

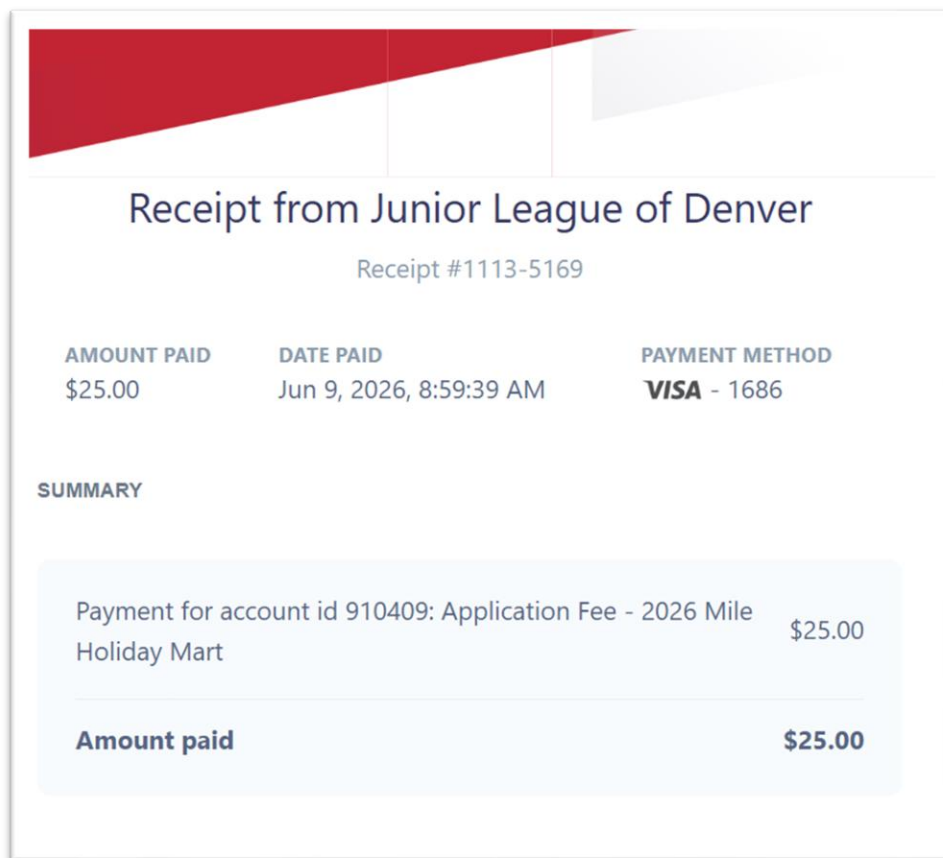


### Step 1: Create Vendor Profile

Link to create profile: [https://vms.ajli.org/?nd=vms\\_vendor\\_application&hierarchy\\_id=268](https://vms.ajli.org/?nd=vms_vendor_application&hierarchy_id=268)

### Step 2: Pay the \$25 Application fee

You will receive an emailed receipt after your application fee has been paid.

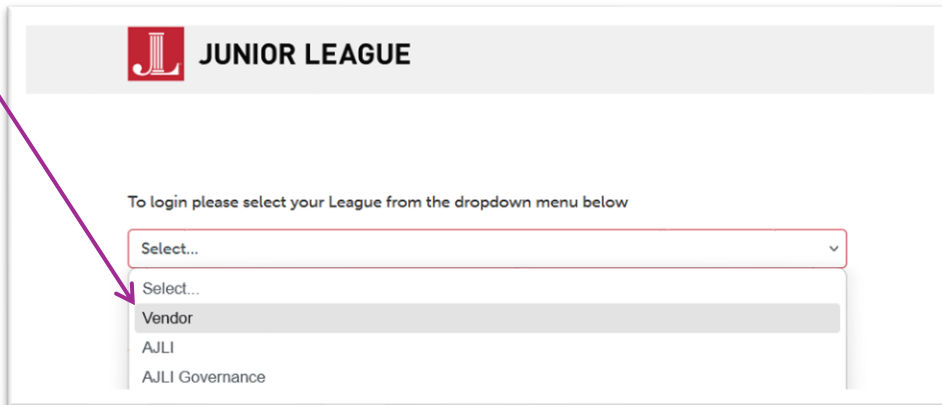


Once you receive the email, you can return to your profile and fill out the application.

