

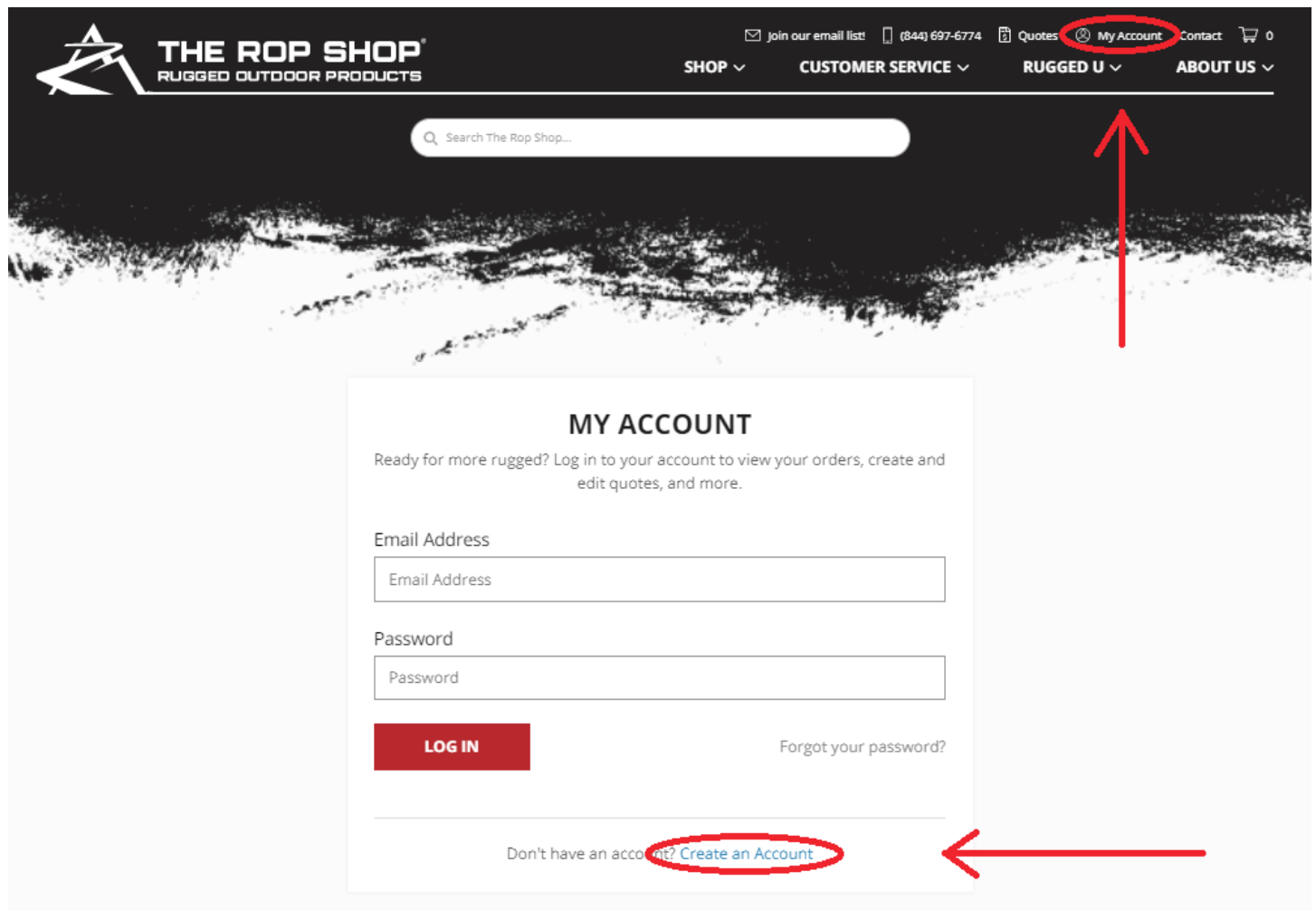
# SETTING UP A CUSTOMER ACCOUNT ON THEROPSHOP.COM

## Step 1: Navigate to 'My Account'.

On theropshop.com, in the upper-right corner of the web browser is a small icon which looks like the outline of a person's head and shoulders, and next to that, the words 'My Account'. Click there.

Select the small link labeled 'Create an Account.' You can find that under the red log-in button and slightly to the right.

If you ever forget your password, you can use this screen to reset or change it. Or you're welcome to contact our customer support. We would be happy to send a password change request to your account e-mail.



