



October 6th, 2023

Valued partners,

As we continue to improve our Customer & Supplier experience, we are excited to announce we have added functionality to the myUNFI portal which will allow users to self-enroll.

What does this mean for me?

- You can now navigate to myUNFI and create your own login, without having to email UNFI to request a login.
 - There will still be action required by UNFI on the backend, but communication will be automated.

Please note, this is for NEW USERS ONLY. If you have logged into myUNFI previously or already have an account, you can continue to use that login. Please do not attempt to create a new login. If you forgot your password, please select "Forgot my password."

How do I utilize this feature?

Accessing the Carrier Self-Enrollment Form

Carrier Self-Enrollment Form is available from the main myUNFI.com login page by clicking **Signup** under the login button.

A screenshot of the myUNFI login page. At the top is the "myUNFI" logo. Below it is a "Username" label and a text input field containing the placeholder "Username". Under the input field is a green button labeled "Log in to myUNFI". Below the button, it says "Need a myUNFI Login? [Signup](#) today." followed by "If you need help with an existing account, please contact [Customer Care](#)." At the bottom, there is a disclaimer: "By continuing, you agree that using the services herein ("Service") is subject to the [Terms of Use](#), [Privacy Policy](#), and your Customer Agreement(s) with UNFI, Inc. and its affiliates (collectively "UNFI"). If you do not understand or agree, discontinue use of the service immediately."



Carrier Signup

1. Select **CARRIER** user type and click **Start Sign-up** to begin myUNFI sign up.

A screenshot of the myUNFI sign-up interface. At the top, the "myUNFI" logo is displayed. Below it, a green banner reads "Almost there!" followed by the instruction "Please select your user type to begin myUNFI sign up". There are four radio button options: "Customer", "Carrier" (which is selected), "Supplier", and "Associate". At the bottom, there is a green button labeled "Start Sign-Up".

2. Fill out the User Information Section. All fields are required unless labeled as optional.

A screenshot of the "User Information" form. At the top, it says "All fields required unless marked optional." with a "Clear all" link. The form contains several input fields: "First Name" and "Middle Initial (optional)" are side-by-side; "Last Name" is a single line; "Title (optional)" is a single line; "Email Address" is a single line; and "Phone Number (optional)" is a single line with a "10 digits" note below it. A mouse cursor is visible over the "Title (optional)" field.

3. Fill out the Create Login ID Section

Create Login ID

New Login ID

0/30

- Max length 30 characters
- Min length 6 characters
- Must start with a letter
- Can contain both letters and numbers
- May contain the following special characters - _ . @

NOTE: The system will check to verify your requested ID does not exist upon submission

4. Fill out the Carrier Information Section. All fields are required unless labeled as optional.

Carrier Information

Carrier Name

Max length 50 characters

0/50

Address

City

Postal Code

Country

State/Province

Comments (optional)

Character limit: 300

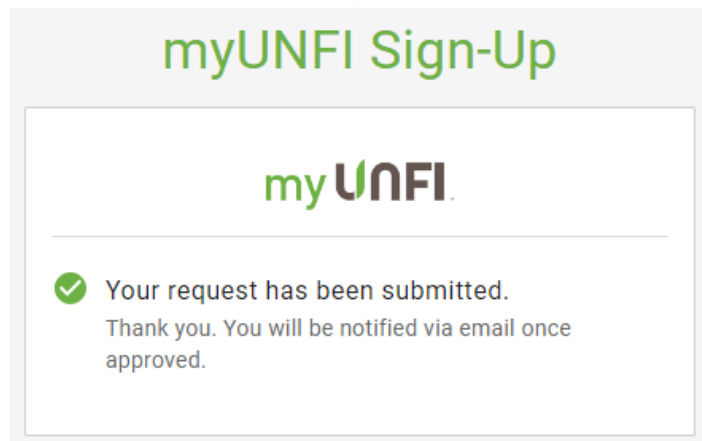
0/300

5. Complete the reCAPTCHA and click Sign up for myUNFI

NOTE: If the button remains grey, a required field is incomplete



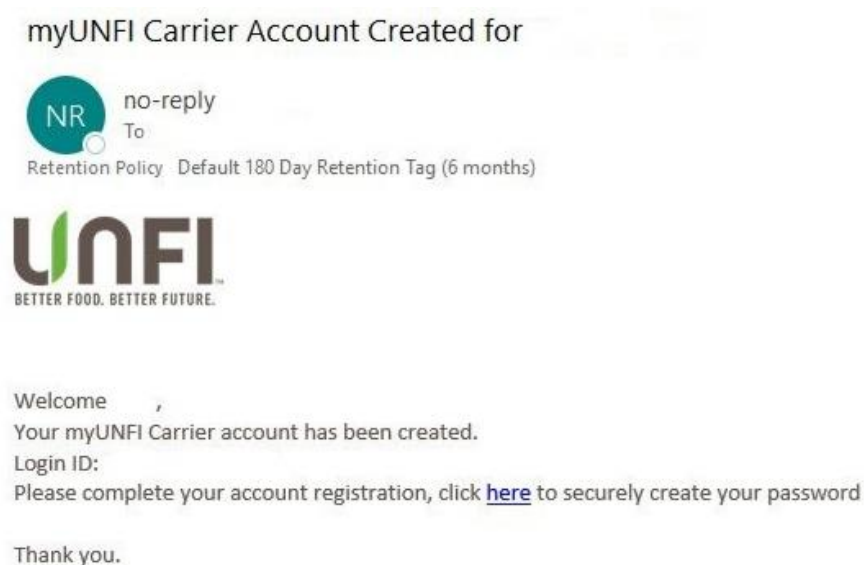
6. Successful submission will return the following automate response on screen:



Check your inbox for a myUNFI Carrier Access Request Confirmation email.

Account Creation

Upon submission your request will be routed for approval before you can create your account. Once your account has been approved by UNFI you will receive an email from no-reply@unfi.com to complete your registration.



Over the next few months, we will be adding additional functionality to enhance your experience further! Be on the lookout for future communications.

Thank you,

Jennifer Leite
VP Inbound Logistics