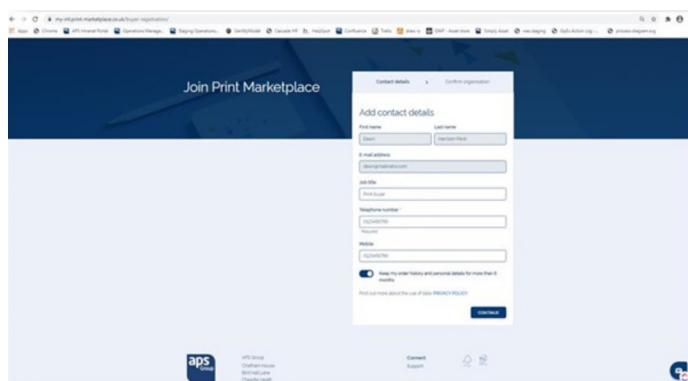
The user will need to complete the **Job title**, **Telephone number**, and **Mobile** fields.

Registration Journey

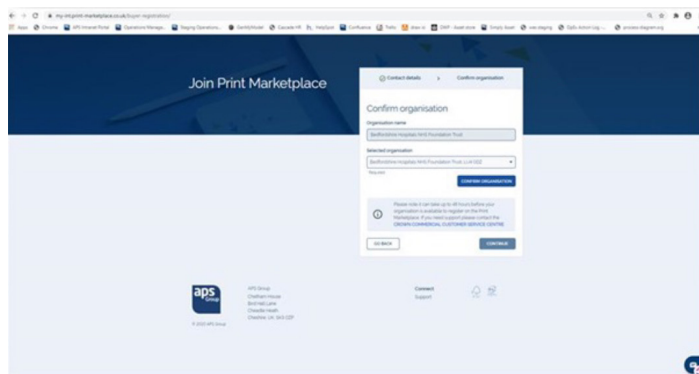
Competitive. Compliant. Simple.

Step 5. Users must opt in to enable Print Marketplace to store their data for longer than 6 months. This is indicated by the **'keep order history data'** toggle.

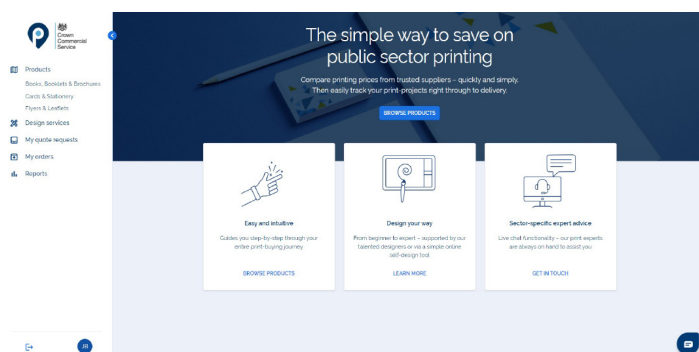
The default is disabled, the buyer should enable this if they wish to opt in and want Print Marketplace to retain their order history for future reorders.



Step 6. The buyer will need to verify their organisation details by selecting **Confirm organisation**. The buyer will need to verify their organisation details by selecting **Confirm organisation**.

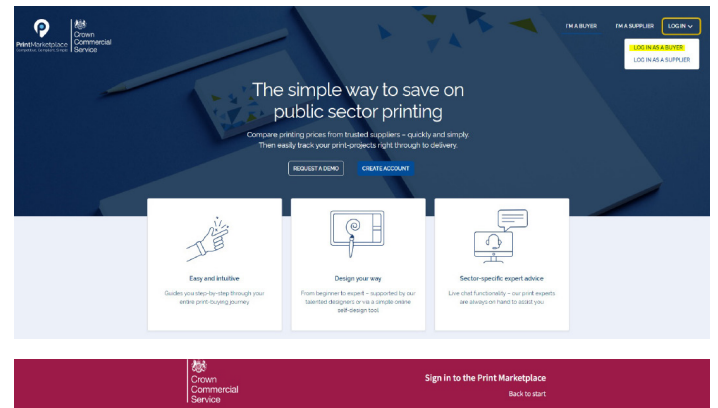


Once the registration has processed the user will arrive on Print Marketplace homepage.



Signing In - once account created

Once Buyer registration is completed, users should always log on to the Print Marketplace using the 'Log In As A Buyer' option on print-marketplace.co.uk, this will then redirect the user to the CCS Print Marketplace 'Sign In to Your Account' feature and pass the user directly into Print Marketplace.



Sign in to your account

Email address

Password

[Sign in](#)

[Create your account](#)

Problems signing in

[Link to the help page](#)

Having problems with this service? Email admin@ccscommercial.co.uk or call 0345 433 2222 for support.

