



# Create My Account

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## Purpose of This Topic

This topic explains how to create an account on the U.S. Mint's Online Product Catalog.

## Advantages of Creating an Account

Creating a U.S. Mint Online Catalog account provides the following advantages:

- You can set up your contact information and shipping information for all of your future orders with the U.S. Mint.
- You can provide optional information about your personal interests so that the Mint can identify the types of merchandise that interest you. This enables us to tailor your shopping experience to match your preferences.
- You can enable the **Quick Checkout** feature so that you can order merchandise without having to re-enter your address, credit card information, and delivery preference.
- You can change your account information, including your user name, password, address, telephone number, and delivery preferences—whenever you choose.



# Create My Account Getting Started

## Steps for Creating Your Account

### Getting Started

1. Display the **U.S. Mint Online Catalog Home page** by clicking the **Catalog Home** link (labeled "A" in Figure 1).

Figure 1. Links for Creating an Account



2. Click the **Create My Account** link, labeled "B" in Figure 1.

You can also click the **New Users** button, located on the right side of the page.

3. On the **Step 1: About My Account** page, read the text that describes the U.S. Mint's policy for creating an account.
4. Perform one of the following actions:

Condition	Action
<i>If you want to read the U.S. Mint's privacy policy,</i>	Click the <b>Privacy Policy</b> link. The privacy policy opens in a separate, smaller window.
<i>If you do not agree to the policy language on the Step 1 page,</i>	Click the <b>I Disagree</b> button. This action terminates the account creation process and returns to the <b>Catalog Home</b> page.
<i>If you agree to the policy language on the Step 1 page, and if you are 18 years old or older,</i>	Click the <b>I Agree</b> button. The <b>Step 2: Create My Account</b> page appears.

### From Here...

- Go to the next section: [Complete Your Address and Contact Information](#)
- [View all topics related to creating your account](#)
- [View the Main Topic page](#)



# Create My Account

## Complete Your Address and Contact Information

### Complete Your Address and Contact Information

On the **Step 2: Create My Account** page, complete the fields described in Table 1.

 If you do not live in the United States or Canada, click the link labeled **International Customers Click Here**. When completing the fields, please use standard U.S. English keyboard characters such as “o” instead of “ö”. Do not cut and paste special characters or use alternate keystrokes.

 In Table 1, field names preceded by an asterisk (\*) are required fields. The same field names are also preceded by an asterisk on the **Step 2: Create My Account** page.

**Table 1. Fields for Creating Your Account**

Field Name	What to type or select...
*E-mail	Type the e-mail address that you want the U.S. Mint to use for all communications about your online orders. Use lowercase letters.
*E-mail Confirm	Re-type the e-mail address exactly as you typed it in the <b>E-mail</b> field.
User Name same as E-mail (Optional)	Check this box <i>if you want to use your e-mail address as the User Name for logging in to your account.</i>
*User Name	<ul style="list-style-type: none"> <li>If you checked the <b>User Name same as E-mail</b> check box, your e-mail address appears in this field automatically.</li> <li>If you did not check the <b>User Name same as E-mail</b> check box, type a name that you prefer to use when logging in to your account. Use lowercase letters.</li> </ul>
*Password	Type a password that (a) is at least six characters long and (b) does not begin or end with a number.
*Password Confirm	For verification, re-type the password exactly as you typed it in the <b>Password</b> field.
*Challenge Question	Select a challenge question from the list. Your challenge question and answer are used for security reasons.
*Answer	Type the answer to your challenge question.
*Answer Confirm	Re-type the answer exactly as you typed it in the <b>Answer</b> field.
(Optional) Title	Select a title from the <b>Title</b> list.
*First Name	Type your first name.
(Optional) MI	Type your middle initial.
*Last Name	Type your last name, or surname.



