



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

Click below link:

[Wisconsin Restaurant Association \(buyersedgeplatform.com\)](https://buyersedgeplatform.com)







# Step 2: Location Information



Step B:  
Your locations

## Location 1

powered by Google

Same as official business address

Location Name \*

Location Search...

Phone Number \*

Location Phone Number

Location Address \*

Location Address



## Location 2

powered by Google

Location Name

Location Search...

Phone Number

Location Phone Number

Location Address

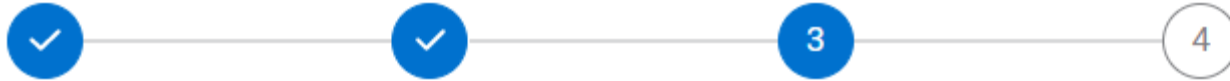
Location Address



BACK

NEXT

# Step 3: Distributor Information



Distributor Information

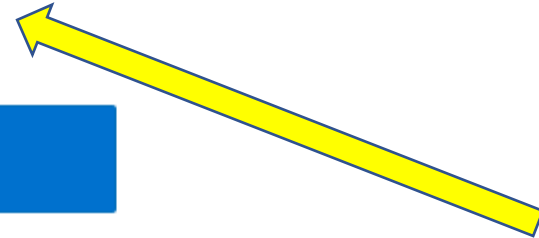
+ Add New Distributor

BACK

SKIP

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

Click "+ Add New  
Distributor"



# Step 3: Distributor Information



## Add Distributor

Distributor Name \*

Distributor House \*

Add this distributor to:

All Locations

Test

Another Test

Distributor Account # (DCN) (optional)

Distributor Account # (DCN) (optional)

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.

Step D:  
Identify your first distributor along with which locations you buy for from that distributor

# Step 3: Distributor Information



Distributor Informati

Sysco East Wiscons

BACK

NEXT



You must login and activate this distributor in order to start earning cash

back

OK

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 3: Distributor Information



## Distributor Information

Sysco East Wisconsin   

+ Add New Distributor

BACK

NEXT

Step E:  
If you have a second distributor that you online purchase from, click “+ Add New Distributor”. If not, click “NEXT”





# Step 3: Distributor Information



## Distributor Information

Sysco East Wisconsin  

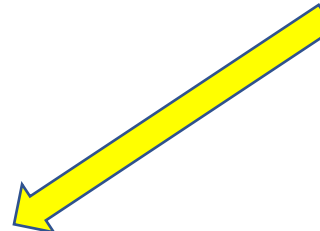
US Foods Milwaukee 248 3D  

+ Add New Distributor



BACK

NEXT



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

# Step 4: Terms & Conditions

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.

