

Setting up a New User Account

To set up a new user Id and password on FPinfomart.ca, please go to www.fpinfomart.ca, and have your 12-digit registration key available.

Click the 'Register' link located in the upper-right corner of your screen.



Once your page refreshes, input your **12-digit registration key** in the provided field. Please include the hyphens. Next, continue to fill out all of the other fields.

Create Your New User ID

Please tell us about yourself.
(All following fields must be filled in.)

Registration Key *(It should look something like this: 1234-5678-9012)*

Preferred UserID *(any combination of lowercase letters, numbers and underscores, minimum 4, maximum 20)*

Your Name *(e.g. 'John Smith')*

Your Company or Organization

What Department do you work in?

E-mail address *(e.g. 'jsmith@yourcompany.com')*

Your Daytime Phone Number, including extension

Password *(any combination of letters and numbers, minimum 4, maximum 20)*

Type your password again

Morning E-mail
 (A summary of your results will be e-mailed to you if checked)

Your User Id can be anything that you like. It can be a combination of your name, or of your organization's name. For example, if your name is John Smith, you might choose 'jsmith', 'josmith', or 'johnsmith'.

Click 'Submit' once you have completed all of the fields. If you receive a message stating that your selected User Id has already been taken, you will be prompted to choose another user Id.

Once your user Id is successfully submitted, you will be prompted to login in order to complete your registration.

Please Login

User ID
josmith

Password
••••

Login Security

- Save my User ID and Password on this computer
- Automatically log me out after 15 minutes of inactivity
- Stay logged in until I shut down my browser

LOGIN

[Forgot Your Password?](#)

Enter your new User Id and password in the provided fields.

Choose your desired level of login security, and click the grey 'Login' button to proceed.

If you ever forget your password, you will be able to use the "Forgot your Password?" link on this page to retrieve it.

Your account registration will be confirmed once you click 'Login'.

Account Registration

Congratulations!

Your User ID and Password have been created.

To login, [click here.](#)

Welcome to FPinfoamrt.ca! You may now discard your 12-digit registration key. From now on, you will only require your User Id and Password to log on to FPinfoamrt.ca.

If you have any difficulties during the registration process, or if you have any questions about using FPinfoamrt.ca, please contact Clients Service at 1-800-661-7678 or helpdesk@FPinfoamrt.ca