# Create My Account

## Complete Your Address and Contact Information

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Field Name	What to type or select...
*Street Address/PO Box (Optional) Address (line 2 and line 3)	<p><b>NOTE:</b> When completing the <b>Street Address/PO Box</b> and/or optional <b>Address</b> fields, the address line directly above the city, state, and ZIP code must always specify where the ordered item should be delivered. <i>If you use multiple lines</i>, the information on the lowest line used should be your actual shipping address.</p> <ul style="list-style-type: none"><li><i>If you want to type only a street address and an apartment or suite number</i>, include the number on the same line with the street address, as shown in Example 1: <b>Example 1:</b> 123 Platinum Lane, Apt. 524</li><li><i>If you want to include both a street address and PO box</i>, ensure that the address to which the item should be shipped is on the lowest line. In Example 2, the item would be shipped to the PO box: <b>Example 2:</b> 123 Platinum Lane, Apt. 524 PO Box 378</li><li><i>If you want to include other information such as a company name</i>, remember to keep the shipping address on the lowest line: <b>Example 3:</b> Sleek Limousines, Inc. 17801 Farmland Blvd. PO Box 357 New York, NY 10021-0357</li></ul>
*City	Type the name of the city in which you live.
*Province/State	Type the name of the province or state in which you live.
*Postal/ZIP Code	Type your postal code or ZIP code. For U.S. addresses, you can use either a 5-digit (such as 20876) or ZIP+4 (such as 20876-5959) format.
*Daytime Phone	Type a telephone number at which you can be reached during the day. Be sure to click one of the option buttons to the right of this field: <b>Home</b> , <b>Business</b> , or <b>TTY</b> . 
(Optional) Evening Phone	Type a telephone number at which you can be reached during the evening. Be sure to click one of the option buttons to the right of this field: <b>Home</b> , <b>Business</b> , or <b>TTY</b> .
(Optional) Fax	Type a fax number.

### From Here...

- Go to the next section: [\(Optional\) Complete the My Interests Section](#)
- [View all topics related to creating your account](#) or [View the Main Topic page](#)



# Create My Account

## (Optional) Complete the My Interests Section

### (Optional) Complete the *My Interests* Section

While creating your account, you have the option to add information about your personal interests. This information enables the U.S. Mint to (a) determine your past shopping experience (if any) with the Mint, and (b) identify the types of merchandise that interest you.

- *If you do not want to provide information about your personal interests, you can [skip this section and go to the next section](#).*
- *If you want to provide information about your personal interests, provide the information specified in Table 2.*

 The **My Interests** section includes two types of selections:

- **Option buttons** are mutually exclusive. You can only click one button per group.
- **Check boxes** are not mutually exclusive. You can check multiple boxes.

Complete the sections as described in Table 2.

**Table 2. Sub-sections in the My Interests Section**

To answer this question,	Do this...
I have purchased products from the U.S. Mint within the last 5 years.	Select <b>Yes</b> or <b>No</b> .
Which of the following best describes my interest with the U.S. Mint's products?	Select one of the listed options.
I like to collect: (Choose all that apply)	Check all applicable check boxes.

### From Here...

- Go to the next section: [Complete the U.S. Mint Communications Section](#)
- [View all topics related to creating your account](#)
- [View the Main Topic page](#)



# Create My Account

## Complete the My U.S. Mint Communications Section

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### Complete the *My U.S. Mint Communications* Section

You have the option of subscribing to the U.S. Mint's free Online Catalog E-mail Services. As a subscriber, you will receive periodic e-mail messages that provide such information as descriptions of new products, product release dates, and special offers.

To accept or reject a subscription to the Online Catalog mailing list, perform the following steps:

1. Read the introductory paragraph explaining what you will receive if you subscribe to the Online Catalog mailing list.



*If you would like to view a list of Frequently Asked Questions about the U.S. Mint's E-mail Services, click the **FAQs about E-mail services** link at the end of the introductory paragraph.*

2. Complete the options described in Table 3.

**Table 3. U.S. Mint E-Mailing Services Options**

Option	Description/Action
My E-mail Services	<p>Choose your preferred format for receiving e-mail messages, depending on the option(s) that your e-mail program supports:</p> <p><b>HTML:</b> Choose this option <i>if you want to receive e-mail messages formatted with the <b>Hypertext Markup Language</b>, the language used to create Web pages. This format includes links and graphics. On a slow connection, this format may take longer to download.</i></p> <p><b>Text:</b> Choose this option <i>if you want to receive e-mail messages in plain text format. This message format is simple and downloads faster on a slow connection.</i></p> <p><b>None:</b> Choose this option <i>if you do not want to receive the U.S. Mint's E-mailing Services.</i></p>
Join the U.S. Mint Mailing List	Choose <b>Yes</b> or <b>No</b> .

