Consumer Portal Registration Quick Guide

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If accessing from a mobile device, use the QR Code below to access: Your credentials are Single Sign-On, meaning that you will use your organization's username and password to access.	1. This is the URL for the **Keystone Consumer Portal** 2. If accessing from a Mobile Device, the QR Code to the left may be helpful 3. Follow the directions to authorize your organization's account credentials. - Click "**Log In with Sodexo Connect SMS FM PROD**" NOTE: Save this link for future use
	4. A **FM Keystone Privacy Policy** message will appear, scroll to read through to the bottom of the page 5. Click within the **Accept Privacy Policy** checkbox 6. Click **Next**
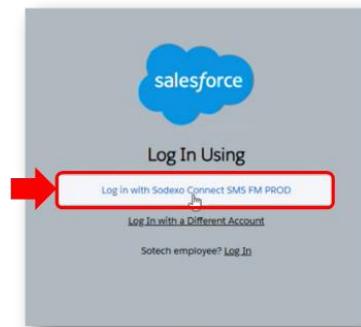
7. Complete all fields on the form using the following

   Site Code: MUILUS

   Email: Use the version of your email that contains your first name and last name.
   For example: Bogey Bearcat would be bogey.bearcat25@mckendree.edu

   ✓ Click the **Next** button to continue
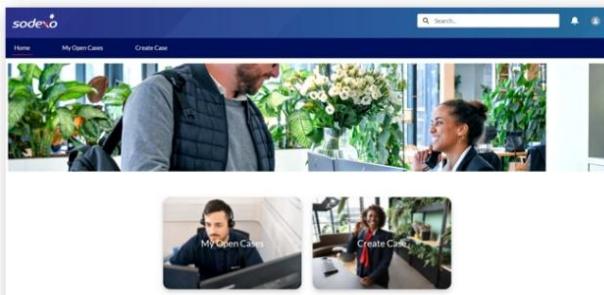
8. Congratulations, you are now in the **Keystone Consumer Portal**. You may **Create a Case** or check the status of your **Case(s)**