HPS MEMBER-ONLY WEBSITE

To get the most value from your HPS membership, visit the **hpsgpo.com** site often. This is where you learn about all the contracts and Value-Added services you joined HPS for. Remember, whenever you need something, check our contracts first.

SITE FEATURES

- **Anyone from your organization** who needs access to the site is able to do so with their own username and password.
- **Your Region Manager** and FFE Customer Service Reps contact info is prominently displayed.
- **All pricing, contact and ordering** information for all of our contracts is on the site.
- **Request product quotes** through our Furniture, Finishes & Equipment group.
- **Come to the site often** for the latest news and contract updates in the Latest News section.
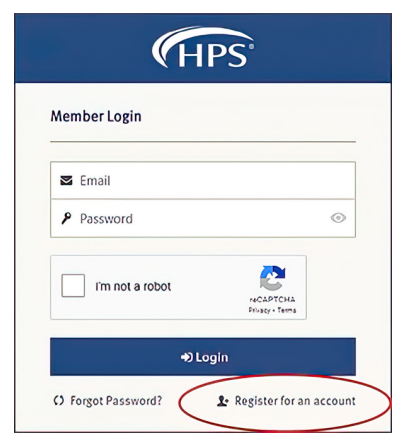
CONNECT WITH OUR

- **Value-Added Services**
  - Furniture, Finishes & Equipment
  - Interior Design
- **Value-Added Tools**
  - Contract Analysis Tool
  - Menu Planner
  - Nutrition & Buy American information
  - PO Advantage
  - Procurement documents

REFINED SEARCH

- **Search for** any vendor name, contract number or product type from any page.
- **Searching for** "bean" or "chalk," for example, will display all contracts with those words.
- **Narrow your search** by downloading the contract's Price List, hitting "Ctrl + F," then entering the word you searched for—all entries on the list will be identified, allowing you to find the product you want and its price.

SETTING UP YOUR ACCOUNT

- **Go to hpsgpo.com,** click "Member Login" in the upper, right corner, then click "HPS Member Site."
- **The Member Login Box** will pop up. Do not enter your email and password, but rather click "Register for an Account" below the login bar.

- **Delete** any info that prepopulates the next pop-up box. Then fill in all the blanks with your info.
- **Use the Access Code** from your "Welcome to the HPS Family" email.
- **You will then receive a confirmation email.** Follow the link from that email to complete the process.
- **Contact MemberResources@hpsgpo.com** for assistance.

EXPLORE THE MENU

- **Click the Menu button** in the upper, right corner to explore everything on the site, from publications to contact information and everything else.

HPS®

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Group Purchasing Organization

hpsgpo.com
800-632-4572