

How to Review and Edit Your Store Profile

- 1) Go to **My Account > Store Profile** on mybenjaminmoore.com. Multiple outlet retailers, click on **"Select Profile"** to view each store
- 2) Review all sections outlined in **red** below on both the **"Store Information"** and **"Communication Preferences"** tabs
- 3) Click **"Change"** to edit icon within each section. Edit as needed. Be sure to click **"Save"** to capture all edits. Changes may take up to 48 hours to display
- 4) Multiple outlet retailers, proceed to next store using the **"Change Store"** drop down

Store Information

Communication Preferences

Products Carried

Account Summary

Invoices, Statements and Credits

Pricing Tools & Information

Purchase History

Order Activity

Co-op Advertising

Store Profile

My Employees

My Profile

Store Profile

Benjamin Moore Paint Shop - 123456

Montvale, NJ

Change store

Store Information

Communication Preferences

Products Carried

Addresses ?

Store Mailing Billing

Benjamin Moore Paint Shop

123 Paint Lane

Montvale, NJ 07645

Phone: (555) 555-5555

Fax: (555) 555-5555

View/Update pin position on Store Locator.

Hours ?

Monday 07:00 - 9:00

Tuesday 07:00 - 9:00

Wednesday 07:00 - 9:00

Thursday 07:00 - 9:00

Friday 07:00 - 9:00

Saturday 07:00 - 9:00

Sunday 07:00 - 9:00

Display store hours on Retailer Store Locator? (Yes)

Language Spoken ?

English French German Korean

Spanish Ukrainian

Programs and Services ?

In Store Decorator

Pick Up In Store

Branded

Contacts ?

JOE SMITH (Primary Contact)

MEGAN MILLER

LISA JOHNSON

JOE SMITH

Title:

Phone: 555 - 555 - 5555

Email: email@domain.com

Responsibilities:

Assistant General Manager

General Responsibility

In Store Decorator

Paint Manager

Publications

Statement Contact

CO-OP Program Contact

General Manager

Business Owner

Pick Up In Store

Retail Manager

Use "Preview Store Locator" to view store information

To edit, click "Change." Be sure to save all changes

Use pin position to identify the exact location of your store for the benjaminmoore.com Store Locator.

Select "Add Contact" to identify your key responsibility owners with current contact information. (e.g. Paint Manager, CO-OP Program Contact, In Store Decorator)

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Store Profile Instructions

Benjamin Moore & Co.
SINCE 1883

Benjamin Moore & Co. Retailer Portal

mybenjaminmoore.com

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My Employees

My Profile

Store Profile

Benjamin Moore Paint Shop - 123456

Montvale, NJ

Store Information

Communication Preferences

Products Carried

No Action Needed: "Products Carried" section is pre-populated

Preview Store Locator

Change store

Notifications

Statement Ready

Pick Up In Store

Credit Acknowledgement

Order Acknowledgement

Shipment Notification

Change

Change

Change

Change

Preferences

Packing list sort order

Standard

Change

Use drop down to change store view (Multiple outlet retailers only)

To edit, click "Change." Be sure to save all changes

Need Assistance?

Please contact your Territory Representative or
call 1-888-BEN-MOORE