How to Register for First Book Marketplace

1. Check your eligibility at [https://www.fbmarketplace.org/eligibility-faqs/](https://www.fbmarketplace.org/eligibility-faqs/)
2. Go to [https://www.fbmarketplace.org/register](https://www.fbmarketplace.org/register).
   ⇒ If your organization is a center, be prepared to answer questions about your organization’s for-profit vs. nonprofit status and the percentage of children in your program who are low-income. For-profit centers will need to write a letter on letterhead to FirstBook and upload it (or email it) in order to have their accounts approved.
3. Complete the Basic Information and click “Continue.”
   ⇒ The questions that appear will change based on the answers to your questions.
   ⇒ You can get help on how to answer questions by clicking in the blue Information icon.
   ⇒ Note that if your program participates in the CACFP food program and qualifies based on the income of individual children’s families, you can use the information to calculate the percentage of low income children served and report the Estimate Justification as “Free and Reduced Lunch Data.”
4. **Create your account:** Certify that you have answered all questions honestly and that you agree to the terms of use by checking off the box. Then, create a password and enter it again to confirm. Click Continue.

5. **School and Program Information:** Provide more details about your program, affiliations and the children you serve. Click **Continue** when you are done.

   ➞ Note that the question about tax-exempt status is only relevant for programs located in certain states that are not Louisiana and you should reply with “no”
6. **Thanks!** You should now be at a confirmation page. Choose “First Book Marketplace (US Store) to start shopping!