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For issues logging in to the  
portal, contact Craig Ruvere at  
[cruvere@hc-companies.com](mailto:cruvere@hc-companies.com)

# Distributor Pricing Portal

## How to Access Your Account

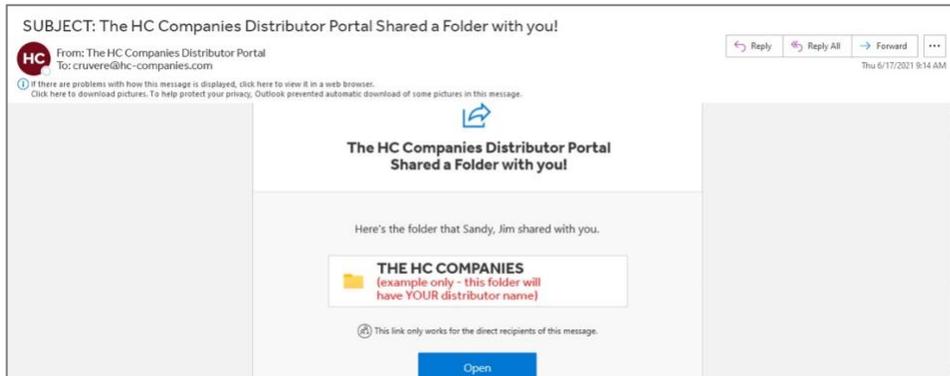
### Overview

My name is Craig Ruvere, the Marketing Communications Manager here at The HC Companies. I wanted to take this opportunity to walk you through how distributors can access their new Distributor Portal for HC price lists.

Rather than having to scroll through emails to find the most up to date price list, fearing if in fact you have the correct one, this portal will simplify the process for distributors as the lists attached to each portal will always be the most current.

### Authenticating Your Account

You will be receiving another email from “**The HC Companies Distributor Portal**” to authenticate your account. *(example below)*



This is **another level of security** HC has put in place to protect everyone from online attacks and privacy breaches which are far too common in society today. Simply click “OPEN” to authenticate your account and operating system. You will then be able to click “DOWNLOAD” on the [Distributor Portal](#) and directly access this folder. **Note: you will NOT be able to access the Distributor Portal until this step is completed.**



Main Number  
800.225.7712



Customer Service  
[customersupport@hc-companies.com](mailto:customersupport@hc-companies.com)



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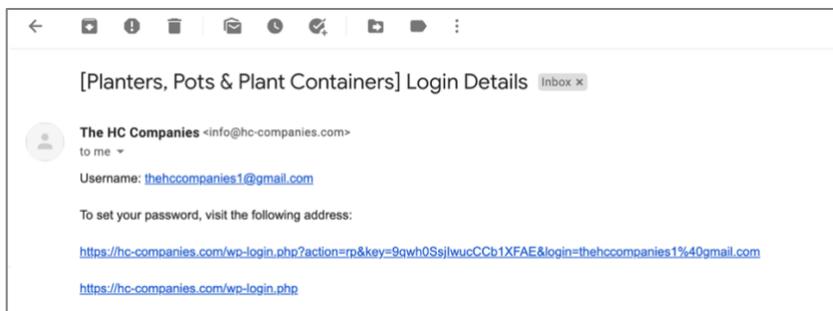
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Twinsburg, OH 44087



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## Usernames and Passwords

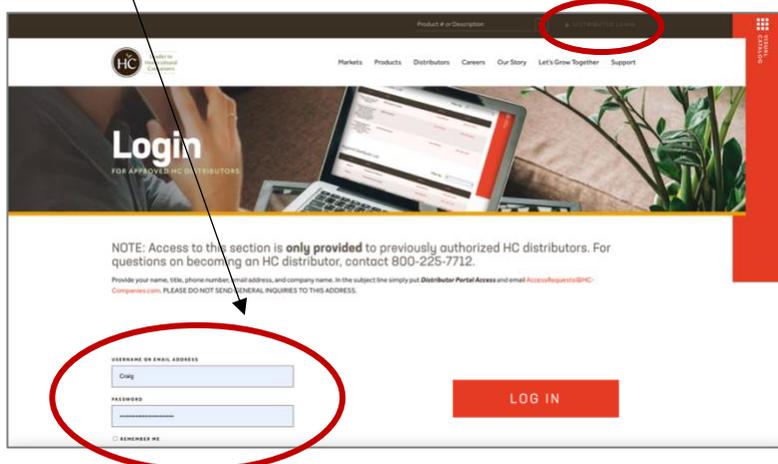
As an HC distributor, you should have received an email from The HC Companies providing access to your organization's Distributor Portal with the enhanced pricing portal feature. **If you did not receive this email, please contact Craig Ruvere immediately at [cruvere@hc-companies.com](mailto:cruvere@hc-companies.com).** Below is the email you should have received:



