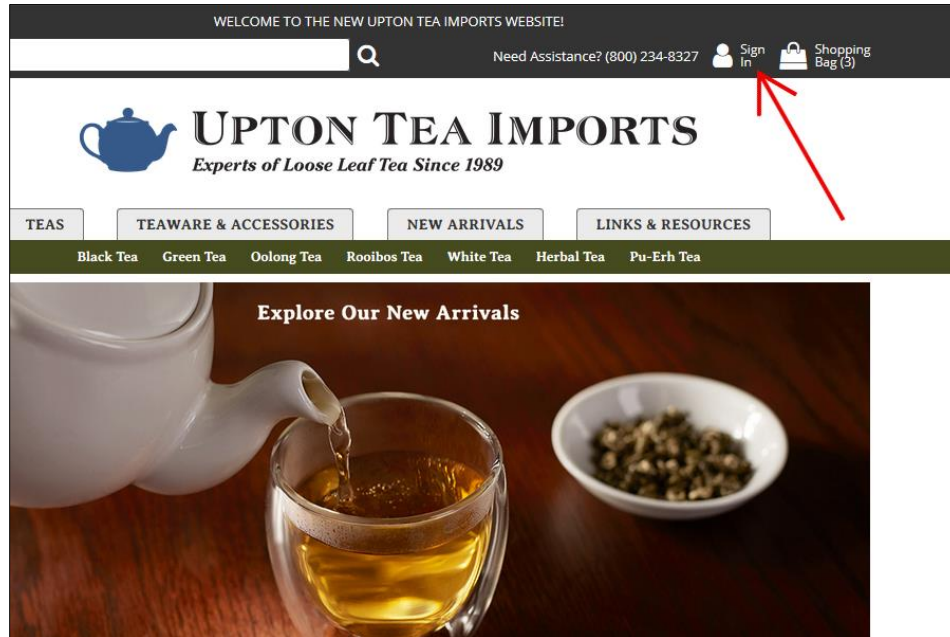
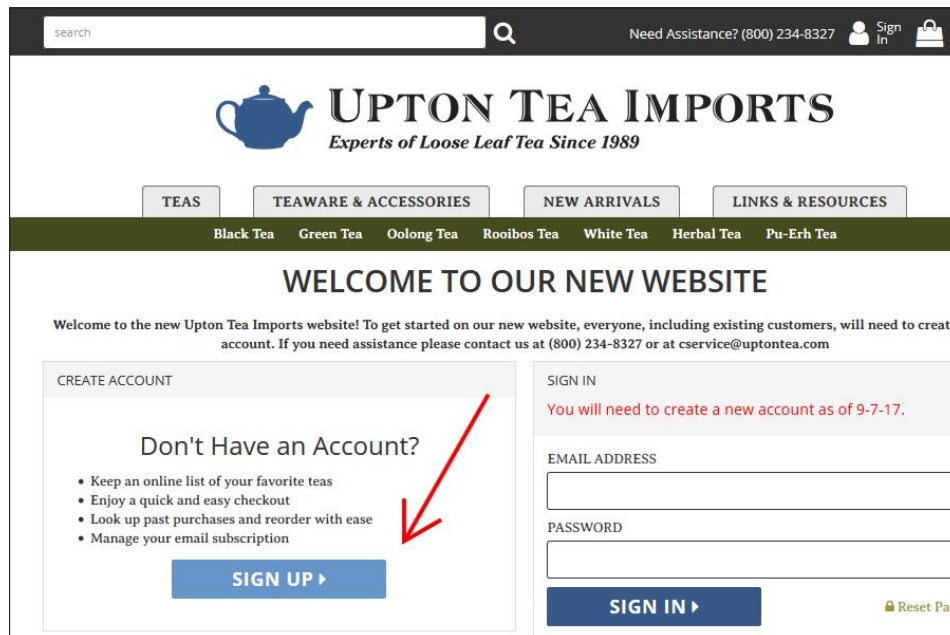


How do I create a new account?

1. Click on the *Sign In* icon in the upper right-hand corner of the page.



2. Click on *Sign Up*, located under *Don't Have an Account?*



3. Enter your e-mail address and choose a password. Please note: If you ordered on our old website, be sure to use the same e-mail address so your *Order History* will be available to you.

The screenshot shows two side-by-side forms. The left form is titled 'CREATE ACCOUNT' and contains fields for 'EMAIL ADDRESS', 'PASSWORD', 'CONFIRM PASSWORD', and 'PASSWORD REMINDER'. A blue 'SIGN UP >' button is at the bottom. A red arrow points to the 'PASSWORD' field. Below the password field is a 'Password Requirements' box with a list of rules: minimum 8 characters, at least one upper and lower case letter, at least one number, at least one special character, and a list of allowed special characters. The right form is titled 'SIGN IN' and contains fields for 'EMAIL ADDRESS' and 'PASSWORD', with a blue 'SIGN IN >' button and a 'Reset Password' link. A red message at the top of the sign-in form reads 'You will need to create a new account as of 9-7-17.' At the bottom of the page is a dark green navigation bar with links: 'SIGN UP FOR OUR EMAILS', 'ABOUT US', 'CUSTOMER SERVICE', and 'ASK UPTON'.

4. Once you have entered your password (please note the new requirements for added security), click on *Sign Up*.

This screenshot shows the 'CREATE ACCOUNT' form with the 'EMAIL ADDRESS' field filled with 'cservice@uptontea.com' and the 'PASSWORD' and 'CONFIRM PASSWORD' fields filled with eight dots. A red arrow points to the 'SIGN UP >' button. The 'PASSWORD REMINDER' field contains the text 'How I remember my new password ...'. The 'SIGN IN' form on the right is identical to the previous screenshot. The same dark green navigation bar is at the bottom.

5. Now that you have a new account with our website, you will need to enter all of your Contact Information including: name, address, and phone number.

The screenshot shows the 'EDIT ACCOUNT' page with a sidebar on the left containing the following options: MY ACCOUNT, EDIT ACCOUNT, ADDRESS BOOK, ORDER HISTORY, FAVORITES, UPDATE PASSWORD, UPDATE EMAIL, and SIGN OUT. The main form area is titled 'EDIT ACCOUNT' and contains a 'CONTACT INFO' section with the following fields: FIRST NAME, LAST NAME, PHONE, EMAIL (pre-filled with 'cservice@uptontea.com'), STREET ADDRESS, P.O. Box (checkbox), STREET ADDRESS 2 (pre-filled with 'Optional'), COUNTRY (dropdown menu), CITY, STATE (dropdown menu), and ZIP. At the bottom of the form, there is a checkbox for 'Sign up for special offers!' and a blue 'SAVE CHANGES' button. A red arrow points from the 'UPDATE EMAIL' option in the sidebar to the 'PHONE' field.

6. You may select the check box if you want to *Sign up for special offers*. Once you have entered your Contact Information, click on *Save Changes*.

This screenshot shows the same 'EDIT ACCOUNT' form as above, but with the following information entered: FIRST NAME: Customer, LAST NAME: Service, PHONE: 508-474-6840, STREET ADDRESS: 100 Jeffrey Ave, P.O. Box: (checkbox), STREET ADDRESS 2: Suite 1, COUNTRY: United States, CITY: Holliston, STATE: Massachusetts, and ZIP: 01746. The 'Sign up for special offers!' checkbox is now checked. A red arrow points from the 'UPDATE EMAIL' option in the sidebar to the 'UPDATE EMAIL' option in the sidebar.