

1. Visit www.vyperenergy.com

2. If on desktop, click the profile icon (👤) in the top right corner.

If on mobile, click the three bars in the top left corner and then click Login at the bottom of the page

3. Once on the login screen (both mobile & desktop), enter in the email that you would like to receive shipping, order & billing notifications to.

4. Once entered, click “Continue”

5. You will receive a 6-digit code to the email address that you entered. Enter that 6-digit code in the box and click “Submit”. If you did not receive an email, please double check that your email address is entered correctly. Once verified that it’s entered correctly, please check your spam, promotions or update tab in your email. If you did not receive an email code, please contact us at sales@vyperenergy.com.

Note: Every time you log in, you will have a code sent to your inbox. This is to increase the level of security to ensure no one is making purchases through your company without your permission.

6. Once logged in, you will be brought to your personal company dashboard. This is where you can find all of your current and previous orders along with expected delivery dates, when payments were / will be processed, etc.

7. If this is your first time logging in, once you are signed in and are at your dashboard (it will say “No orders yet”), please click the profile icon (👤) in the top right corner and click “Account Information”.

8. Once on the Account Information screen, please click “+ Add” in the “Addresses” box and fill out the shipping address for your location.

Note: Several addresses for billing or other locations can be added in the future. This is just to get your account set up in our system

9. Once your address is set up, please send us an email to sales@vyperenergy.com with the information below:

Subject Line: New VE Retailer

Company Name

Main Point of Contact

Main Shipping Address (this can always be changed when making an order)

Tax ID Number & Any states your company is tax exempt

10. Once our team receives the email, within less than a few hours your account will be set up and you will be ready to purchase. Our team will either email or call you notifying you that your account is set up and ready to go.

Once you've spoken with one of the members of our sales team, you are ready to make a purchase with the simple steps below:

- 1.** Please log into your account dashboard following steps 1-5 from the "NEW RETAILER LOGIN STEPS" document
- 2.** Once at your account dashboard, click the "Go to store" button in the top right corner.
- 3.** You will see that the products are automatically discounted to your assigned retail discount
- 4.** To make a purchase, simply click on the products that you want and add them to your cart. You can always update the quantity of each item in your cart.
- 5.** Once you're ready to make your purchase, click "CHECKOUT"
- 6.** Once at checkout, you will see all of your information is prefilled. If you would like to edit the shipping address, this is the screen you would do it on.
- 7.** Once shipping address is correct, click the "Continue to shipping" button. **We offer Free Shipping on orders of four (4) cases or more**
- 8.** Once past shipping screen, you'll enter the payment screen. This is where you can enter in the purchasing card of your choice. If you are set up on prepayment, your card will be charged immediately. If you are set up on terms, your card will be charged respective to those terms [i.e. Net 7, 15, 30, 45, etc].
- 9.** Once credit card information is entered, you can update your billing address if needed.
- 10.** If you'd like to make your next purchase much faster, simply click "Save my information for a faster checkout" in the "Remember me" box. Your credit card information is securely stored and encrypted.
- 11.** For internal reference, feel free to enter a PO number in the "PO Number" box
- 12.** Once all information is gathered, simply click "Pay now"
- 13.** It will take our team one (1) business day to process your order. If you are local to Green Bay / Appleton, your order will be delivered by our team within one (1) business day.

If at any time throughout this process you have any questions, please contact us at sales@vyperenergy.com.