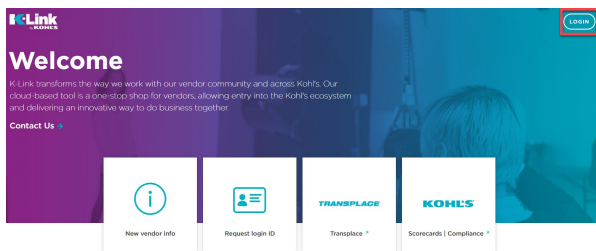
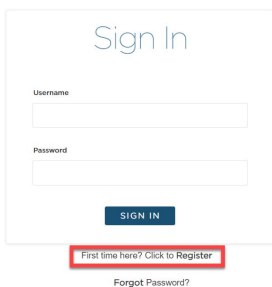


# Quick Reference Guide - New K-Link User

**Step 1: Go to URL: link.kohls.com. Click “Login” in the upper right hand corner.**



**Step 2: Click “First Time Here? Click to Register”**



**Step 3: Complete the Registration Fields**

**Step 4: Select Y/N “Are you from L&F vendor” (Li & Fung)**

**Step 5: Enter Vendor ID and PO Number (Buying office will provide)**

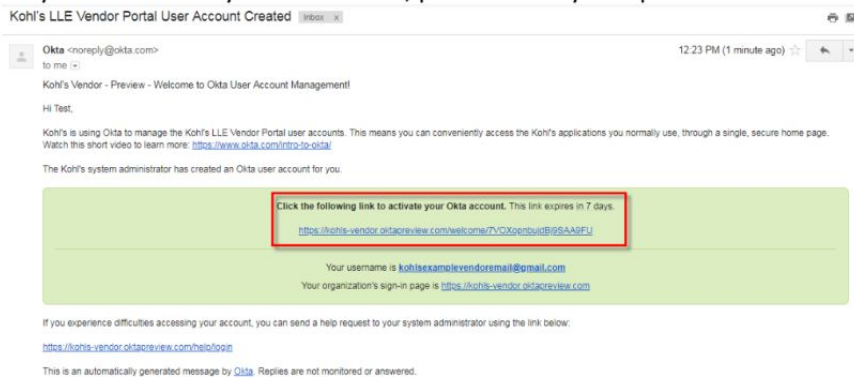
**(1 vendor ID required, unless user represents multiple vendors)**

**Step 6: Select Register**

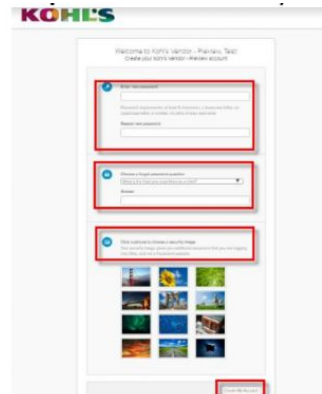
## Register

First name	Last name
<input type="text"/>	<input type="text"/>
Email	Title
<input type="text"/>	<input type="text"/>
Company name (Parent)	
<input type="text"/>	
Are you from L&F vendor?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Vendor Number	PO Number
<input type="text"/>	<input type="text"/>
Vendor Number	PO Number
<input type="text"/>	<input type="text"/>
ADD additional ID	
<p>By registering, you represent and warrant that you are an authorized representative of Vendor and hereby confirm that information you submit to Kohl's is accurate and can be used by Kohl's, as further described in Kohl's Purchase Order Terms and Conditions and Terms of Engagement under which Kohl's purchases products from its vendors.</p>	
<input type="button" value="REGISTER"/>	

**Step 7: Check your email for Okta Verify email. Click Verification Link (within 7 days of receiving the email)**  
**\*If you cannot find your Okta Email, please check your spam folders.**



**Step 8: Set Up K-Link Account (set up password & security question)**  
**Step 9: Select Create My Account**



**FINISHED You are now able to access K-Link.**

