

Store Profile Instructions

Benjamin Moore & Co.
SINCE 1883

Benjamin Moore & Co. Retailer Portal

mybenjaminmoore.com

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**

Store Profile

Use “Preview Store Locator” to view store information

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

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

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

Addressess

Store: Benjamin Moore Paint Shop - 123456
Mailing: Montvale, NJ

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

Contact Details

Name: JOE SMITH (Primary Contact)
Title:
Phone: 555 - 555 - 5555
Email: email@domain.com
Responsibilities: Assistant General Manager, CO-OP Program Contact, General Responsibility, General Manager, Business Owner, Pick Up In Store, Retail Manager, In Store Decorator, Paint Manager, Publications, Statement Contact

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Store Information Communication Preferences Products Carried

Store Profile

Benjamin Moore Paint Shop - 123456
Montvale, NJ

Store Information Communication Preferences Products Carried

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

Change store

Preview Store Locator

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

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

Notifications

- Statement Ready
- Pick Up In Store
- Credit Acknowledgement
- Order Acknowledgement
- Shipment Notification

Preferences

- Packing list sort order
- Standard

Need Assistance?

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