# Step G: Final page for Part 1

Progress indicator: 4

**Legal Information**

Are you a Member of a Group Purchasing Organization (GPO) \*  
No

Termination Date/Start Date for Dining Alliance Inc. \*  
This is disabled

Group Purchasing Organization \*  
Group Purchasing Organization Name

Distributor Manufacturer Agreements \*  
No

Name of Direct Deal Manufacturer (to prevent 'double dipping') \*  
Select

Acknowledgement, Authorization and Release

I am an authorized agent, owner, or representative of the above business (the "Member") and have the authority to enter into a participation agreement with DINING ALLIANCE on its behalf. To the best of my knowledge, all information provided herein is correct, if [DA] should discover that the information provided is not correct, I will immediately notify [DA] and amend our participation in any and all programs through [DA]. By signing this letter of participation, I am authorizing [DA] to enroll the business listed above in all [DA] programs as directed by the member. I also acknowledge that any current programs or agreements through a direct relationship have been disclosed and I understand that we will not be allowed to participate in the related [DA] program(s). Further, if it is discovered that a program or programs exist or existed that was not disclosed above, we agree and authorize [DA] to terminate our participation in the [DA] program(s). Once notified, I will cancel said direct agreement within 5 business days and agree to repay any monies related to the undisclosed program. By signing this letter of authorization, I hereby authorize [DA] to contact all distribution companies, manufacturers, and suppliers in order to obtain product level data and all other data relevant to the above identified Member which may include, without limitation, purchase history and stocking related information, unique and proprietary products and such other information that may be necessary to manage Member's supply chain. I hereby authorize [DA] to use such Member relevant data for the purposes of securing reporting, for the purposes of price adjustment, verification, securing pricing, volume allowances tracking and opportunity analysis and for any other program administration and participation. Member further agrees that such information may be released by [DA] to its designated rebate processor and Buyers Edge Platform, LLC. Additionally, I authorize [DA] to collect and distribute rebates on my behalf, to be paid quarterly. Furthermore, I acknowledge that there is a fee for program administration and participation. Termination of membership shall only be effective upon ninety (90) days' written notice from member. [DA] reserves the right to change the [DA] Membership Terms & Conditions at any time. The current [DA] Membership Terms & Conditions shall be available at [www.diningalliance.com](http://www.diningalliance.com) and it shall be Member's responsibility to be aware of and comply with the [DA] Membership Terms & Conditions.

**Confirm your name and signature**

Your Full Name \*  
Full Name

Signed by \*

Reward Program Enrollment, Acceptance and Authorization

I would like to automatically be enrolled to earn rewards points through our partner Foodservice Rewards at no cost! By checking this box, I authorize my contact information to be provided to Foodservice Rewards to enroll me in the Foodservice Rewards' Program and accept their terms and conditions found at <https://tinyurl.com/fsrterms>. Foodservice Rewards will contact you to complete your enrollment process.

BACK DONE


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".





# Check your inbox for the activation link

Welcome to My Dining Alliance  Inbox x



**Dining Alliance** no-reply@diningalliance.com via amazonses.com  
to me ▾

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

Please click the link below to activate your account:

[https://www.mydiningalliance.com/login/LkZTaH6usxLunUV\\_Z-Z0rtxgtX5V8mq4\\_1611846160](https://www.mydiningalliance.com/login/LkZTaH6usxLunUV_Z-Z0rtxgtX5V8mq4_1611846160)

Best regards,

Dining Alliance Team

This is what the email should look like.



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

# Sign in to mydiningalliance.com

## Hello, Old Friend

Email

sean.west@shanesteakhouse.com

Password

[Forgot Password?](#)

