



# DEALER SET-UP

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## *Section One*

### NEW ACCOUNT SET-UP

- If you are not yet a RiverRun dealer, please complete and email the following forms to your RiverRun Representative or to RiverRun:

- Account Registration
- Dealer Application
- Finish/Glaze Awareness Form
- Tax Exempt Certification (*required for VA State residents only, if applicable*)
- Credit Card Authorization Form (if applicable)
- Sales Aid Order Form

*These forms can be found on the following pages. Please contact your rep for electronic versions.*

- **Once your account has been reviewed and approved, you will receive an email notification providing instructions for registering on and logging into our Dealer Site and Online Order Site.**

### DEALER SITE REGISTRATION

- Once your account has been approved and you receive a dealer account number by email, you can register on the Dealer Site. This is where you can access updates to the sales binder along with other useful sales aids. To register...

- Visit <http://www.riverruncabinetry.com/dealer-login.html>
- Use your dealer account number when registering. You can register multiple usernames and passwords within your company as long as each one uses your designated dealer account number and each one is associated with a different email address.
- Once activated, use your username and password to login. If you forget your password or username, you can reset it using the "forgot password" or "forgot username" option.

### ONLINE ORDERING SITE REGISTRATION

- Once your account has been approved, you will receive an email with your username and password to log into the Online Order Site. **This is where you will create quotes and submit orders.** See the ORDER PROCESS section of the binder for additional information about placing orders and using this site.

### CUSTOMER SERVICE CONTACT INFO:

**Phone:** 540-438-5973

**Fax:** 540-438-1992

**Email:** [customerservice@riverruncabinetry.com](mailto:customerservice@riverruncabinetry.com) OR  
[order@riverruncabinetry.com](mailto:order@riverruncabinetry.com)