

Signing Up to Mtivity

Accepting an Invitation

You will receive an invitation from "Notifications". This will contain your username and an automatically generated temporary password.

YOUR ACCOUNT DETAILS:
 USERNAME: supplier5@zoho.com
 PASSWORD: RDeTqZp

TO ACCEPT THIS INVITATION: Follow these 3 steps

1) Go to the invitation acceptance page by clicking the following link:
<https://web1.mtivity.com/apps/DcLogin.csp?inviteUsername=supplier5@zoho.com&invitePassword=RDeTqZp&action=newInvitation>

Click the link in the email under step 1.

1) Go to the invitation acceptance page by clicking the following link:
<https://web1.mtivity.com/apps/DcLogin.csp?inviteUsername=supplier5@zoho.com&invitePassword=RDeTqZp&action=newInvitation>

This will take you to the invitation acceptance screen, with your username and password already entered. Click the login button.



Next, you should accept the terms and conditions and enter a new password. You will need to confirm the password to ensure no mistakes have been made. Click Next to continue.

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 MTIVITY SIGNUP - ACCEPT TERMS & CHANGE PASSWORD - STEP 1 OF 3

Welcome to Mtivity. Please read our [terms and conditions of use](#) before continuing.

If you have already registered with Mtivity and would like to accept this invitation from your existing account, please [click here](#).

I have read and accept the Mtivity terms and conditions of use.

The password you have been provided with has been randomly generated by the Mtivity system. Please change this password now to one of your choosing. This new password must be at least 6 characters in length, may not contain your Mtivity username or e-mail address, and is case-sensitive.

* New Password

* Confirm New Password

[Next](#) [Cancel](#)

Ensure your details are correct and enter any other contact information you can. Click Next to continue.

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 MTIVITY SIGNUP - ENTER PERSONAL DETAILS - STEP 2 OF 3

Salutation

E-mail

* First Name

Middle Initials

* Last Name

Personal Website

Job Title

Work Telephone

Mobile Telephone

Home Telephone

Other Telephone

Fax

Address 1

Address 2

Address 3

City

State/Country

Country

Zip/Postcode

Receive Update Notices Yes

[Next](#) [Back](#) [Cancel](#)

If you are the first user in your company you will also be asked to confirm your company details. This is the final step in the process - click Done to create your account.

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 MTIVITY SIGNUP - COMPANY DETAILS - PAGE 3 OF 3

* Name

E-mail

Registration Number

Telephone

Fax

VAT Number

Copy Personal Address

Invoice Address 1

Invoice Address 2

Invoice Address 3

Invoice City

Invoice State/Country

Invoice Country

Invoice Zip/Postcode

Copy Invoice Address

Delivery Address 1

Delivery Address 2

Delivery Address 3

Delivery City

Delivery State/Country

Delivery Country

Delivery Zip/Postcode

[Done](#) [Back](#) [Cancel](#)

Congratulations! You're now a signed-up user. When you are sent a new RFQ or Purchase Order you will receive an email notification. Simply click the link in the email, log in, and you will be taken directly to the item where you can enter your pricing or accept a Purchase Order.

Remember, you can always click the Jobs Tab to access open Jobs or view past Jobs that you have participated in.