### Step 3: Return to your Vendor Profile

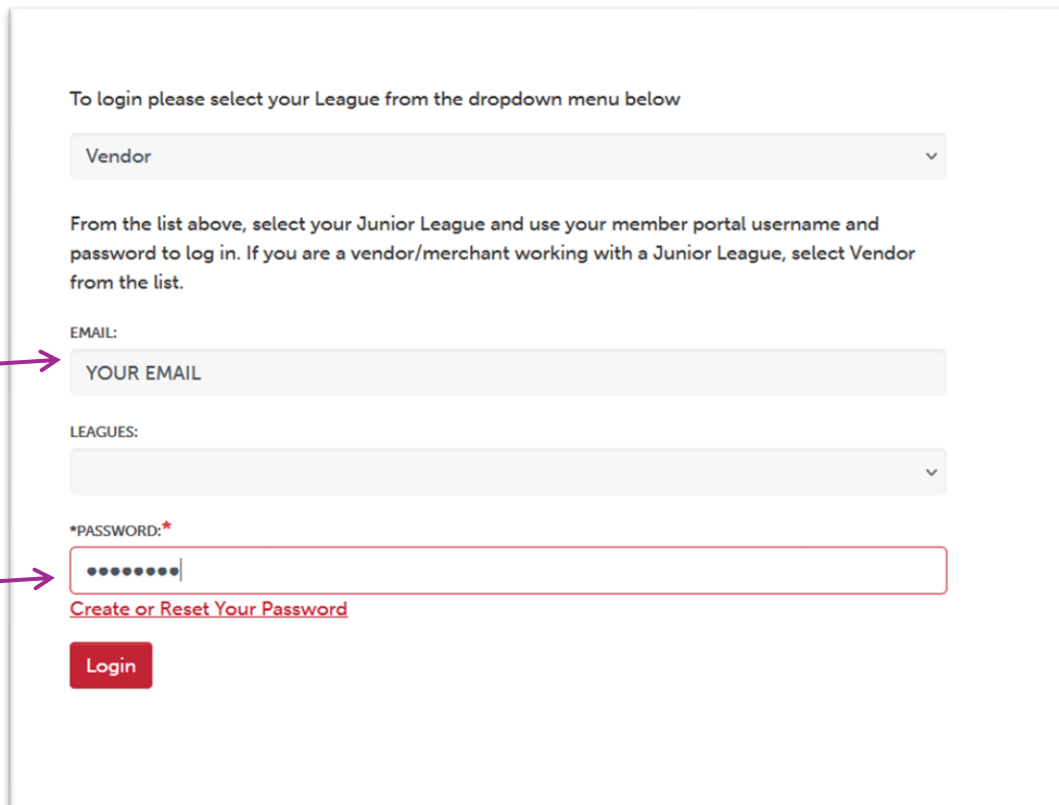
Link to go to your vendor profile: [https://vms.ajli.org/?nd=vms\\_checklist\\_end\\_user\\_view&checklist](https://vms.ajli.org/?nd=vms_checklist_end_user_view&checklist)

Select Vendor



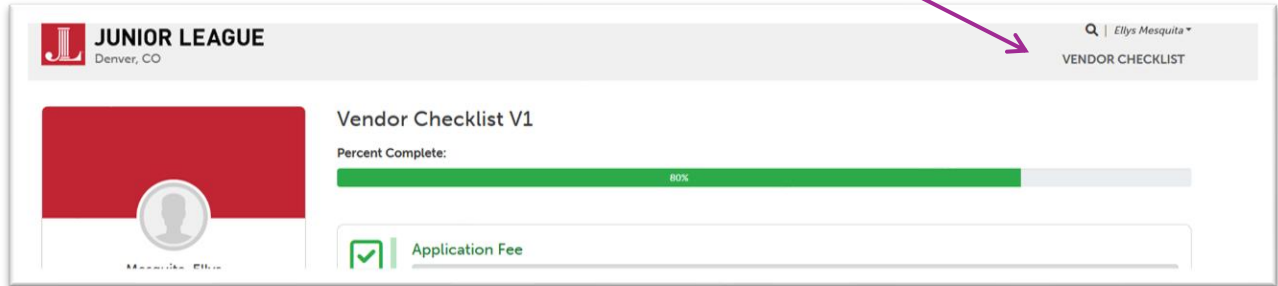
The screenshot shows the top of the login page. At the top left is the Junior League logo, a red square with a white 'J' and a column. To its right is the text 'JUNIOR LEAGUE'. Below this is a grey bar with the text 'To login please select your League from the dropdown menu below'. Underneath is a dropdown menu with 'Select...' at the top, followed by a list of options: 'Select...', 'Vendor', 'AJLI', and 'AJLI Governance'. A purple arrow points from the left towards the 'Vendor' option in the dropdown menu.