Your username is your email. Please follow the link under "To set your password..." to change your password to something you'll remember. **This is highly encouraged for security purposes.**

## To Access Your Distributor Portal

Please click on "Distributors Login" in the upper right-hand corner of our website or visit [hc-companies.com/login](https://hc-companies.com/login). The page below is where you will be directed. Please use your newly created credentials (username/password) to log in to the portal.



By clicking on "LOG IN" in the red box to the left, you will be taken directly to your unique Distributor Portal. See below.



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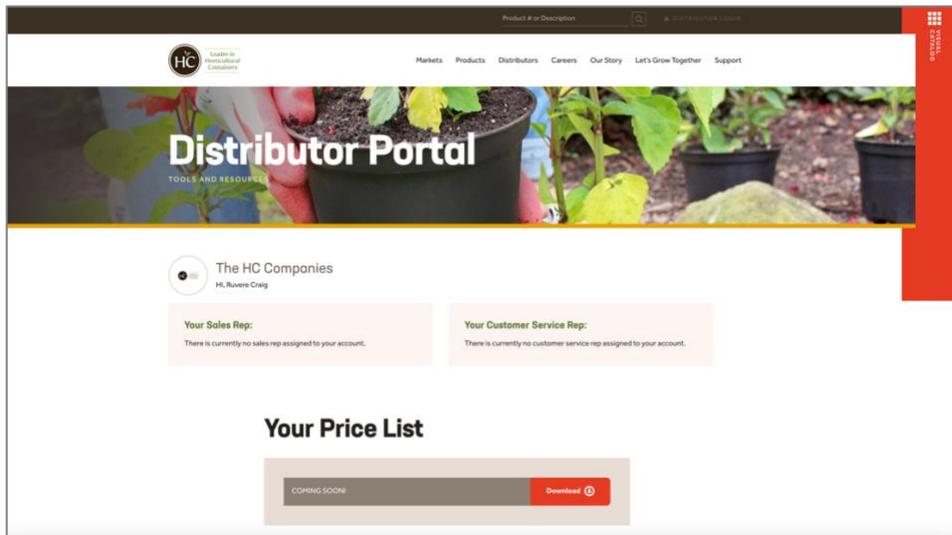


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(What the Distributor Portal looks like when accessed)

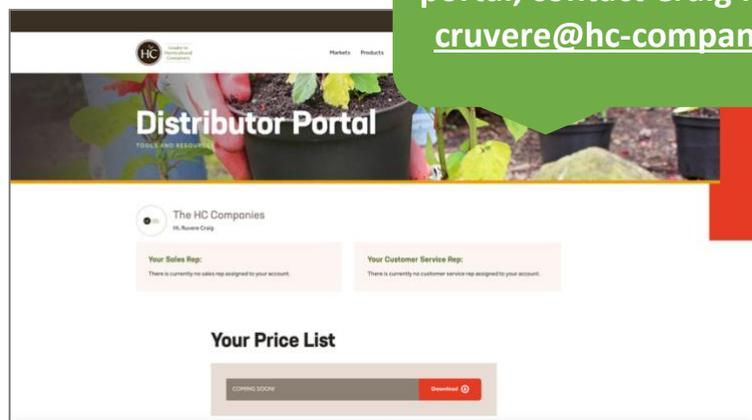


### How to Securely Download Your Price List

Once you [log in to the portal](#), you'll notice a content block labeled "Your Price List".

To access your price list, simply click on "DOWNLOAD" in the red box. You will then be redirected to the secure SharePoint site you authenticated above where your price list will be saved. **Again, you MUST follow the steps under "Authenticating Your Account" in order to download your list.**

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