

## All locations are activated and ready to transition to MyBusiness App!

All Principal Distributors are already setup to login to the app. If you are wanting to setup a sales operator (helper, location operator, etc), then you will need to set up the user as mentioned in the last section below. Here is some other information on how to get started.

- You can follow the below instructions for installing the app.
- Your Invoicing, Ordering, and Applying Load are all turned on and ready for you to start whenever you are ready.
- **Invoices are real (not tests). In addition, as soon as your first invoice for that location is finalized in the app, TCOM on the handheld unit for that location will no longer be available.**
- Please make sure to successfully tcom the Handheld Computer the night prior to the “Go Live” date.
- If you process a transaction or place an order on the MyBusiness App before you have completed your final tcom, you will need to contact DAR as this can cause issue with your zero out balance.
- Please inform the DSR in your area of your planned “Go Live” date and discuss what support your business may need upon the transition to the MyBusiness App.

### Installing The MyBusiness App (Only available on iPhone and iPad):

1. Go to your App store and search “mckee”
2. Download The MyBusiness App  
The logo for the MyBusiness App, featuring a red location pin icon to the left of the word "MYBUSINESS" in bold, orange, uppercase letters.
3. Login

### How to Login:

1. You will login with the same email address and password as you do with Distributor Mobile (eMcKeeApps).
2. Location Operator must be set up on Distributor Mobile with an email address and password. (If you are not the principal on the account, you will need to be invited and given permissions by the Principal)
3. Principals, you will need to log into your MyBusiness App and give permissions for the location operators and/or managers in order for them to be able to log in. (The permissions can be set up under Home on the main menu of the MyBusiness App, tap on Principal at the bottom, then permissions.)
4. You can set up shelf sets, put in special pricing, adjust the invoice header, and make sure to enter any remaining inventory in the system before invoicing any store on the “Go Live” date.

\*Recommended vendor for ordering equipment: [www.shop.barcominc.com](http://www.shop.barcominc.com)