Enter your email and password. DISREGARD the LEAGUES box



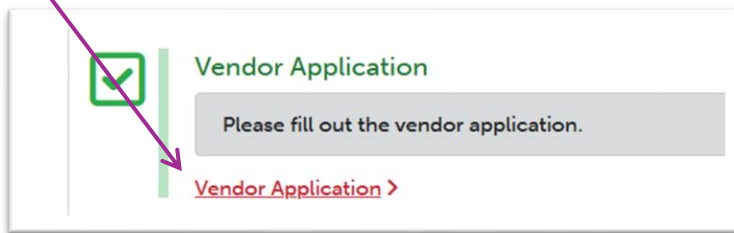
The screenshot shows the login form. At the top is the text 'To login please select your League from the dropdown menu below'. Below this is a dropdown menu with 'Vendor' selected. Underneath is the text 'From the list above, select your Junior League and use your member portal username and password to log in. If you are a vendor/merchant working with a Junior League, select Vendor from the list.' Below this is the 'EMAIL:' label, followed by a text input field containing 'YOUR EMAIL'. Below that is the 'LEAGUES:' label, followed by a dropdown menu. Below that is the '\*PASSWORD:\*' label, followed by a password input field with dots. Below the password field is the text 'Create or Reset Your Password' in red. At the bottom is a red 'Login' button. A purple arrow points from the left towards the email input field, and another purple arrow points from the left towards the password input field.

If you are taken to a Junior League login page look for VENDOR CHECKLIST in the upper right corner and click there to be taken to our vendor site.

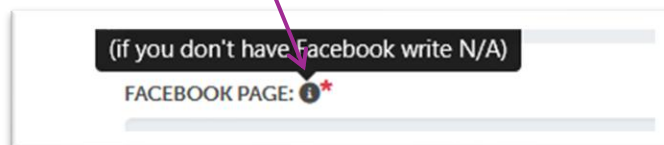


### Step 3: Complete the Vendor Application

Click on the red link Vendor Application. Once completed you'll receive a copy of your application and answers.



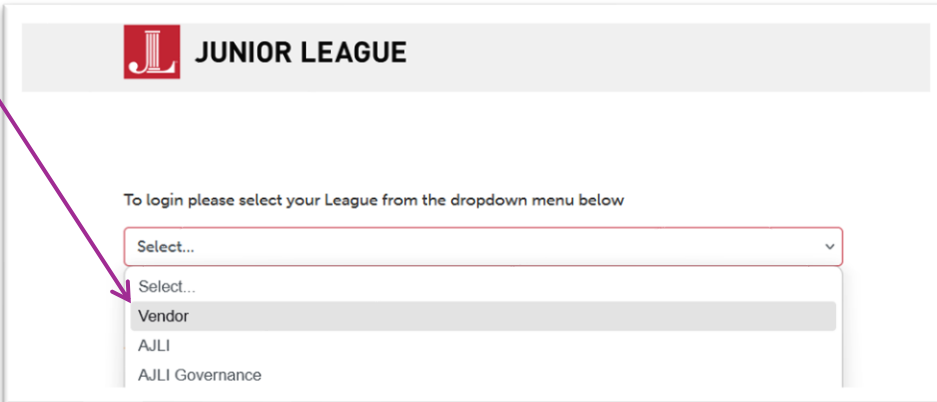
Note that many questions have this icon which opens a bubble with additional information



To log back into the site, here's the link to go to your vendor profile:

[https://vms.ajli.org/?nd=vms\\_checklist\\_end\\_user\\_view&checklist](https://vms.ajli.org/?nd=vms_checklist_end_user_view&checklist)

Select Vendor and login using your new vendor credentials



The screenshot shows the Junior League logo and the text "JUNIOR LEAGUE". Below this, it says "To login please select your League from the dropdown menu below". There is a dropdown menu with "Select..." and a downward arrow. The menu is open, showing "Select...", "Vendor", "A.JLI", and "A.JLI Governance". A purple arrow points to the "Vendor" option.

After you've submitted your application, you will receive an emailed copy. **Submission of an application does not guarantee acceptance.** Merchant selection is determined by the Holiday Mart Merchant Committee to ensure a balanced and high-quality show on a rolling basis.

Your Deliberation status will show as PENDING until the Holiday Mart Merchant Committee has decided: Accepted, Waitlist, Denied.

Questions? Email [merchantsholidaymart@jld.org](mailto:merchantsholidaymart@jld.org).