




# Novo ProDealer Portal Account Creation

## Dealer Portal Training: Create an Account

To get started, locate your recent Novo Building Products stock order acknowledgment

Your \*Customer Code from the "Ship To:" line will be needed to create your dealer account **(Your Customer Number will be the first 4 digits of your Ship To ID)**

*\*Not sure you have the correct customer code? Check with your sales rep!*



**NOVO**  
Building Products

*ORDER CONFIRMATION*

Our Order Number: XXXXXXXXXX

Ship To: XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

**VADNAIS HEIGHTS, MN 55110**

# Create an Account...

Once you have your Customer Code ready go to...

[www.pro.novobp.com](http://www.pro.novobp.com)

On the landing page select...  
"Create Account"

Fill in all fields marked with  
"Required" and select  
"CREATE ACCOUNT"

**\*Address needs to be an  
exact match to the address  
on your order confirmation**

Email Address:

Password:

[SIGN IN](#) [Forgot your password?](#)

## Need access to your Account?

Once verified you'll be able to:

- Access your stocked product pricing
- Place orders on any desktop or mobile device
- Receive order status updates
- Access your entire order history

[CREATE ACCOUNT](#)



### Account registration

1 Account 2 Details 3 Finish

#### Account type

☒ Business account

#### Contact Information

First Name \*

Last Name \*

Email Address \*

This email will be used to sign in to your account

Phone Number

☐ Email me special promotions and updates

#### Additional Information

Novo Distribution Center \*

Ship To ID \*

Customer Number \*

Novo Sales Rep \*

[CONTINUE](#)



### Account registration

✓ Account 2 Details 3 Finish

#### Address

First Name \*

Last Name \*

Company Name

Phone Number

Address Line 1 \*

Address Line 2

Suburb/City \*

Country \*

United States

State/Province \*

Zip/Postcode \*

[BACK](#)

[CONTINUE](#)



### Account registration

✓ Account ✓ Details 3 Finish

#### Password

Create password for mamurphy@novobp.com

Create Password \*

Confirm Password \*

☐ I'm not a robot



[BACK](#)

[SUBMIT](#)



### Application has been submitted

Your business account is pending approval. Ordering will be enabled after account approval

Your business account application has been submitted. Please allow 24 hours for account approval and activation. But part of the functionality is already available to you, please review your account.

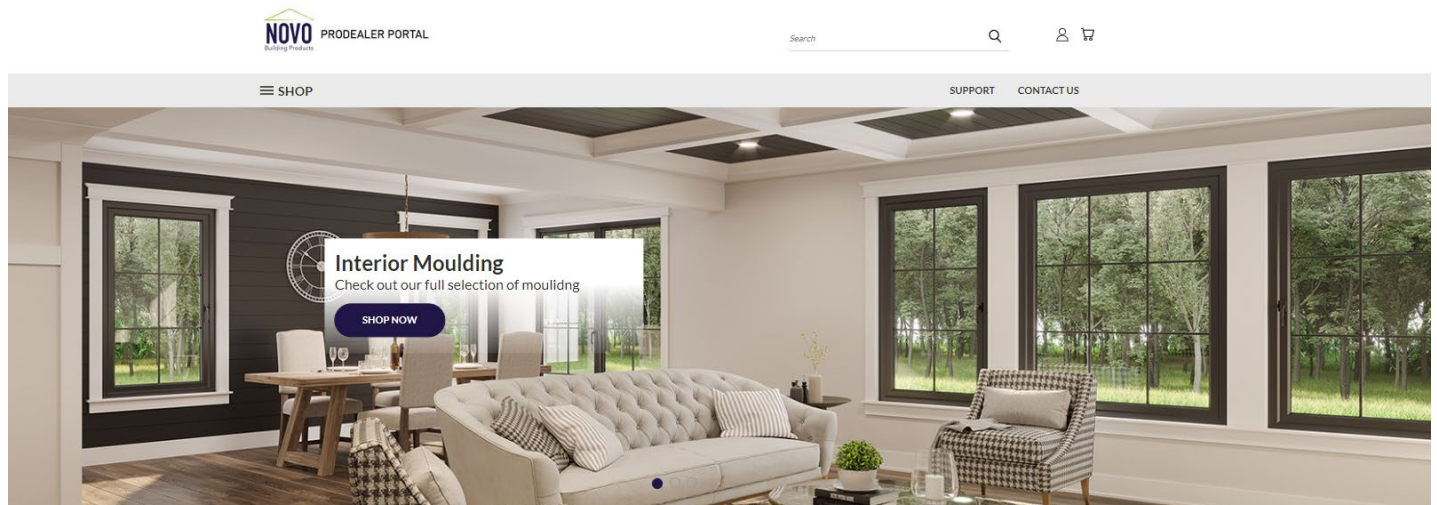
[FINISH](#)

## Next Steps..

Once your account has been \*verified you will have access to features like:

- ✓ Full access to stocked product pricing
- ✓ Easily place orders on any desktop or mobile device
- ✓ Receive order status updates

\*Please note - it can take up to 1 business day for your account to be verified.



For questions regarding your order status or account access:

Please contact your Novo Pro Sales Rep!