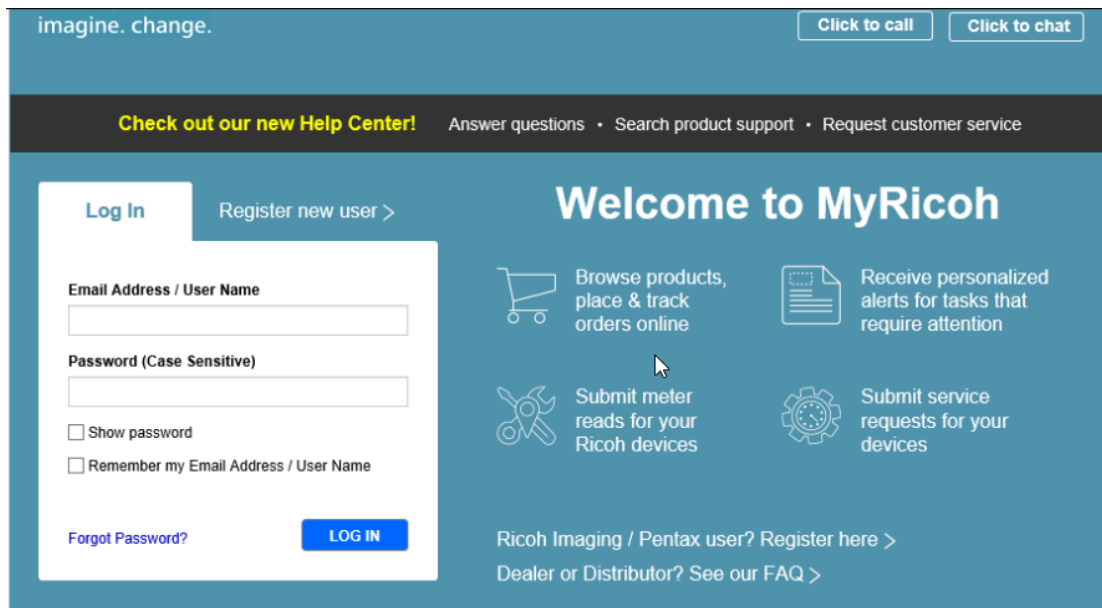


Go to www.MyRicoh.com and click the register new user link.



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

imagine. change. [Click to call](#) [Click to chat](#)

Check out our new Help Center! [Answer questions](#) • [Search product support](#) • [Request customer service](#)

[Log In](#) [Register new user >](#)

Welcome to MyRicoh

Email Address / User Name

Password (Case Sensitive)

☐ Show password
☐ Remember my Email Address / User Name

[Forgot Password?](#) [LOG IN](#)

