

Go to www.MyRicoh.com and click the register new user link.

The screenshot shows the MyRicoh homepage with a blue header. The top left says "imagine. change." and the top right has "Click to call" and "Click to chat" buttons. Below the header is a dark blue banner with the text "Check out our new Help Center!" and links for "Answer questions", "Search product support", and "Request customer service". The main content area has a "Log In" button and a "Register new user >" link. The "Log In" section includes fields for "Email Address / User Name" and "Password (Case Sensitive)", with checkboxes for "Show password" and "Remember my Email Address / User Name", and a "LOG IN" button. The "Register new user" section features four icons with descriptions: a shopping cart for "Browse products, place & track orders online", a document for "Receive personalized alerts for tasks that require attention", a wrench for "Submit meter reads for your Ricoh devices", and a gear for "Submit service requests for your devices". At the bottom of the registration section are links for "Ricoh Imaging / Pentax user? Register here >" and "Dealer or Distributor? See our FAQ >".

Enter your email address and create a password.

The screenshot shows the MyRicoh Registration page. The breadcrumb "Home > Registration" is at the top left. The main heading is "MyRicoh Registration" with links for "I am a Ricoh Imaging Dealer" and "Other Dealer or Distributor?". Below the heading is a paragraph: "MyRicoh is the place to order supplies and manage your Ricoh equipment. You must be a Ricoh customer to utilize this site." Another paragraph follows: "Enter your user name and password and we'll step you through the process." The registration form is titled "Register" and contains four input fields: "Email address / User Name", "Confirm email address / User Name", "Password", and "Confirm password". To the right of the "Email address / User Name" field is the text: "Your email address will become your User Name on MyRicoh". To the right of the "Confirm email address / User Name" field is: "For security purposes, you must use a valid business email address." To the right of the "Password" field is: "Passwords must: Be at least 8 characters in length Contain at least one letter and one number". To the right of the "Confirm password" field is: "Passwords cannot: Contain the user name Contain repeating characters, I.e., 112233ff or Allie123". At the bottom of the form is a blue "Continue Registration" button. A dark grey bar at the very bottom contains navigation icons: a left arrow, a home icon, a trash icon, and a right arrow.

Once your information is entered, click continue registration.

[Home](#) > Registration

MyRicoh Registration

[I am a Ricoh Imaging Dealer](#)

[Other Dealer or Distributor?](#)

MyRicoh is the place to order supplies and manage your Ricoh equipment.
You must be a Ricoh customer to utilize this site.

Enter your user name and password and we'll step you through the process.

Register

Email address / User Name <input type="text"/>	Your email address will become your User Name on MyRicoh
Confirm email address / User Name <input type="text"/>	For security purposes, you must use a valid business email address.
Password <input type="password"/>	Passwords must: Be at least 8 characters in length Contain at least one letter and one number
Confirm password <input type="password"/>	Passwords cannot: Contain the user name Contain repeating characters, i.e., 112233ff or Allie123

Passwords are case sensitive.

Passwords are case sensitive.

[Continue Registration](#)    

Enter your equipment ID or serial number and click continue.

Home > Registration

MyRicoH Registration

1 Log In Details 2 Account Verification 3 User Details 4 Review 5 Confirmation

Great! You've entered your login credentials.

Now we'll need either a Ricoh account number, the serial number or the equipment ID from your machine or a registration code.

Account Verification

Enter a serial number or equipment ID? [What's this?](#)

----- OR -----

Enter your Ricoh account number

----- OR -----

Enter registration code

Cancel Continue

The account has a fleet administrator assigned so they will be sent an email advising that you are attempting to register and prompted to complete the registration.

Home > Registration

MyRicoH Registration

1 Log In Details 2 Account Verification 3 User Details 4 Review 5 Confirmation

To complete your registration, you must verify your account.

We have sent a verification email to the email address that you used for registration.

Click the link in the verification email or copy and paste the link into your browser's address bar to verify your account.

If you do not verify your account within 2 hours, you will need to register again.

If you did not receive a verification email, [request to resend the verification link](#).

Be sure to check your spam/junk mail folders and add no-reply@ricoh-usa.com to your safe senders list.

Email address / User Name

Company

Address

Contact information

Name

Phone (primary) Primary phone location

Email

Responsibilities

Will you need to manage other users on MyRicoH?

Once the account has been confirmed, you will be sent an email and prompted to click a link to validate the profile. You should then go back to MyRicoh and login with your email address and the password provided by your fleet administrator.

Please respond to MyRicoh_DoNotReply

RICOH
imagine. change.

Please do not reply to this message. This email is an automated response sent from a notification-only address that cannot accept incoming email.

Thanks for registering with MyRicoh!

To complete your registration, please verify your email address by clicking the link below.

[Verify your email here](#)

If you are having trouble, copy and paste this link directly into your browser:

https://www.myrich.com/OA_HTML/RACIBERegistrationValidation.jsp?guid=6D6D7D1E65471338E0530A512A0ECF30&A=B&utm_source=myricoh&utm_medium=email&utm_campaign=registration

Please note: this link will only be active for two hours. To receive a new verification email, click the link and follow the instructions on the page.

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Thank you,
MyRicoh.com Customer Team

If you have questions or need help, you can email us at MyRicoh@ricoh-usa.com or call (866) 239-8494.