



Your AppID for Online Access:
Your Billing Zip Code:

Hello,
Welcome to Lingo!



The **My BullsEye Account (MBA) Online Portal** provides you with access to manage your locations and all their services with a single login. Within this tool you can submit orders, pull reporting on analytics and usage, view order status, open support tickets, access invoices and online bill payment, and much more.

1. Visit: <https://www.mybullseyeaccount.com>
2. Click on the **Sign-Up** tab.
3. Select **Customer**.
4. Enter your:
 - a. **First Name, Last Name**
 - b. **Email address and confirm it**
 - c. **Phone Number**
 - d. **Company**
 - e. **Password** (min 8 characters, at least 1 uppercase, 1 lowercase, 1 number, 1 special character) and confirm it
5. Select a **Password recovery question** and enter an answer.
6. Enter your **Customer No.** This is your 7-character account number that appears on the first page of your BullsEye invoice.
7. Enter your **Billing Zip Code**.
8. **Click Sign Up.**
9. Check your inbox for an **activation email**.
10. **Activate your profile** from the link in your email.

The screenshot shows the BullsEye Sign Up form. At the top is the BullsEye logo. Below it are 'Sign In' and 'Sign Up' tabs, with 'Sign Up' selected. Under 'User Type', 'Customer' is selected with a radio button, and 'Partner' is an option. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'Confirm Email', 'Phone Number', 'Company', 'Password', 'Confirm Password', 'Password recovery questions' (a dropdown menu showing 'What is the food you least'), 'Password recovery answer', 'Customer No.', and 'Billing ZIP/Postal Code'. At the bottom are 'Sign Up' and 'Cancel' buttons.

To sign up for training on the **MBA PORTAL**, send your request via email to: training@lingo.com