The screenshot shows the website header for 'THE ROP SHOP' with the tagline 'RUGGED OUTDOOR PRODUCTS'. The navigation bar includes links for 'SHOP', 'CUSTOMER SERVICE', 'RUGGED U', and 'ABOUT US'. A red circle highlights the 'My Account' link in the top right corner, with a red arrow pointing to it. Below the header is a search bar. The main content area is titled 'MY ACCOUNT' and contains a login form with fields for 'Email Address' and 'Password', a 'LOG IN' button, and a 'Forgot your password?' link. At the bottom of the form, a red circle highlights the 'Create an Account' link, with a red arrow pointing to it.

**THE ROP SHOP**  
RUGGED OUTDOOR PRODUCTS

join our email list! (844) 697-6774 Quotes **My Account** Contact 0

SHOP CUSTOMER SERVICE RUGGED U ABOUT US

Search The Rop Shop...

### MY ACCOUNT

Ready for more rugged? Log in to your account to view your orders, create and edit quotes, and more.

Email Address

Password

**LOG IN** [Forgot your password?](#)

Don't have an account? [Create an Account](#)

## Step 2: Fill in primary information.

This screen will ask for your first and last name, your e-mail address, and a password for your account. Be sure to type the password carefully (it is case-sensitive) and record it for future reference. Then click the red 'Create Account' button.

Please note that although you won't receive a confirmation e-mail to set up your account, it's important that you provide a valid e-mail address. Order confirmations and shipping and warranty information is provided by e-mail. We will not sell your e-mail or use it for sales promotion or solicitation. If you would like to receive sales promotions, you're welcome to sign up for our newsletter.

## CREATE YOUR ACCOUNT

It's time to wipe off the grease for a few minutes and set up an account so we can get you the OEM and aftermarket parts and accessories you need to continue to work on your outdoor power, motorsport, and watersport equipment. Please completely fill out the blanks below with the required content.

First Name\*

John

Last Name\*

Doe

Email Address\*

support@theropshop.com

Password\*

\*\*\*\*\*

CREATE ACCOUNT

## Step 3: Navigate to your 'Address Book'.

Once you're logged in to your account, click on 'My Profile' under the 'My Account' menu to the left. Then click on the small 'Address Book' link near the middle of the screen.

HELLO, JOHN DOE

MY ACCOUNT

Dashboard

My Orders

My Quotes

My Profile

Logout

HAVE A QUESTION?

Need help finding the correct replacement? Not sure what your part number is? We're here and ready to help! Our Customer Service Reps may not sound rugged, but they know their stuff. There are lots of ways to get in touch with us so pick the one that's most convenient for you and let us know what you need.

CONTACT US

My Profile

Personal Information

Address Book

First Name\*

John

Last Name\*

Doe

Email\*

support@theropshop.com

New Password

\*\*\*\*\*

Current Password

Required to change Password and Email

UPDATE PROFILE

#### Step 4: Add any applicable addresses.

Fill in your address as needed. If the address you're entering is a business address with a loading dock or forklift, be sure to select 'Business' from the 'Address Type' drop-down options. If the address is for a residence OR if your business does not have a loading dock or a forklift, please select the 'Residential' option.

Just above the 'Cancel' and 'Save Address' buttons, there are two checkboxes that will allow you to set the address you're entering as the primary shipping or billing addresses. Select or deselect those as needed.

Once you have entered all required information, select the red 'Save Address' button at the bottom of the screen.

Please note that if you are entering a post office box as your primary shipping address, you will need to supply a physical street address as well. Many of our products are too large or too heavy to ship via USPS, and other postal carriers can't deliver to post office boxes.

## HELLO, JOHN DOE

### MY ACCOUNT

[Dashboard](#)[My Orders](#)[My Quotes](#)[My Profile](#)[Logout](#)

### HAVE A QUESTION?

Need help finding the correct replacement? Not sure what your part number is? We're here and ready to help! Our Customer Service Reps may not sound rugged, but they know their stuff. There are lots of ways to get in touch with us so pick the one that's most convenient for you and let us know what you need.

[CONTACT US](#)

### Add a new address

Country/Region\*

United States

First Name\*

John

Last Name\*

Doe

Address Type

Residential

Street Address\*

2275 North Main Street

Apartment, suite, unit, building, floor, etc.

City\*

Bluffton

State\*

Indiana

Zip Code

46714

Phone\*

8446976774

☒ Make this the primary shipping address☒ Make this the primary billing address[CANCEL](#)[SAVE ADDRESS](#)

Once you've saved your addresses, you're all set! Feel free to add items to your cart. Checkout should be a breeze, but if you do run into any issues, please let us know. We would be happy to help. You can contact us using one of the options below;

Send us an e-mail; <https://theropshop.com/contact>

Give us a call; (844) 697-6774

Or chat with us on our site (M-F 8 am to 4:30 pm EST)