



## PromegaExpress™ Automatic Program One-time Online Registration University of Illinois-Urbana

### How to register at [www.promega.com](http://www.promega.com)

1. Select **“Login”** and log in to your account.
2. Select **“New Customer? Register Here”**, then at the **“New Profile”** screen, enter your information - All required fields are designated by an asterisk (\*).
3. In the **“PromegaExpress™ Program”** field enter the following site code: **uiuc**(Case sensitive)
4. In the **“Promega Partnership Program”** field enter the following code: **uiucfisher** (Case sensitive)
5. Press **“Save”** at the bottom of the page to continue.
6. You will then be directed to the **“Enter the Payment Method for Your Product Orders”** screen.

On this screen you will select the payment method to pay Fisher for purchasing product from the PromegaExpress unit. Please select either **“Credit Card”** or **“Purchase Order”**.

**It is the customers responsibility to manage the correct payment information within their registration profiles. What ever information exists in this area is what will be used to invoice the customer.**

**NOTE: YOU MUST INDICATE YOUR FISHER ACCOUNT NUMBER 383060-071 IN THE INTERNAL REFERENCE FIELD. THIS WILL BE THE FISHER ACCOUNT NUMBER USED TO BILL THE ORDER.**

7. Press the **“Go to Step 4”** button on the bottom of the page. Review your information on the **“Step 4: Review Profile”** screen.
8. If a **“Change”** button is by your **Shipping and Billing Address**, verify it is correct. In some cases your account has required these are fixed fields and can not be changed.  
Press the **“Continue”** button at the bottom of the page. You will be directed to the PromegaExpress™ site and can either view the unit inventory, or log out.
9. We will ship your PromegaPass to your mailing address and you will receive within one to two days. Once you confirm receipt, we will activate your pass and you will able to access the PExAuto unit to purchase product.

### Note

If you want your order confirmations to go to additional people, please enter their email address in the email field of your profile separated by a semicolon (:).

**Need Communication from Fisher per order that contains the Fisher pricing? Send an e-mail to [consignment@thermofisher.com](mailto:consignment@thermofisher.com) that includes your Fisher Customer Account number, the users name and e-mail address. There are two options available Order Acknowledgement (contains item pricing only) or Invoice Acknowledgement (contains item pricing and any applicable tax). There will be no shipping, handling, ice or container charges with PromegaExpress purchases.**