

# CONNECTION CENTRAL SETUP

Section 1: Detailed setup steps

Section 2: Quick setup for advanced users

Section 3: Troubleshooting

# Detailed setup steps

If you have already created an account you can enter your username and passcode to login. If you have not, please proceed with step 1.

Step 1: Hover over account access, and click account login from the drop down menu.

Step 2: Click on new account registration. You should now see the window shown in the bottom right of this page.

Step 3: Enter you account #. This is on your monthly statement or by calling Five Star Co-op and asking for it.

Step 4: Enter the last 4 of your SSN. This is for verification.

Step 5: Create a new username. Must be a min. of 6 characters.

Step 6: Create a passcode. Must be a min. of 6 characters. This will be entered twice for redundancy.

Step 7: Enter your E-mail address. You will do this twice.

Step 8: Enter your phone number.

Step 9: Enter your first name

Step 10: Enter your last name

Step 11: Enter your mailing address

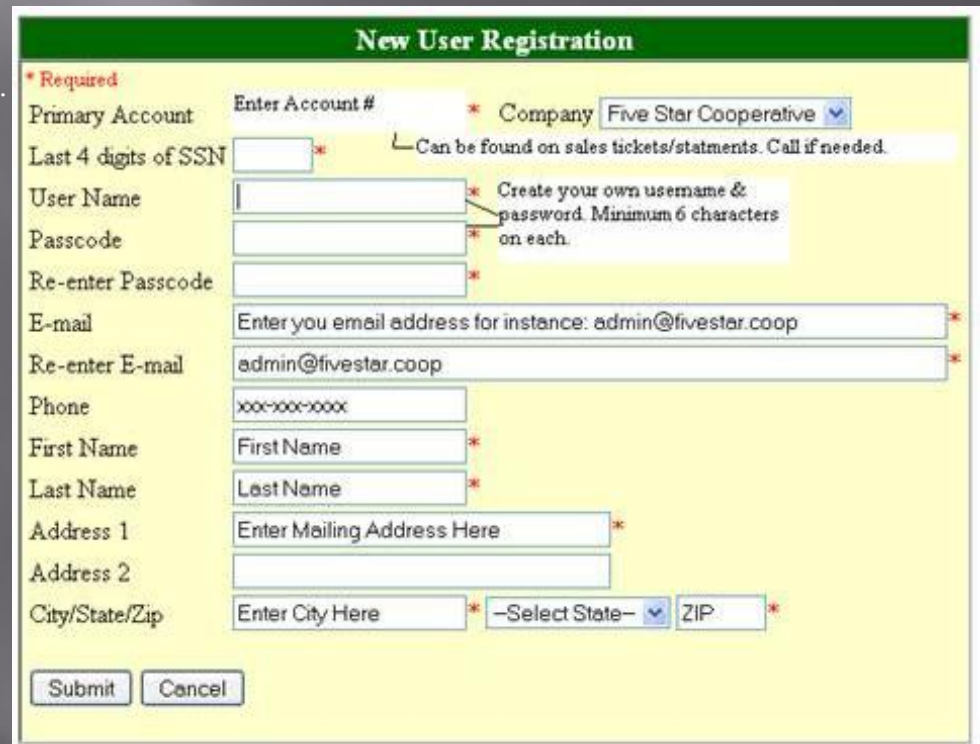
Step 12: Enter your city, state, and zip code.

Step 13: Click submit .

\*Please note in the upper right hand corner where it says company, this defaults to "select a company". You must click the drop down arrow and select five star cooperative for the company.



The screenshot shows a form titled "Account Sign In" with a green header. It contains two input fields: "User Name:" and "Passcode:". Below these fields is a "Sign In" button. Underneath the button is a red text link that says "CLICK HERE" with a red arrow pointing down to another blue text link that says "Forgot User Name or Passcode". At the bottom of the form is a button labeled "New Account Registration" which is highlighted with a red border.



The screenshot shows a form titled "New User Registration" with a green header. It contains several input fields and a dropdown menu. The fields are: "Primary Account" (with "Enter Account #" and a dropdown menu for "Company" set to "Five Star Cooperative"), "Last 4 digits of SSN" (with a note "Can be found on sales tickets/statements. Call if needed."), "User Name" (with a note "Create your own username & password. Minimum 6 characters on each."), "Passcode", "Re-enter Passcode", "E-mail" (with "Enter you email address for instance: admin@fivestar.coop"), "Re-enter E-mail" (with "admin@fivestar.coop"), "Phone" (with "xxx-xxx-xxxx"), "First Name", "Last Name", "Address 1" (with "Enter Mailing Address Here"), "Address 2", and "City/State/Zip" (with "Enter City Here", a dropdown for "State" set to "-Select State-", and "ZIP"). There are "Submit" and "Cancel" buttons at the bottom.

# Quick setup

- Accept security certificates
- Hover over account access
- Click account login
- Create new user
- Fill out the form and submit
- Account number, last 4 digits of SSN, and zip code must match your info in our system. If they are missing or incorrect in our system you will have to call Five Star Co-op at 641-394-3052 to get that issue resolved.

**New User Registration**

\* Required

Primary Account: Enter Account # \* Company: Five Star Cooperative

Last 4 digits of SSN: \* *Can be found on sales tickets/statments. Call if needed.*

User Name: \* *Create your own username & password. Minimum 6 characters on each.*

Passcode: \*

Re-enter Passcode: \*

E-mail: Enter you email address for instance: admin@fivestar.coop \*

Re-enter E-mail: admin@fivestar.coop \*

Phone: xxx-xxx-xxxx

First Name: \*

Last Name: \*

Address 1: Enter Mailing Address Here \*

Address 2:

City/State/Zip: Enter City Here \* -Select State- ZIP \*

Submit Cancel

# Troubleshooting

- If a red message appears at the bottom of the window after clicking submit, it could be one of many things. The main cause for this error is failing to fill out one of the required fields, or putting in invalid information, as displayed in the lower right.
- If you have any questions, concerns or errors. Please do not hesitate to contact Five Star Co-op at 641-394-3052.

### New User Registration

**\* Required**

Primary Account	<input type="text" value="80140"/>	*	Company	<input type="text" value="Five Star Cooperative"/>
Last 4 digits of SSN	<input type="text" value="6903"/>	*		
User Name	<input type="text" value="vincent"/>	*		
Passcode	<input type="password" value="••••••"/>	*		
Re-enter Passcode	<input type="password" value="••••••"/>	*		
E-mail	<input type="text" value="test@fivestar.coop"/>	*		
Re-enter E-mail	<input type="text" value="test@fivestar.coop"/>	*		
Phone	<input type="text"/>			
First Name	<input type="text" value="Vincent"/>	*		
Last Name	<input type="text" value="Schwickerath"/>	*		
Address 1	<input type="text" value="1500 N Linn"/>	*		
Address 2	<input type="text" value="1500 N Linn"/>			
City/State/Zip	<input type="text" value="New Hampton"/>	*	<input type="text" value="-Select State-"/>	<input type="text" value="50603"/>

Last 4 digits of the tax id do not match