Customer Portal Registration Instructions

Step 1:

- Go to www.partyprorents.com/portal
  Or
- Go to www.partyprorents.com scroll to the bottom of the home page and select **Account Customers**

Step 2:

- **Unless we have already provided you a username and password to login, you will need to follow the necessary steps below to successfully login to your new customer portal.**

- As part of the initial registration process, you will first need to enter your business phone # associated with your account (without any dashes/parentheses, e.g. 5551234567) for both User Name and Password fields on the login screen.

- For security reasons, you will be asked to enter your email address and ZIP code as recorded in your customer file and a new password. If the entered email address or ZIP code do NOT match, you will get an error message and will need to contact our accounting department for help. Otherwise, a confirmation message will be displayed on the screen and you can now log in with your phone # and new password.

- **Note: The email address to be used is the primary contact email address we have on file for your account and the zip code to be entered should be related to your accounts primary business address. Please contact our accounting department at 918-622-8102 for account support or questions.**

- There no more necessary steps to complete once you have successfully logged in. Enjoy your new customer portal and as always we welcome any feedback.