



# Getting started in the Material Bank catalog interface.

We are thrilled to provide this tool, giving you direct access and more control over your data on Material Bank than ever before.

This guide will help get you started with accessing your instance and performing some basic tasks.

## How to Get Started

- 1. Request Credentials:** If you are an existing Material Bank Brand and have not yet requested credentials, please contact us at [brandservices@materialbank.com](mailto:brandservices@materialbank.com). Within one day we will send temporary credentials.
- 2. Log in and create a password:** You can access the system at [catalog.materialbank.com](https://catalog.materialbank.com). The first time you log in, you will be asked to create a password.



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3. **Add any additional users:** If there are additional people who need to access the system, you can add them at any point following the steps in the [Adding and Removing Users](#) guide.
4. **Take a look around:** You can customize your experience by [creating new views](#) or [adding and saving lists](#) for quick reference. Additionally, you can [export a copy of your data to a .csv file](#).
5. **Perform your first task:** You can use this tool to perform a variety of tasks, including
  - Adding new data
  - Adding new assets
  - Editing existing data
  - Retiring discontinued products

**Pro-tip:** If you prefer, a member of the Brand Services Team would be more than happy to give you a personalized walk-through of your instance and help you complete your first task. Simply schedule by sending an email to [brandservices@materialbank.com](mailto:brandservices@materialbank.com)

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- 6. Send your first publish:** Changes and additions you make inside the Catalog Interface are not immediately available to Material Bank. In order to send your changes, follow the steps in the [Publishing to Material Bank](#) guide.

## **Need more information?**

As always, the Brand Services team is here to help!

Feel free to reach out at [brandservices@materialbank.com](mailto:brandservices@materialbank.com).