

Customer Setup Portal Instructions (EMPLOYEE USE ONLY)

Use this link: <http://usfoods.tfaforms.net/9>

This portal is for EMPLOYEE USE ONLY. Submissions that don't include a US Foods email address will not be accepted. This portal can be accessed from a laptop, tablet or mobile phone. See below for instructions on how you can add an icon to the home screen of your android or iOS device.

Please allow 16 business hours for completion. The New User Request Form can still be used, and is recommended for new users with many customer numbers attached. However, you can use the **Create New Username** function to create the username, and then use the **Add Customer to Existing Username** to add additional customer numbers to the newly created username.

Within the **Create New Username** function, you will have the ability to choose which type of setup you'd prefer:

- Quick Standard Setup** creates a new username with standard setup options enabled. (ordering, invoice retrieval, inventory and reporting)
- Customized Setup** allows you to select from a list of variables. These include the option to hide recent purchases, only show invoices, hide the order guide, site role, MPP, MPP nutritionals, scoop alerts, scoop product icons, online payments, and payments only.
- NA/Healthcare Account Setup** allows you to select site customizations, purchasing clients, purchasing concepts, purchasing groups, CPM reporting and COGM admin options.

You have the option of sending account information directly to the customer, or if you'd prefer, to your own US Foods email address.

The image displays three sequential screenshots of the US Foods Customer Setup Portal. The first screenshot shows a selection menu with options: Create New Username, Add Customer to Existing Username, Delete Customer Number from Existing Username, Update Username, Deactivate Existing Username, and Deactivate Customer Number on Existing Username. The second screenshot shows a form for entering user information, including fields for Employee ID, Desired Username, First Name, Last Name, User Type (with a dropdown menu), and Customer Email Address. The third screenshot shows a confirmation page with the US Foods logo and instructions for adding the setup tool to a smartphone home screen for both Android and iPhone/iPad.

Instructions for adding an icon to the homescreen of your phone can be found on the next page.

FOLLOW THE DIRECTIONS BELOW TO ADD THE USER SETUP TOOL TO THE HOMESCREEN ON YOUR SMART PHONE.

Android

Launch Chrome for Android and open the website or web page you want to pin to your home screen. Tap the menu button and tap Add to homescreen. You'll be able to enter a name for the shortcut and then Chrome will add it to your home screen.

iPhone and iPad

Launch the Safari browser on Apple's iOS and navigate to the website or web page you want to add to your home screen. Tap the Share button on the browser's toolbar — that's the rectangle with an arrow pointing upward. It's on the bar at the top of the screen on an iPad, and on the bar at the bottom of the screen on an iPhone or iPod Touch. Tap the Add to Home Screen icon in the Share menu.