**How to Access My Account**

1. Go to PRPopcorn.com
2. Click on “My Account”
3. Enter in your username and password
4. Once in the system, you will see your dashboard.
5. Click on “Unit User” in the top right hand corner of the screen.
6. Your profile information will display.
7. To update or change your profile, click “Edit Profile.”

If you would like to change your password, click “Change Password.”

**How to Enter/View/Edit a Scout for Online Sales (Seller ID)?**

1. Click “Scout Seller IDs” on the Dashboard.
2. A list of Scouts with current online Seller ID’s will populate.
	1. You do not have to enter a Scout every year for a new Seller ID. Scouts can use the same ID year after year while with this unit.
3. To add a new Scout, enter in the required fields (white boxes at the top):
	1. First Name
	2. Last Name (we only need the first two letters of his/her last name)
	3. Parent/Guardian email address
4. Click “Add.” A random Seller ID will be populated and an email will be sent to the parent/guardian letting them know their Scout’s Seller ID.
5. You may edit a Scout’s information by clicking on “Edit.”
	1. Only a Scout’s first/last name and email can be edited. \*\*The Seller ID cannot be changed\*\*
6. If a Scout is no longer selling popcorn, you may inactivate him/her which will hide all information tied to that Scout. If at any time you need to view that Scout’s information again you simply click on “Inactive Scouts.”