## How to Successfully Register

## Step 1: Sign up for an account or log into an existing account.

In order to successfully register, you must be signed into your account when registering. **DO NOT check out as a guest.** 

1. To sign up for an account at www.suespargo.com, first click "Sign in".



2. On the Sign in page, click "Don't have an account?". You will be prompted to enter your email, name, and password to create an account.

Welcome Shop Online	Tutorials	Workshops	Contact us	suespargo.com	20	Sign in	Sign up for our newsletter!	
			Email					
			Email					
			Password					
			Password					
				Log in				
			Don't have an account	? Reset Password				

3. Access your account by clicking on the avatar located between your cart and the "Sign up for our newsletter" button. From the dropdown menu, click "My Account".



4. Next to "Details", click "Edit".

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Documents				Details & Edit
Quotations	0			Jane Doe 🛛 🖉 janedoe@gmail.com
Sales Orders	0			Manage payment methods
Requests for Quotation	0			Account Security
Purchase Orders	0			Edit Security Settings
Invoices & Bills	0			

5. You will be prompted to fill in your information. Click "Confirm" when you are finished.

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🖀 / Details						
Name	Ema	il				
Jane Doe	jar	edoe@gmail.com				
Company Name	VAT	Number				
Phone	Stre	et				
123-456-7890	12	3 Front Street				
City	Zip /	Postal Code				
Uniontown	44	685				
Country	State	e / Province				
United States	~ 01	nio	~			
			Confirm →			

## Step 2: Save your payment information when checking out.

1. In order to successfully register, you MUST select **"Save my Payment Details"** when checking out. If you do not check this box, your registration WILL NOT be accepted.

Be sure to use the credit card that you would like to be charged every month when checking out. This is the card that each month's fee will be billed to.

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Review Order	Confirm Order					
Billing & Shipping: 4900 Fireside Drive, Akron OH 44319, United	d States	🕑 Edit	Product		Quantity	Price
Choose a delivery method			Contraction and the second sec	Creative Stitching, Second Edition Book	1.0	\$ 32.00
O US Shipping		\$ 9.50		Delivery:		\$ 9.50
Customer Pick Up at Green, Ohio location		Free		Subtotal:		\$ 41.50
•				Taxes:		\$ 2.80
Pay with				Total:		\$ 44.30
Credit Card (powered by Authorize)	VISA	DISCOVER show more			Pay with a g	-
Card Number	I have a promo code (Enter Gift Cards in next window after you click Process Checkout)					
1234567891234567891						
Expiration	Card Code					
01 23	456					
Save my payment details						
		ay Now <b>&gt;</b>				
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Thank you for following along and registering! We are looking forward to another exciting program.