

USP Store User Registration

This guide provides a walkthrough of how both new and existing users register for the USP Store and log in to their accounts. The USP Store can be accessed by click “Store” on USP.org or by navigation to <https://store.usp.org/> in the browser.

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NOTE: The USP Store is not supported by Internet Explorer (IE). Please utilize Chrome, Firefox, Safari, or Edge.

Account Creation Scenarios

Accessing the USP Store is provisioned by the Single Sign On (SSO) partner AccessPoint. Please view the scenarios below to identify the applicable scenario.

New Customer to USP: New Customers need to register by going to the UPS Store's registration page

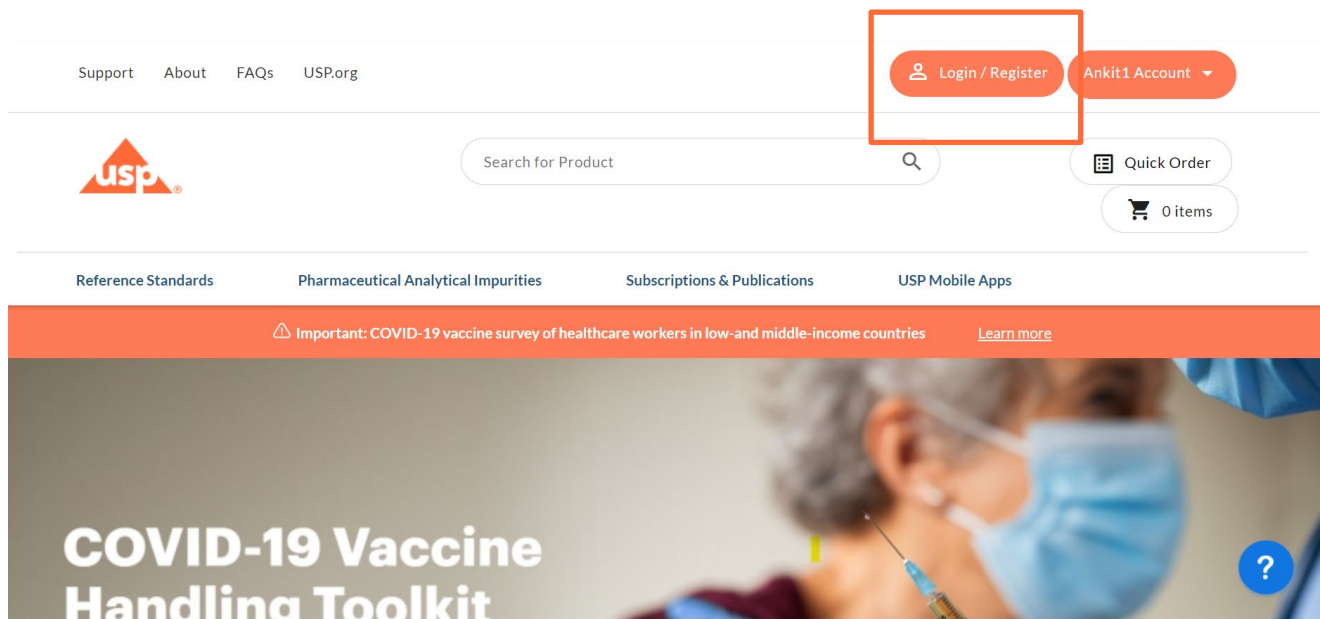
Existing iStore Customer without AccessPoint:
Your account requires a password re-set to migrate to the USP store. You will receive an email with a link to re-set your password with AccessPoint.

Existing iStore Customer with AccessPoint account: No action is needed - your account has been migrated and you can log-in with your credentials on the USP Store.

Do I have an Access Point account? If you have utilized subscriptions or online resources, you have an Access Point account.

Registration

1. To start the Registration process, navigate to <https://store.usp.org>.
2. Click **Register** on the “Login / Register” button on the top left of the page.



New Customer Registration

1. New Customers need to create a New Business Account. Select **No** to answer the prompt “Do you have an existing business account with USP?”
2. Enter all required information shown below.
3. Verify the reCAPTCHA.
4. Click **Register**.
5. Verify your account via an email from AccessPoint that will be sent to the email address used for registration.

Register

Already have user credentials? Sign in

Do you have an existing business account with USP?

☐ Yes
 ☒ No

Login Details

Email Address *

Email Address

Email Address is mandatory.

Confirm Email Address *

Confirm Email Address

Confirm Email Address is mandatory.

Password *

Password

Password is mandatory.

Confirm Password *

Confirm Password

Confirm Password is mandatory.

Business Details

Company Name *

Company Name

Company Name is mandatory.

Country *

Country

Country is mandatory.

Currency *

Select Currency

Currency is mandatory.

Address Line1 *

Street Number

Address Line1 is mandatory.

Address Line2

Street Address

Address Line3

Building,Unit,Suite,Block,Floor etc.

County

County

State or Province *

State

State is mandatory.

Zip/ PIN *

Zip/ PIN

Zip/ PIN is mandatory.

Tax ID *

Tax ID

Tax ID is mandatory.

Duns Number

#

Personal Details

First Name *

First Name

First Name is mandatory.

Middle Name

Middle Name

Last Name *

Last Name

Last Name is mandatory.

Business Category *

Select Category

Business Category is mandatory.