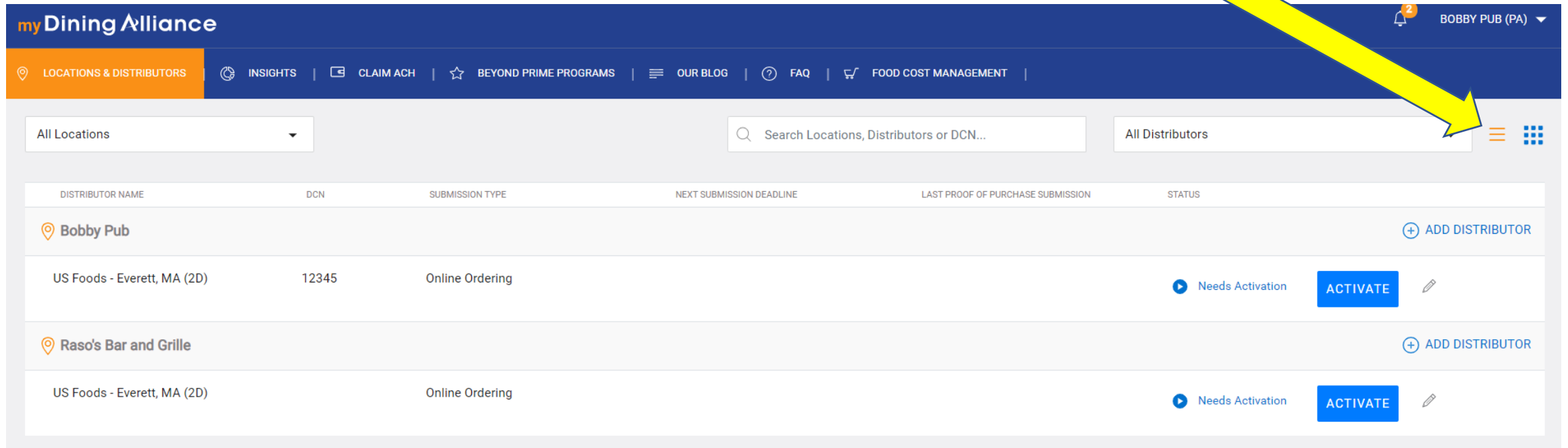
•••••



LOG IN

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



**myDiningAlliance** BOBBY PUB (PA) ▾

LOCATIONS & DISTRIBUTORS | INSIGHTS | CLAIM ACH | BEYOND PRIME PROGRAMS | OUR BLOG | FAQ | FOOD COST MANAGEMENT

All Locations  All Distributors

DISTRIBUTOR NAME	DCN	SUBMISSION TYPE	NEXT SUBMISSION DEADLINE	LAST PROOF OF PURCHASE SUBMISSION	STATUS
<b>Bobby Pub</b> <span style="float: right;">+ ADD DISTRIBUTOR</span>					
US Foods - Everett, MA (2D)	12345	Online Ordering			<span>Needs Activation</span> <b>ACTIVATE</b>
<b>Raso's Bar and Grille</b> <span style="float: right;">+ ADD DISTRIBUTOR</span>					
US Foods - Everett, MA (2D)		Online Ordering			<span>Needs Activation</span> <b>ACTIVATE</b>



# Click "Activate"

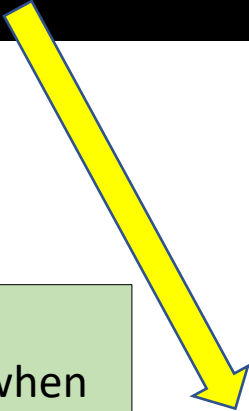
Note: This info is based on the distributors that you included during Part 1 of the initial sign up

The screenshot shows the myDiningAlliance dashboard. The top navigation bar includes the logo and a user profile for 'BOBBY PUB (PA)'. Below the navigation bar is a menu with options like 'LOCATIONS & DISTRIBUTORS', 'INSIGHTS', 'CLAIM ACH', 'BEYOND PRIME PROGRAMS', 'OUR BLOG', 'FAQ', and 'FOOD COST MANAGEMENT'. The main content area features a search bar and a table of distributors. The table has columns for Distributor Name, DCN, Submission Type, Next Submission Deadline, Last Proof of Purchase Submission, and Status. Two distributors are listed: 'Bobby Pub' and 'Raso's Bar and Grille', each with a sub-entry for 'US Foods - Everett, MA (2D)'. The status for these entries is 'Needs Activation', and each has a blue 'ACTIVATE' button. A yellow arrow points from the text 'Click "Activate"' to the 'ACTIVATE' button for the first 'US Foods' entry.

DISTRIBUTOR NAME	DCN	SUBMISSION TYPE	NEXT SUBMISSION DEADLINE	LAST PROOF OF PURCHASE SUBMISSION	STATUS
<b>Bobby Pub</b>					<a href="#">+ ADD DISTRIBUTOR</a>
US Foods - Everett, MA (2D)	12345	Online Ordering			<span>Needs Activation</span> <b>ACTIVATE</b>
<b>Raso's Bar and Grille</b>					<a href="#">+ ADD DISTRIBUTOR</a>
US Foods - Everett, MA (2D)		Online Ordering			<span>Needs Activation</span> <b>ACTIVATE</b>

Click "All Locations" if you have MASTER credentials & Enter account numbers for each

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



### Activate Distributor

Purchase History Submission Type \*

Online Ordering

All Locations **ENTER CREDENTIALS**

Bobby Pub

Raso's Bar and Grille

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



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

### Activate Distributor

Purchase History Submission Type \*

Online Ordering ▼

All Locations

Bobby Pub

Distributor Account # (DCN) \*

12345

ENTER CREDENTIALS



Raso's Bar and Grille

Distributor Account # (DCN) \*

54321

ENTER CREDENTIALS



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

CANCEL

SAVE

# Enter Credentials for Distributor Online Ordering Site

Must click "I agree"



I agree with [Terms & Conditions](#)

Enter Credentials ⓘ

Username \*

Password \*

Repeat Password \*



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.



