# Welcome to the PrimeRx Customer Portal!

As a customer of Micro Merchant Systems, you have access to our Customer Portal. The Customer Portal is designed to help you find the information you need quickly and easily. This document provides step-by-step instructions on how to set up your password, navigate the Customer Portal, sign up for upcoming webinars, how to add/remove additional users from your account, and contacting an admin for assistance.

## Setting Up Your Password

To set up your password, follow these steps:

- Check the email you received during your onboarding process. This will have the link to set up your password. If you did not receive this email, please contact our support team here.
- Click on the link to go to the Customer Portal login page, where your email will already be auto-populated
- Enter a new password
- Click on the "Set Password" button to complete the process

## Navigating PrimeRx Customer Portal

Once you're signed in to the Customer Portal, you can use the search bar to find the information you need quickly. You can also browse articles by category.

- Click on a category to see the articles within that category
- Categories are also shown on the left of the screen in a sidebar menu
- Click on a category in the sidebar menu to see the articles within that category

## Upcoming Webinars

Live webinars are offered to all Customer Portal users. This is an opportunity to participate in live training from the experts. In order to register, follow the steps below:

- Locate the article titled "Upcoming Webinars"
- All upcoming webinars will be shown here. Simply scroll to the event that you wish to participate in and click on "Register"
- You will then be taken to a registration page for the event that you selected.

- Fill out the appropriate information, then you will be all set to attend your desired webinar.

## Contacting an Admin

If you have any questions or need further assistance with the Customer Portal, please don't hesitate to contact an admin.

- On the Customer Portal login page, there is a link that says "Need Help? Contact an Admin"
- Click on the link to open a new email message to the admin email address
- Explain the issue you're having in the email and send it to the admin

We hope that this document has been helpful in getting you started with the Customer Portal. If you have any questions or need further assistance, please don't hesitate to contact an admin.