

# Renzi Pay Registration Process



**Note:** Renzi Pay will allow you to manage multiple linked accounts with just one registration.

## Registering on the Renzi Pay Portal is a 2-step process:

1. **Register:** Creates a Portal user account.
2. **Activate:** Connects the new Portal username to a specific Customer on file.

## Step 1: Register

1. Visit our website at [renzifoodservice.com](http://renzifoodservice.com) and click “Renzi Pay” at the top right of the page.
2. Click on the Register tab on the login screen and enter the information requested.

The image shows a registration form with two tabs: "Login" and "Register". The "Register" tab is active. The form contains the following fields:

- First Name
- Last Name
- Username
- Email
- Repeat Email
- Password
- Repeat Password

At the bottom right of the form is an "Activate" button. Five callout boxes provide additional information:

- Callout 1 (pointing to Username): "This will be the username you use to login to the portal."
- Callout 2 (pointing to Email): "This is where you want the Activation email to be sent to. (Not necessarily the same email you have on file.)"
- Callout 3 (pointing to Password): "8 Characters Minimum"
- Callout 4 (pointing to Activate button): "Then click here. An Activation email will be sent to the email address above so you can complete Step 2."

3. After you click Activate, you will see this:

An activation email has been sent to your email address and should arrive shortly. This e-mail will contain a link that will expire in 24 hours. Click the link to activate your account.

4. Your email should arrive in moments. Be sure to check your Spam folder!

## Step 2: Activate

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1. Upon your receipt of the Activation email, click on the “Activate Your Account” link.
2. Two (2) pieces of information will be required to authenticate you to the portal system and connect your new username to your Customer account on file:
  1. Customer Number
  2. Zip Code

The screenshot shows a web form titled "Activate Renzi Customer's Account". It contains four input fields: "Customer Id" (placeholder: Customer Id), "Zip Code" (placeholder: Zip Code), "User Name" (value: renzicustomer123), and "Password" (masked with dots). Below the fields is a link "Click Here To Read Terms of Service" followed by an unchecked checkbox and the text "Terms of use". At the bottom right is a grey "Activate" button. Two callout boxes with arrows point to the form: one points to the User Name and Password fields, and the other points to the Activate button.

**Activate Renzi Customer's Account**

Customer Id

Zip Code

User Name

Password

[Click Here To Read Terms of Service](#)  Terms of use

This is the username and password you entered in Step 1

Click the Activate button. This will complete your activation and take you right into your portal dashboard.

3. Ensure you check the box that you have Read Terms of Service.

*If you require assistance, please email [support@ftni.com](mailto:support@ftni.com).*

