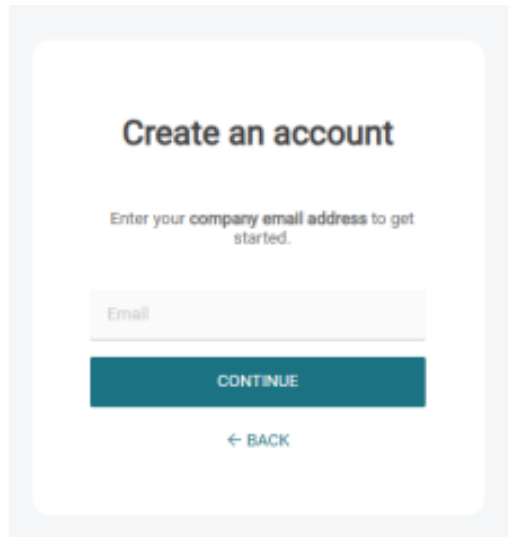


<https://kellerwilliamsonegreensboro.us.ricoh-pmc.com>

Click this link and follow the instructions to self-register:

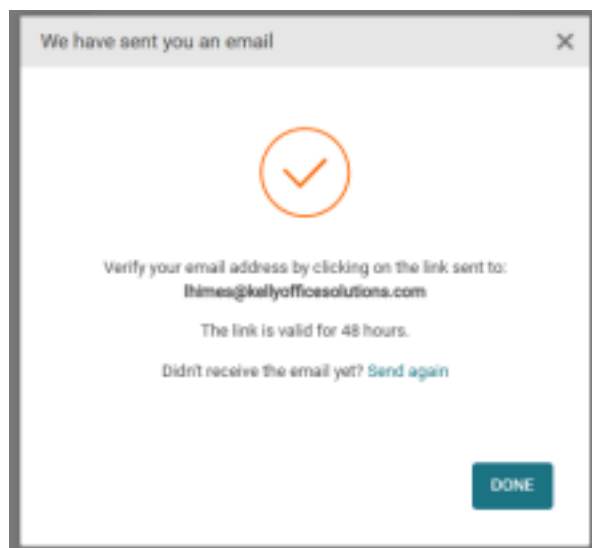
<https://kellerwilliamsonegreensboro.us.ricoh-pmc.com/selfregistration>



The image shows a 'Create an account' form. At the top, the title 'Create an account' is displayed. Below it, the instruction 'Enter your company email address to get started.' is shown. There is a text input field labeled 'Email'. Below the input field is a teal button labeled 'CONTINUE'. At the bottom, there is a link labeled '← BACK'.

Enter your email address.

And then click Done on the pop up:



The image shows a pop-up window titled 'We have sent you an email' with a close button (X) in the top right corner. Inside the pop-up, there is a large orange checkmark icon. Below the icon, the text reads: 'Verify your email address by clicking on the link sent to: thimes@kellyofficesolutions.com'. Below this, it says 'The link is valid for 48 hours.' and 'Didn't receive the email yet? [Send again](#)'. At the bottom right, there is a teal button labeled 'DONE'.

You will receive an email from no-reply@ysoft.com that looks like this:

Hello,

please click the button below to activate your account. Then set your password and start printing!

The link is valid for 48 hours.

If you didn't make this request, ignore it.

ACTIVATE YOUR ACCOUNT



Click [here](#)

You will now create your password:

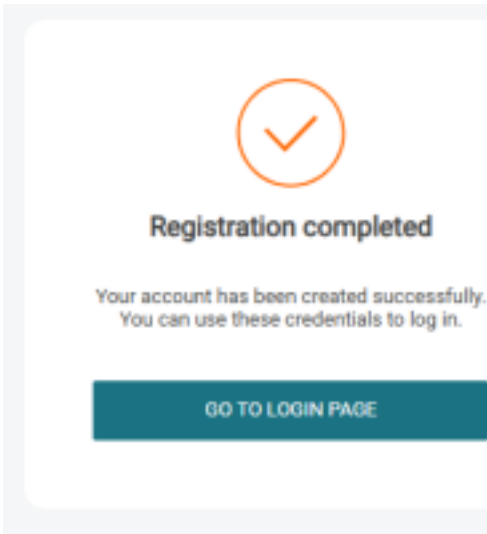
Set password

- ✗ Minimum 6 characters
- ✗ At least one uppercase (A-Z)
- ✗ At least one lowercase (a-z)
- ✗ At least one number (0-9)

