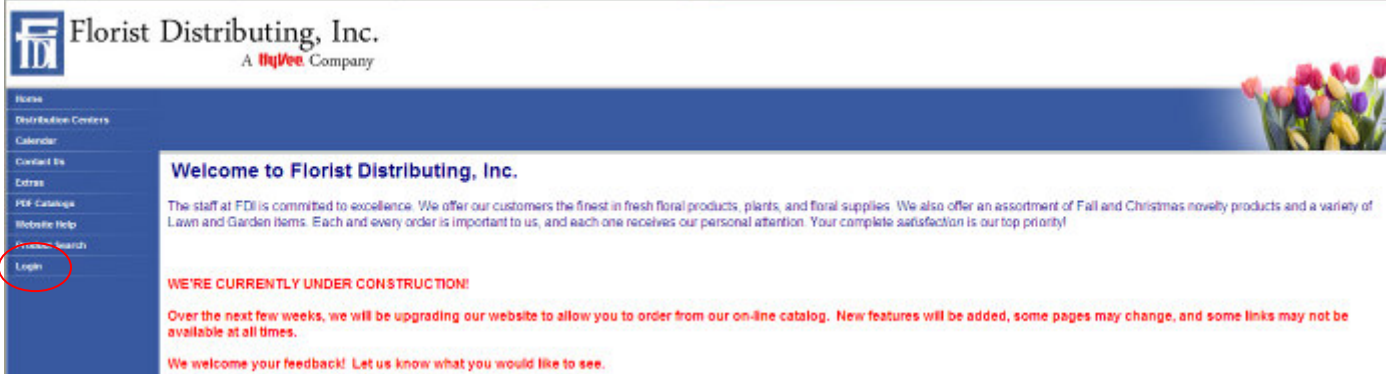


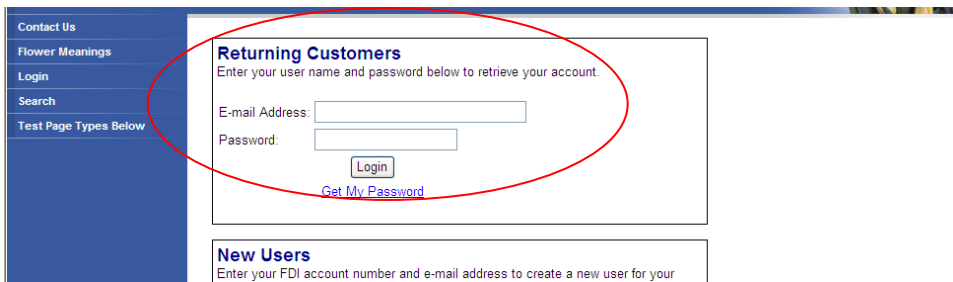
Accessing the FDI Website

V 10/22/09

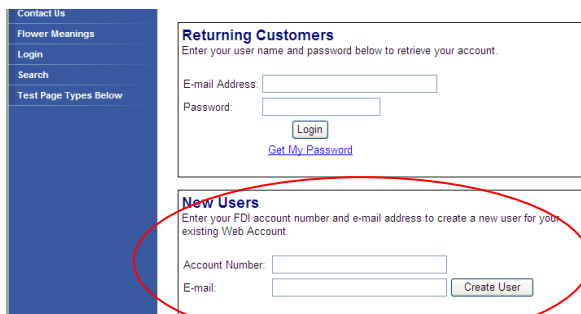
1. Go to <http://www.fditionline.net>
2. In the left margin is a menu in white text.
3. Click on **Login**.



4. If you are a **floral manager or store director** you log in under **Returning Customers.**
 - a. FDI has an account already set up for you.
 - b. Click on “**Get My Password**” & enter your Hy-Vee e-mail address (Example: 1136floralmgr@hy-vee.com) and your password will be sent to your e-mail.



- c. Once you receive the password you can log in.
 - i. Go to <http://www.fditionline.net>
 - ii. Click on **Login**
 - iii. Under **Returning Customers**, enter your Hy-Vee e-mail address and the password that was sent to your e-mail. (Passwords are case sensitive)
 - d. You can change your password once you log in
 - e. In the upper right hand corner click on “**My Info**”
 - f. This will take you to a screen where you can change your password or update contact information.
5. **Anyone other than a floral manager or store director** may setup an account under **New Users.**
 6. Under **New Users** enter your account number & full email address.
 - a. Your account number is HV and your store number (Example: If your store number was **1136** your account number would be **HV1136**)
 - b. Your email is your Hy-Vee email address (Example: 1136floral@hy-vee.com). Other valid email addresses may be used if you do not have enough Hy-Vee email addresses for your department.



7. Click on **Create User**.
8. On the next screen enter your contact information

Email:	<input type="text" value="1136floral@hyvee.com"/>	(Login Id)
Password:	<input type="password"/>	(7 character minimum; at least 1 number [0-9] and 1 alpha [a-z])
Confirm Password:	<input type="password"/>	
First Name:	<input type="text"/>	
Last Name:	<input type="text"/>	
Title:	<input type="text"/>	
Department:	<input type="text" value="FLORAL DEPARTMENT"/>	
Phone Number:	<input type="text"/>	(Format: ###-###-####)

(Please note, make sure to select your department from the list)

9. Within the next business day, you will receive a confirmation e-mail from FDI activating your account. You can then log in using the directions below.
 - a. Go to <http://www.fdionline.net>
 - b. In the left margin is a list menu in white text.
 - c. Click on **Login**.
 - d. Under Returning Customers enter your Hy-Vee e-mail address and password. . (Passwords are case sensitive)

The screenshot shows the FDI website's login page. On the left, there is a blue navigation menu with white text links: "Meet Our Staff", "Contact Us", "Flower Meanings", "Login", "Search", and "Test Page Types Below". The main content area has a blue header with a corn image. Below the header, there are two sections: "Returning Customers" and "New Users". The "Returning Customers" section is circled in red and contains the text "Enter your user name and password below to retrieve your account.", an "E-mail Address:" field, a "Password:" field, a "Login" button, and a "Get My Password" link. The "New Users" section contains the text "Enter your FDI account number and e-mail address to create a new user for your existing Web Account.", an "Account Number:" field, an "E-mail:" field, and a "Create User" button.

You can now navigate the website and see the catalogs

To view any posted catalogs click on PDF Catalogs (In the left margin in white text)