



**LIFE BUILT OUTDOORS**

**To Register for online access to Penn Stone price lists:**

From the Penn Stone homepage, [www.pennstone.com](http://www.pennstone.com):

1. Click on "Contractor Login" near the top-right
2. In the window that opens, click on Register near the bottom of the window.
3. A new page will open, prompting you to complete a form
4. Complete the form, including your HIC#, your preferred email address and a password that includes:
  - o Minimum eight characters
  - o At least one uppercase
  - o At least one lowercase
  - o At least one number
5. Click the "I'm not a Robot" checkbox
6. Click Register

Upon successfully completing the registration form, you will receive notification that your application is being reviewed. Once your application is approved, you will receive another notification indicating that you can log in.

**To log in to your approved account:**

From the approval email you received:

1. Click on the Login link in the email message
2. You will be taken to a login page
3. Enter your email address and password
4. Click Login

-or-

From the Penn Stone homepage:

1. Click on "Contractor Login" near the top-right
2. In the window that opens, enter your email address and password
3. Click Login

-or-

From the Penn Stone top menu:

1. Navigate to Resources
2. In the drop-down menu, select Contractor
3. You will be taken to a login page
4. Enter your email address and password
5. Click Login

**To download price lists:**

1. On this page: <https://www.pennstone.com/resources/#contractor>, click on the desired item
2. Your download will start automatically

**If you need to reset your password:**

From the Penn Stone homepage:

1. Click on "Contractor Login" near the top-right
2. In the window that opens, click on "Forgot your password?" at the bottom of the window
3. You will be taken to a Password Reset page
4. Enter your email address and click the Reset My Password button
5. You should receive an email with further instructions