### From Here...

- Go to the next section: [Complete the My Shopping Preferences Section](#)
- [View all topics related to creating your account](#)
- [View the Main Topic page](#)



# Create My Account

## Complete the My Shopping Preferences Section

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### Complete the *My Shopping Preferences* Section

The *My Shopping Preferences* section includes only one option: **Enable Quick Checkout**. This option is turned off unless you specify otherwise.

*If you usually use the same credit card, billing address, and shipping address, choose **Yes** to enable the **Quick Checkout** option. Quick Checkout processes your orders more quickly by doing the following:*

- Automatically using the address and billing information in your account
- Bypassing the steps that prompt you to verify or add address and billing information
- Taking you directly to the **Review Order** page, which shows a summary of your order.

After you turn on the Quick Checkout option, it remains on unless you turn it off.



*If you would like to view a list of Frequently Asked Questions about the Quick Checkout feature, click the **FAQs about Quick Checkout** link at the end of the introductory paragraph.*

### From Here...

- Go to the next section: [Complete the My Payment Method Section](#)
- [View all topics related to creating your account](#)
- [View the Main Topic page](#)



# Create My Account

## Complete the My Payment Method Section

### Complete the *My Payment Method* Section

Use the *My Payment Method* section to add default credit card information to your account. You can change the stored credit card information at any time by [editing your account](#). *If you want to use a different card for a specific order, you can change the card information during the checkout process for that order.*



*If you are concerned about the security of your credit card information, rest assured that the U.S. Mint offers **Secure Sockets Layer (SSL)** encryption for credit card purchases from our Online Catalog. SSL is a communications protocol that encrypts data transferred between your web browser and a web server. Many web browsers support this protocol.*

Add the credit card information by completing the fields listed in Table 4.



In Table 4, field names preceded by an asterisk (\*) are required fields. The same field names are also preceded by an asterisk on the *My Payment Method* section.

**Table 4. Fields for Entering Credit Card Information**

Field Name	What to type or select...
*Credit Card	Use the dropdown menu to select a credit card type.
*Account #	Type your credit card account number. Do not include spaces or dashes.
*Exp. Date	Use the dropdown lists to select the month and year of the credit card's expiration date.

### From Here...

- Go to the next section: [Complete the My Delivery Method Section](#)
- [View all topics related to creating your account](#)
- [View the Main Topic page](#)



# Create My Account

## Complete the My Delivery Method Section

### Complete the *My Delivery Method* Section

The *My Delivery Method* section enables you to select a preferred delivery method for your account. You can change the stored delivery method information at any time by [editing your account](#). *If you want to use a different delivery method for a specific order only*, you can change the method used during the checkout process for that order.

 *If you do not live in the United States or Canada*, the shipping method is automatically set to **International**.

- Using the dropdown list, select one of the delivery methods shown in Table 5.

**Table 5. Delivery Methods**

Field Name	What to type or select...
Standard	This is the default delivery method. Standard delivery is less expensive, but it takes longer—usually one to two weeks.
Expedited	Expedited delivery is more expensive, but your package arrives more quickly—usually within two to three business days.

 To view the most current charges for the Standard and Expedited options, click on the **Shipping Information** link.

- Click **Submit**.
  - If you did not complete all of the required fields for creating an account*, a prompt message explains what is missing. Supply the missing information, then click **Submit** again.
  - If you have completed all of the required fields for creating an account*, the **Create Your Account Confirmation page** appears. Click **OK** to confirm the new account.

 Immediately after creating a new account, you will receive an e-mail notification from [support@catalog.usmint.gov](mailto:support@catalog.usmint.gov) confirming the creation of your new account.

### From Here...

- [View all topics related to creating your account](#)
- [View the Main Topic page](#)