

Congratulations on taking the first step in becoming an eMembersOnly eMerchant! We look forward to mutual success through increased business for you and more savings options for our Members. This quick-start guide will walk you through the online application process. Paper applications are also available.

Step 1: Becoming an eMerchant

- Go to our website: www.emembersonly.com (or complete the paper application).
- Click on “**Sign up Today!**” under “**Become an eMerchant.**”
- In the first box, you will enter your referring Member/Associate’s 7-digit ID number or name.
- Select a category that best represents your company. (not available on paper application)
- Select a sub-category that best represents your company. (not available on paper application)
- Enter your company name.
- Enter number of years your company has been in business.
- Enter company doing business as (LLC, Corporation, etc.).
- Select the amount of discount you will offer Members. Different discounts for different products and services may be entered.
- Marketing Fee Information: applies only to eMerchants offering customer acquisition (referral) fees to eMembersOnly.

Step 2: Company Address Information

- Complete physical address of your company. Enter zip code of your company’s location; city and state are automatically entered by the system.

Step 3: Profile Information

- Name of Owner or Manager (main contact person).
- Please complete hours of operation and all required fields.
- Your company must have a business website or physical storefront location. If neither is available, eMembersOnly Corporate must be consulted for approval.
- Briefly describe your company – this allows you to advertise your company’s purpose.
- Please indicate which forms of credit you accept.

Step 4: Merchant Information

- eMembersOnly ID (if Merchant is a Member/Associate, enter 7 digit Member ID#; if a non-Member/Associate, enter Merchant’s email address.)
- Password is created by applying Merchant (at least 6 characters with 1 number).

Step 5: References and Agreement Information

- Please list at least one business reference.
- Please read terms and conditions below application.
- Check the “agreement box.” (or sign paper application)
- Click “Add Business.”



Welcome Aboard!

Upon receipt and approval of this application, eMembersOnly will send a confirmation email to the Merchant. The Merchant will also receive our “welcome aboard” letter including the official eMembersOnly eMerchant store front decal.