Browse products, place & track orders online

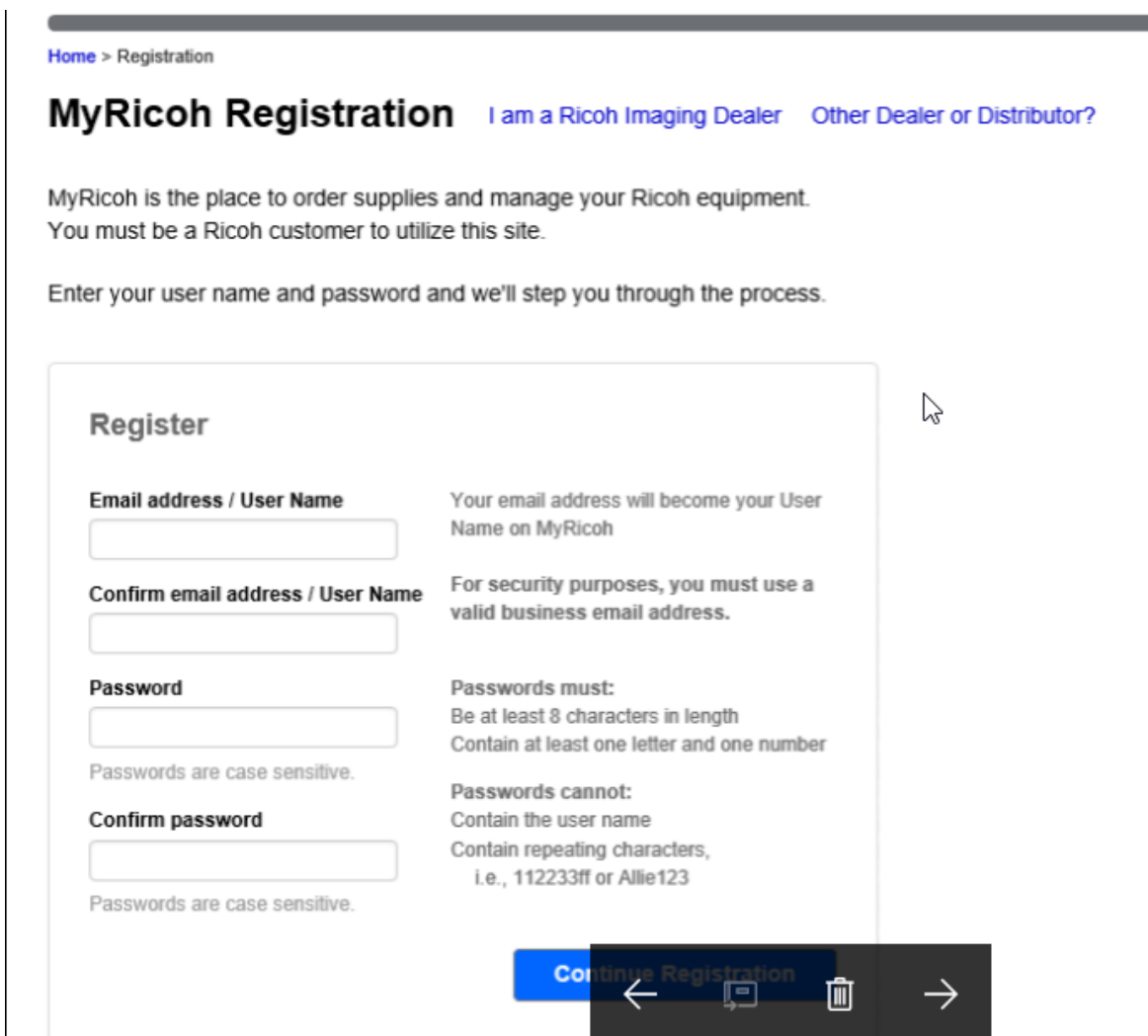
Receive personalized alerts for tasks that require attention

Submit meter reads for your Ricoh devices

Submit service requests for your devices

[Ricoh Imaging / Pentax user? Register here >](#)
[Dealer or Distributor? See our FAQ >](#)

Enter your email address and create a password.



The image shows the 'MyRicoh Registration' page. At the top, there's a dark blue header with the text 'Home > Registration'. Below this is a white banner with the text 'MyRicoh Registration' and links for 'I am a Ricoh Imaging Dealer' and 'Other Dealer or Distributor?'. The main content area is white. It starts with a paragraph: 'MyRicoh is the place to order supplies and manage your Ricoh equipment. You must be a Ricoh customer to utilize this site.' followed by another paragraph: 'Enter your user name and password and we'll step you through the process.' Below this is a 'Register' section. It has four input fields: 'Email address / User Name', 'Confirm email address / User Name', 'Password', and 'Confirm password'. To the right of the first two fields, there's text: 'Your email address will become your User Name on MyRicoh' and 'For security purposes, you must use a valid business email address.' To the right of the last two fields, there's text: 'Passwords must: Be at least 8 characters in length, Contain at least one letter and one number' and 'Passwords cannot: Contain the user name, Contain repeating characters, i.e., 112233ff or Allie123'. At the bottom right, there's a blue 'Continue Registration' button and a dark blue navigation bar with a back arrow, a home icon, a trash can icon, and a forward arrow.

[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

Confirm email address / User Name

Password

Passwords are case sensitive.

Confirm password

Passwords are case sensitive.

Your email address will become your User Name on MyRicoh

For security purposes, you must use a valid business email address.

Passwords must:
Be at least 8 characters in length
Contain at least one letter and one number

Passwords cannot:
Contain the user name
Contain repeating characters,
i.e., 112233ff or Allie123

[Continue Registration](#)

[←](#) [🏠](#) [🗑️](#) [→](#)

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.
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Register

Email address / User Name

Your email address will become your User Name on MyRicoh

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Confirm password

Passwords are case sensitive.

Passwords cannot:

Contain the user name

Contain repeating characters,
i.e., 112233ff or Allie123

[Continue Registration](#)



Enter your equipment ID or serial number and click continue.

Home > Registration

MyRicoh Registration

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

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



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/QA_HTML/RACIBERegistrationValidation.jsp?guid=6D6D7D1E65471338E0530A512A0ECF30&A=B&utm_source=myrich&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.

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.

Thank you,
MyRicoh.com Customer Team

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