

Dining Alliance

How To Instructions:

1. Go to <https://www.mydiningalliance.com/>
2. Click Sign Up
3. Click I'm a new member
4. Always just select **Restaurant** for the segment so it stays on Dining Alliance
5. Fill out **all boxes of** information completely
6. For Sales Rep you will put **Jordan Lewis**
7. For Channel Partner you will leave this **– Custom Food Service**
8. Select the number of locations in the group
9. Confirm location information and fill out additional locations info if necessary
10. On Step 3 Click “add new distributor”
 - a. Select – Custom Food Service
 - b. Add the DCN (Custom Customer Number)
 - c. Click “Save”
11. Answer the two legal questions
 - a. Are you currently a part of a GPO? y/n if yes enter the name (IPS, UAG) & Dining Alliance will handle the termination for the customer
 - b. Do you have any existing manufacture agreements? y/n if yes then type in all the ones you know about not a huge deal if any are missed we will find out about them