CONTINUE

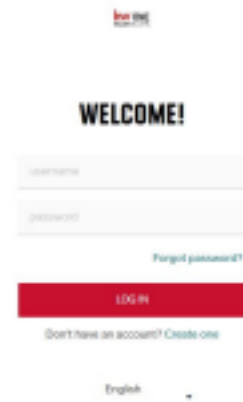
[← BACK](#)

When you have successfully created your password you will see this:



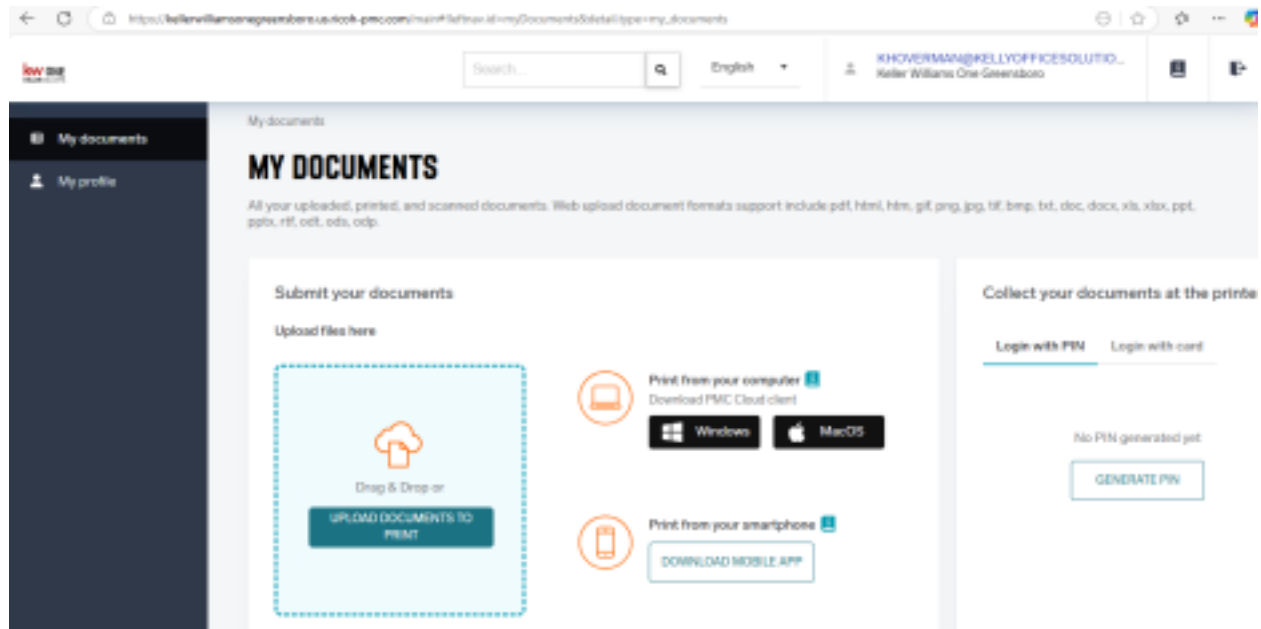
Click here

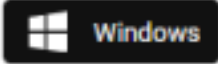
You will be taken to this screen:



Enter the email you used to register as your username and the password you just created and click Login.

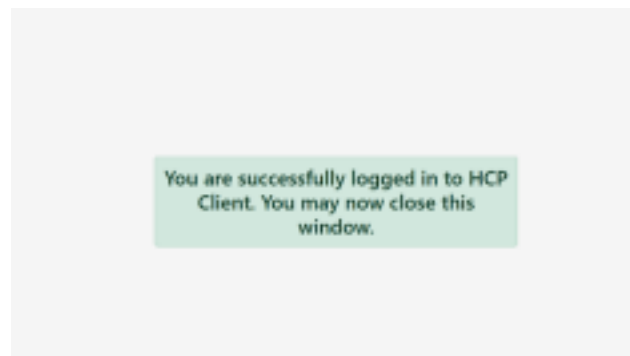
You will see this screen:



1. If you are using a Windows PC, click on the  button and click install, accept the terms and click next until the installation is complete.

If you are using a Mac click on the  button, save it to your download folder and launch it. Then click install, accept the terms and click next until the installation is complete.

A Web browser will automatically launch with a window that says:



Congratulations, you can now print!