Business Phone Number *

9999999999

Business Phone Number is mandatory.

Role

Select roles

Personal Phone Number

9999999999

☒ To receive notification on promotional offers.

☐ I'm not a robot

Captcha Verification Failed

Register Cancel

NOTE: Newly registered business accounts can browse products, add items to cart and place an order. **Orders will remain on hold until the account is validated via the Customer Care Data Stewards.**

Existing Customer Registration

1. Select **Yes** to answer the prompt “Do you have an existing business account with USP?”
2. Enter all required information shown below.
3. Verify the reCAPTCHA.
4. Click **Register**.
5. An email will be sent to the email address you used for registration from AccessPoint requiring you to verify your account.

Register

Already have user credentials? Sign in

Do you have an existing business account with USP?

☒ Yes
 ☐ No

Login Details

Email Address *

Email Address is mandatory.

Confirm Email Address *

Confirm Email Address is mandatory.

Password *

Password is mandatory.

Confirm Password *

Confirm Password is mandatory.

Business Details

Company Name *

Company Name is mandatory.

Account Number *

Account Number is mandatory.

Personal Details

First Name *

First Name is mandatory.

Middle Name

Last Name *

Last Name is mandatory.

Business Phone Number *

Business Phone Number is mandatory.

Personal Phone Number

Role

☒ To receive notification on promotional offers.

☐

I'm not a robot

Captcha Verification Failed

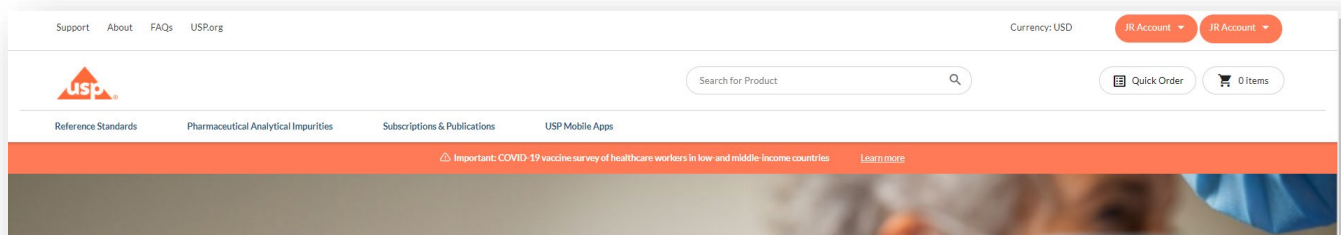
Register

Cancel

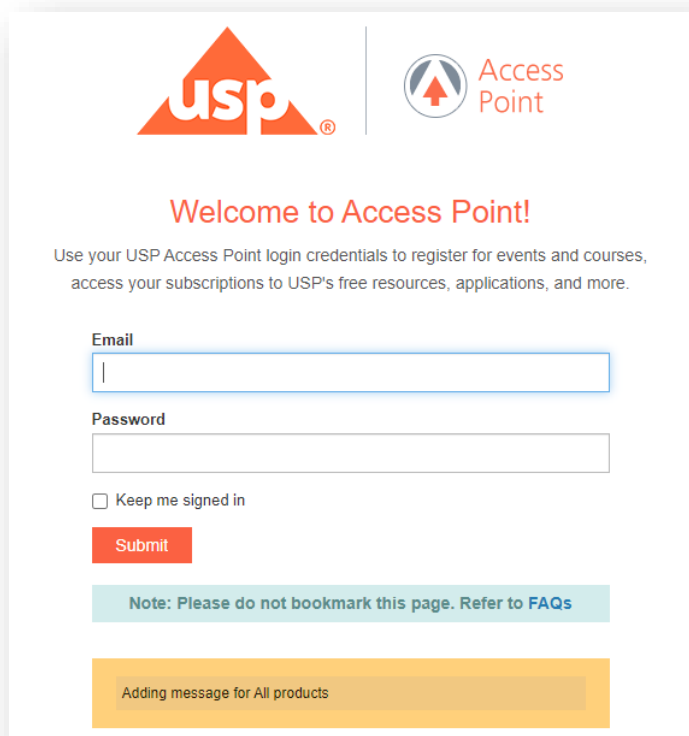
NOTE: Users will be registered to the account and can immediately browse products and add items to the cart. Users must be approved by the **Business Account Administrator**. Administrator emails can be found under **Profile Information**.

Logging in After Registration

1. After registration, navigate <https://store.usp.org/>
2. Click **Log In** at the top right of the page.



3. You will automatically be transferred to the AccessPoint page for Single Sign On log-in.
4. After submitting login credentials, users will be automatically routed back to the USP Store to continue shopping.



The screenshot shows the 'Access Point' login page. At the top, there are two logos: the USP logo and the 'Access Point' logo, which consists of a stylized 'A' inside a circle. Below the logos, the text 'Welcome to Access Point!' is displayed in red. Underneath, a message states: 'Use your USP Access Point login credentials to register for events and courses, access your subscriptions to USP's free resources, applications, and more.' The login form includes an 'Email' field with a cursor, a 'Password' field, and a checkbox labeled 'Keep me signed in'. A red 'Submit' button is located below the password field. A light blue banner below the button contains the text: 'Note: Please do not bookmark this page. Refer to FAQs'. At the bottom, a yellow banner displays the message: 'Adding message for All products'.