Finish by clicking "verify"

# Click “Activate”

## Activate Distributor

Purchase History Submission Type \*

Online Ordering

All Locations

ENTER CREDENTIALS



Distributor Account # (DCN) \*

Bobby Pub

12345

Distributor Account # (DCN) \*

Raso's Bar and Grille

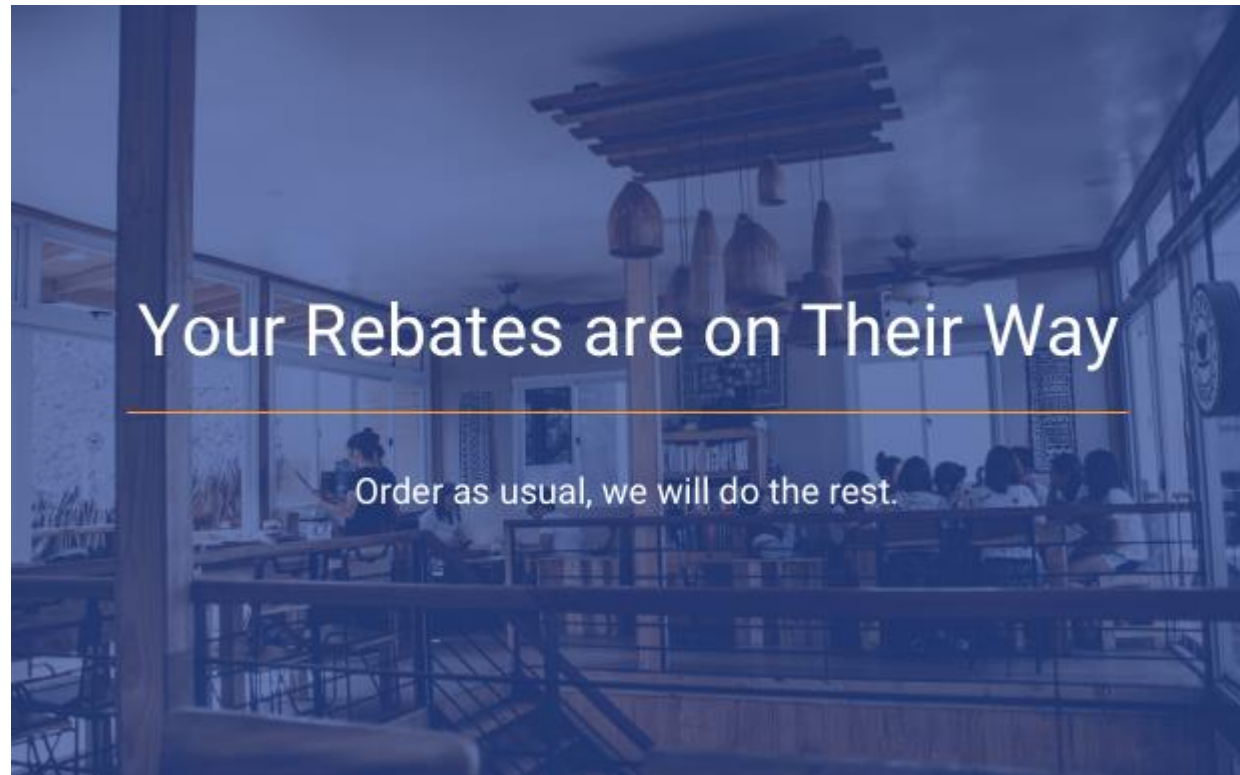
54321

CANCEL

ACTIVATE

After your credentials have been verified, click “activate”

Complete these steps for ALL large broadline Distributors





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? [irus@wirerestaurant.org](mailto:irus@wirerestaurant.org) or 608.444.9481