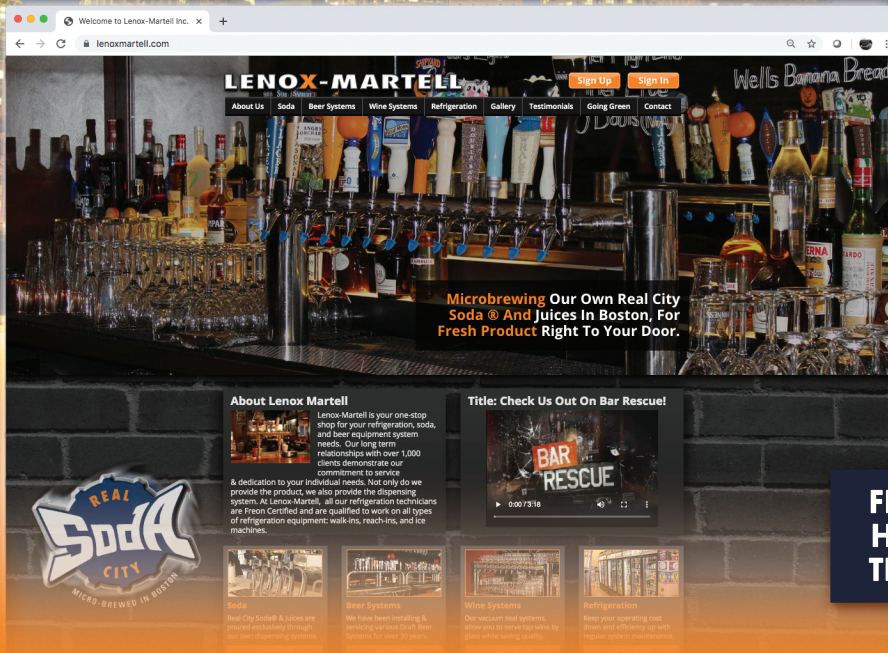


# LENOX-MARTELL

Create & Access Your  
Lenox-Martell Account  
on Our Website!



FIND OUT  
HOW ON  
THE BACK

➔ **Check Your Account Balance!**

➔ **Pay Open Invoices Online!**

➔ **Create an Order for Your  
Scheduled Delivery Day!**

**SIGN UP NOW AT: [LenoxMartell.com](http://LenoxMartell.com)**

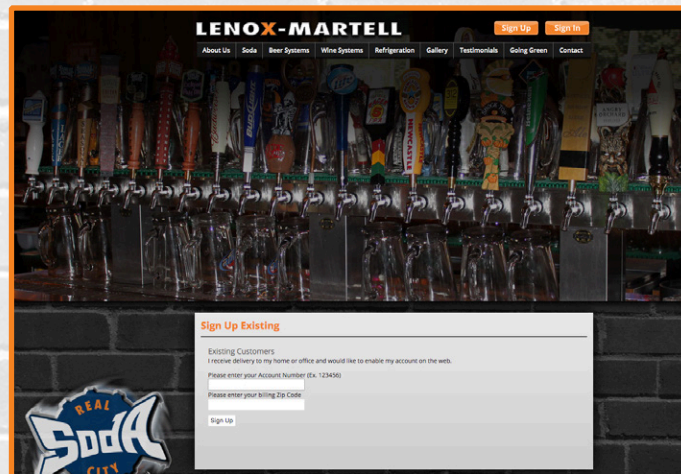


# How to access your account with our new Web Portal at LenoxMartell.com

## To Sign Up for access to your account

(you will need your account number from a recent invoice or statement and know your zip code)

1. Go to our web site [www.LenoxMartell.com](http://www.LenoxMartell.com)
2. Click on the first tab "Sign Up" – then click on "sign up"
3. Follow the instructions by entering your account number off of a statement or invoice and then plug in your zip code
4. Click on the sign in under the zip code
5. Create a user name and password and type in your email address then click activate account (under password)
6. Once your account is active – hit sign in



**Get New Product Updates on FaceBook & Twitter**

[www.FaceBook.com/Lenox.Martell](http://www.FaceBook.com/Lenox.Martell)

@Lenox\_Martell

## If you already have an account set up and you are returning to our website

1. Click the second tab "Sign In"
2. Enter your user name and password

## Once you are signed in you can

Tab 1 – Check your account information

(if you need anything changed, you can email us and we can update for you)

Tab 2 – You can check your OPEN outstanding invoice

1. You can click on the invoice number and see or reprint the invoice
2. You can pay some or all of the invoices

Tab 3 – You can look up paid or unpaid invoices by date or date range

Tab 4 – Shows when the delivery department is in your area (does not include Beer Line cleaning yet)

Tab 5 – Allows you to change your password

Tab 6 – Allows you to change your email address

Tab 7 – Allows you to order product – It will only allow you to schedule the delivery for the next time we are in your area, if you need a different delivery date, you would need to finish your order – and then call one of our Customer Service Reps at 617-442-7777 x 3.

## We hope you enjoy our new website!

If you see anything you would like changed, please feel free to call us or email us:

<http://www.lenoxmartell.com> – 617-442-7777

