

Registration

Welcome to School Specialty Online! Below are some instructions to help you register for an online account.

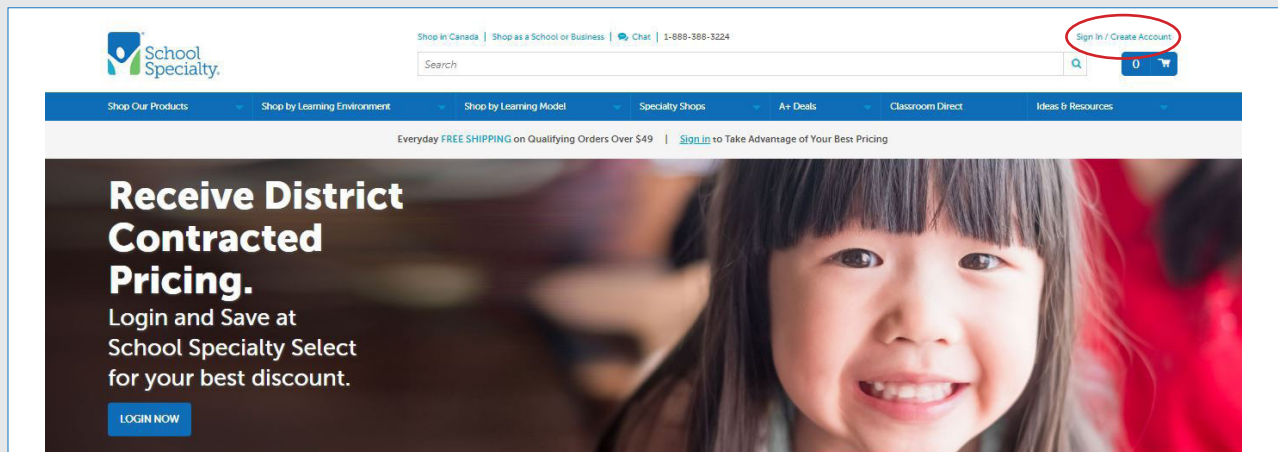
Register as a School or Business User:

Requirements:

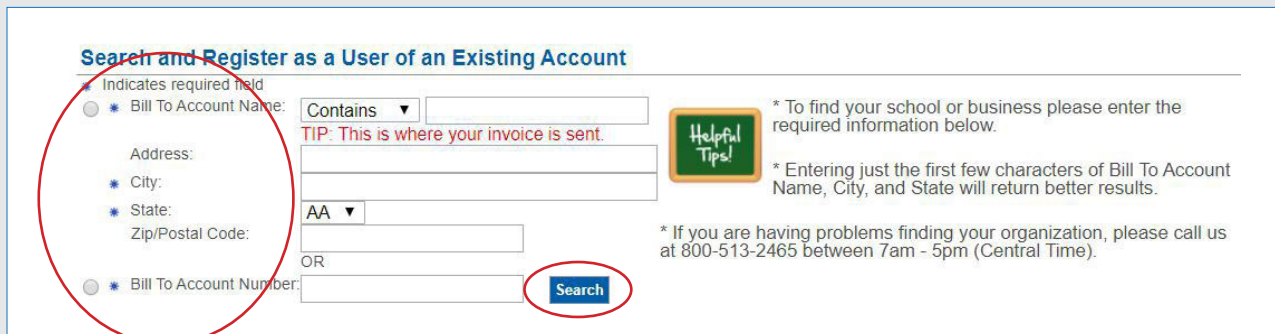
- Must be affiliated with a School, School District, Educational Organization or Business.
- Orders will only ship to authorized School or Organization addresses.
- Secure access to order history and shipping information available when logged in.

Procedure:

- Visit SchoolSpecialty.com. Select **Create Account** in the top right corner.
- Choose **Continue & Login as a School or Business User** ordering with your school or organization.
- Choose **Register under a School or Organization** and click **Continue**.



- Search for your account using either the Account Name or Bill to Account Number.
- Click **Search**.
- Select the appropriate account from the search results and populate all the required information on the registration form.
- Click **Submit**.
- Upon successful registration, you will automatically be logged in to begin shopping.
- You will also receive an email confirming you have registered.



Search and Register as a User of an Existing Account

Indicates required field

Bill To Account Name:

TIP: This is where your invoice is sent.

Address:

City:

State:

Zip/Postal Code:

OR

Bill To Account Number:

Helpful Tips!

* To find your school or business please enter the required information below.

* Entering just the first few characters of Bill To Account Name, City, and State will return better results.

* If you are having problems finding your organization, please call us at 800-513-2465 between 7am - 5pm (Central Time).

Register as an Individual User:

Requirements:

- Credit Card payment only (prepay).
- Organization Billing not accepted.
- Secure access to order history and shipping information available when logged in.

Procedure:

- Visit SchoolSpecialty.com. Select **Create Account** in the top right corner.
- Select **Continue & Login as an Individual Shopper**.
- Select **Register** under New Customers.
- Populate all the required information on the registration form.
- Click **Submit**.
- Upon successful registration, you will automatically be logged in to begin shopping.
- You will also receive an email confirming you have registered.