



## **eMerchant Quick-Start Guide**

- Go to our website: [www.emembersonly.com](http://www.emembersonly.com)
- Click on the eMerchant tab at top of page
- Click on Merchant sign-up
- In the first box, you will enter your referring member's 7-digit ID number or name
- Select a category that best represents your company
- Select a sub-category that best represents your company

### **Company Information**

- Enter your company name
- Enter number of years your company has been in business
- Enter company doing business as (LLC, Corporation, etc.)

### **Discount Information**

- Select the amount of discount you will offer Rewards Card Members

### **Marketing Fee Information**

- Applies only to merchants offering referral fee to eMembersOnly

### **Address Information**

### **Contact Information**

- Email address
- Brief Information about your company

### **Merchant Information**

- EMembersOnly ID (This is the same 7-digit ID of the member referring you to eMembersOnly)
- Password is created by you

### **References Information**

- **Please read the General Provisions**
- **Check the agreement box**
- **Click "Add Business"**