

Registering as A New User

For Municipalities without an existing Online Account With Pummill Print Service, please contact us to activate your online account. Call 1.888.786.6455

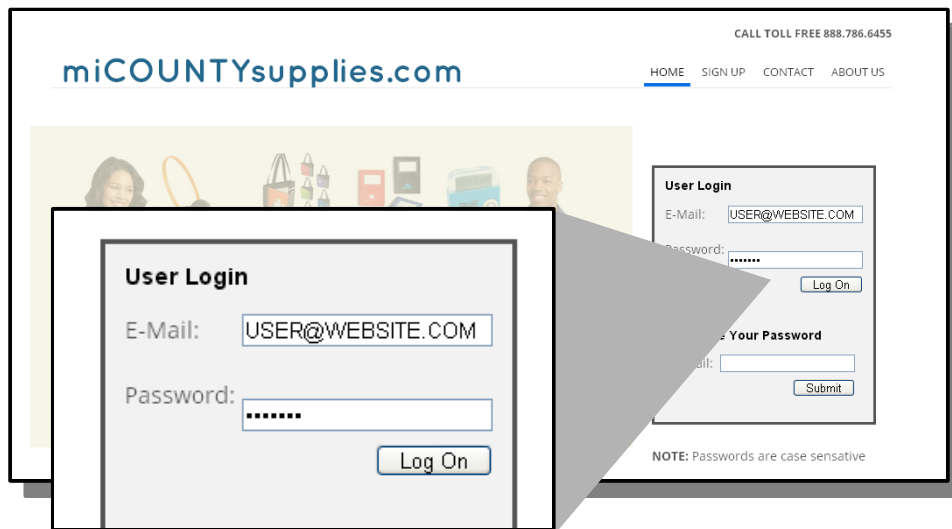
You have been given a Self Registration Password by your Account Administrator so you can create your own user account in our Online Procurement Center.

Enter the email address and password you were given to register.

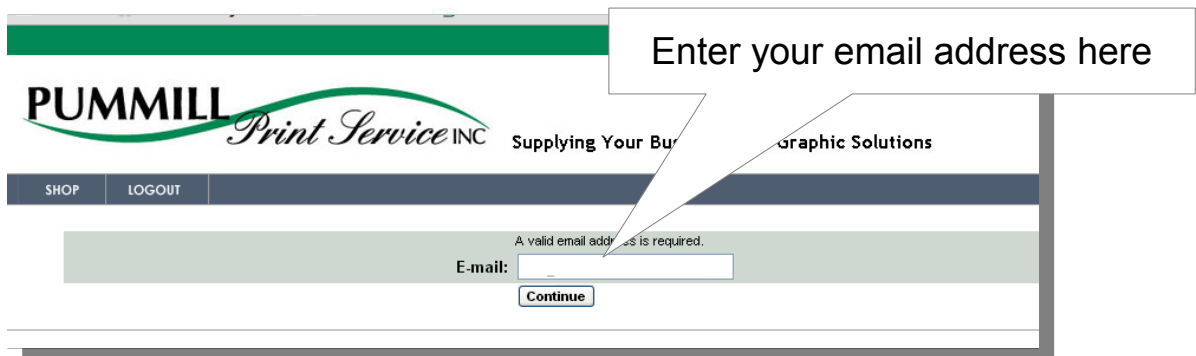
Follow these steps to register.

You will need the following:

- Your valid email address
- Your Cost Center ID (provided by your administrator)
- Your phone number



Once you enter the email and password given to you by your administrator, you will be prompted to enter **your email** address.



Enter your information here. Fields marked with an **asterisk*** are required

Enter your email address, First Name, Phone number and select a Cost Center.

Your account administrator will provide you with your Cost Center ID.

Create a new password unique to you.

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SHOP | LOGOUT

Enter your Email Address A valid email address is required.
E-mail:

New account setup.
* First Name:
Middle Initial:
Last Name:
* Phone:
* Cost Center: 01 - Pummill Test Site

Select a Cost Center ID

Enter a password for account access.
Password: (6-25 characters)
Re-type Password:

Once you have entered your information, click continue. You will be automatically logged into your Online Procurement Center.

From here you can Select a catalog and begin ordering!

To log in to your account again, go to micountysupplies.com and enter the email and password you created here.

If you need assistance, contact your Online Account Administrator or call us Toll Free at 888.786.6455