

# Vendor Registration Checklist

1. Gather the following information:
- a. Sales Tax Number (Required unless the ***ONLY*** thing you're selling is *seasonal* crops and plants *during the harvest season* that you have grown yourself. Meat, poultry, fish, eggs, dairy and value-added products are not exempt. If you're selling seasonal crops and plants *as well as* any non-exempt items, *everything* is subject to sales tax. See [Utah Tax Publication 25 revised May 2018, page 11, second column](#).
  - b. Product Liability Insurance Policy Number
  - c. Employer Identification Number (EIN) or Social Security Number if an individual
  - d. Ensure there is a profile headshot and business logo image accessible on your computer for upload in either .jpg or .png formats.

2. Click the "Vendor Membership Plans" menu link, which displays the types of free Vendor membership plans available:

A. Materiel Supplier - Suppliers of farm and garden supplies, material, tools, equipment, livestock, etc. necessary to produce food, or

B. Local Food Product - For producers of local raw agricultural and/or value-added food products from local ingredients, including beverages, condiments, dairy, meat, produce, as well as hygiene or health products.

3. Read the Features List for the type of Vendor memberships that fits for you.

4. Click "Register" link at the bottom of the plan that suits you, which opens either the "Local Food Product Vendor" or the "Material Supplier" page per your selection.

5. Click on the "Vendor Terms & Conditions" link in the first paragraph, which opens a new browser tab.

6. Read the Vendor Terms & Conditions page, and close that tab.

7. Scroll to the bottom of the Vendor page and click the green the "Subscribe Now" or "Upgrade" button.

8. Fill out the Account Details form in its entirety.

**NOTE:** Acceptable image files are either .JPEG or .PNG. If the photos you'd like to upload have a different extension, you can open them in an image editing program (e.g. Paint, Photoshop, etc.) and save them as a .JPEG or .PNG (the latter is preferred for clarity). These two are the standard for most websites because they are visible on many different types of web browsers (Chrome, Internet Explorer, Firefox, etc.).

9. When done, click the "Register" button towards the bottom of the Account Details form.

A notification acknowledging your application and asking you to wait for further instructions from the Administrator will appear on screen. Upon approval of your application, you will receive Vendor welcome email with your login Username and Password, including a link to the "My Account" page. By clicking on the link in *that* email, it will take you to the vendor login. If you do not receive a password in your Vendor welcome email, on the My Account page simply enter your Username and click on the "Lost your password?" link to reset it.

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