

### New User Registration

#### New Users

1. Click on the **first time link** located under the login on the home page.
2. Then the new user will be directed to an online form and must fill out the entire form.

The new user should **keep a record of the e-mail and account password information they enter into the form**. This is the same e-mail and password that will be assigned as the login information once the new user is approved for access.

3. After the form is completed the click submit.
4. Then the new user will be taken to a thank you screen and the registration process is complete.

**4** Your information has been submitted for approval by the Account Manager you selected.  
For any further questions or assistance please send an e-mail to [order@tnbstuffneed.com](mailto:order@tnbstuffneed.com) or call 1-800-917-9508 Ext. 33.

5. The new user access request is sent to the account manager.

**5** Taylor Templeton has registered with the TNB Stuff I Need Web site.  
 From: webmaster@tnbstuffneed.com  
 To: webmaster@tnbstuffneed.com, tmeon@lithomedia.com  
 Tara, A new user has registered on the TNB Stuff I Need Web site. Taylor Templeton has selected you as Account Manager. You will need to login to the TNB Stuff I Need Web site to either enable or delete this new registration.  
<http://www.tnbstuffneed.com/registration>

6. The new user will receive an access granted e-mail once the new user is enabled by the account manager.

**6** Access to the TNB Stuff I Need Web site has been granted.  
 From: webmaster@tnbstuffneed.com  
 To: webmaster@tnbstuffneed.com, tmeon@bellsouth.net  
 Taylor, you have been granted access to the TNB Stuff I Need Web site. You may visit the site at <http://www.tnbstuffneed.com/>.  
 Please login with the email and password you entered in the registration form.  
 If you need to retrieve your password visit the site and enter your email on the login screen and click recover password. Then you will receive an automated email with your password information.  
 For any further questions or assistance please send an e-mail to [order@tnbstuffneed.com](mailto:order@tnbstuffneed.com) or call 1-800-917-9508 Ext. 33.

### Access Granted for the New User

The new user may now navigate to [tnbstuffneed.com](http://tnbstuffneed.com) and login with the e-mail and password the user originally registered with.

Passwords can be recovered on the home page by entering the e-mail and clicking the **recover password link**.