Dining Alliance
Account Activation
Step-by-Step Directions
MULTIPLE LOCATIONS

Click below link:
Wisconsin Restaurant Association (buyersedgeplatform.com)
This process is ideal for businesses with 10 or less locations. Please click on the appropriate box here to identify your business type.

If you have more than 10 locations, please email dfaris@wirestaurant.org for a custom sign-up process.
Step 1: Business and Contact Information

**Step A: Contact Info**

- **Leave “Sales Rep” field empty**
- **Create your own unique password**
- **If signing up multiple locations, use corporate info here. Otherwise, appropriate address for single location.**
- **Enter here how many restaurant locations you’ll be signing up**
Step 2: Location Information

Location 1

- Same as official business address
- Location Name *
  - Location Search...
- Location Address *
  - Location Address

Location 2

- Location Name
  - Location Search...
- Location Address
  - Location Address

Step B: Your locations
Step C: Add your first distributor that you online purchase with

Click “+ Add New Distributor”
Step D: Identify your first distributor along with which locations you buy for from that distributor.

In this example if you purchase from Sysco for multiple locations you can click “all locations”. Or you can choose an individual location if not buying for all locations from that distributor.

Your “DCN” # can be found on your distributor invoice. Also known as customer number.

Click “SAVE” when done entering info.
After clicking “SAVE” you will get this alert message. This is normal. Just click “OK” to move on.

You will activate in a few minutes after you receive a link in your email.
Step E: If you have a second distributor that you online purchase from, click “+ Add New Distributor”. If not, click “NEXT”
Step F:
If relevant, identify your second distributor that you online purchase with along with which locations you buy from that distributor. Then click “SAVE”.
Step 3: Distributor Information

Add another distributor or click “next” if you have no other distributors that you care to add.

Distributor Information

- Sysco East Wisconsin
- US Foods Milwaukee 248 3D

+ Add New Distributor
Step G: Final page for Part 1

Do you currently buy from another GPO like Buy Right? If you do, you will need to choose "yes", which means you will then be terminating your agreement with that other GPO.

Do you currently have special pricing agreements with any manufacturers? If yes, you will need to identify those manufacturers here. Your special pricing will remain, but you cannot also claim rebates on those manufacturers that you have preferred pricing with.

Click acknowledgement box, e-signature and then click "DONE".
Congrats! Part 1 of your sign up is complete.

Check your email for a message from Dining Alliance.

You will need to click the activation link within that email. That will take you to the second part of this process which is to enter your user names and passwords for your distributor ordering portals.

For help doing that, see the next pages for step-by-step guidance,

You’re almost on your way to earning cash back rebates!
You’re almost done!
Now on to Part 2!
Welcome to My Dining Alliance

Hello! Thank you for signing up for My Dining Alliance!

Please click the link below to activate your account:

https://www.mydiningalliance.com/login/LkZTaH6uxLunUV_Z0rtxgkX5v8mg4_1611846160

Best regards,

Dining Alliance Team

You will not start earning rebates until you click this link and activate your distributor accounts!

This is what the email should look like.
Sign in to mydiningalliance.com

Hello, Old Friend

Email
sean.west@shane steakhouse.com

Password
Forgot Password?

Remember: This is the unique log in that you created for yourself during Part 1 of the initial sign-up
Click “List View” to see all locations
Click “Activate”

Note: This info is based on the distributors that you included during Part 1 of the initial sign up.
Click “All Locations” if you have MASTER credentials & Enter account numbers for each

Click “enter credentials”. This will take you to a screen where you can enter your unique log in info for this distributor.

What are master credentials? That’s when you have one log-in with your distributor that covers all of your company’s locations.

Note: If you didn’t include your DCN #/Customer # before, you will need to here. This can be found on your invoices.
If you have individual credentials per location, uncheck the “all locations” box and enter separately.

Click “enter credentials”. This will take you to a screen where you can enter your unique log in info for this distributor.
Enter Credentials for Distributor Online Ordering Site

You will need your distributor log in credentials (user name and password) that were set up by the person who does the online ordering for your restaurants.

Must click “I agree”

Finish by clicking “verify”
Click “Activate”

After your credentials have been verified, click “activate”
Complete these steps for ALL large broadline Distributors

Your Rebates are on Their Way

Order as usual, we will do the rest.
Congrats! The final part 2 of your sign up is now complete.

It will take nine months initially to begin building your history with Dining Alliance. Expect your first rebate payment at the end of that nine months.

When your rebate is ready, you will receive an email from Dining Alliance asking you to “claim” your money. You will need to click on the link in that email & add your ACH account info.

After that you will receive quarterly alerts on your rebates.

Important Reminder: If your log in credentials change with any of the distributors you activated here today, you will need to update your Dining Alliance account to continue receiving rebates.

Questions? dfaris@wirestaurant.org or 608.444.9481