# CSR Implementation Training for CSR buyer

**Buyers Self Registration process**

**Overview**

This is a brief overview of the Buyer Self Registration process after their access request has been approved. The buyer must submit a request for the buyer portal. Once their request has been approved, they will receive an email notification with a link to self-register for the buyer portal.

**Pre-Requisites**

• You must have submitted the buyer access request form and it should have been approved.

• You must have received the email with the self-registration link.

• You need a compatible web browser such as Edge.

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| **Instruction** | **Screenshot** |
| Once the buyer request has approved, you will receive an email to self register to buyer portal |  |
| The link will direct the buyer to enter their email and setup the new password. |  |
| Once they setup the password, They will be able to login to the buyer portal |  |