

<https://portal.vikingspas.com>

- Find latest Viking invoice and copy the following information
 - Account #/Customer #
 - Billing Zip Code
 - Invoice number (needs leading 0)

Page: 1

Invoice

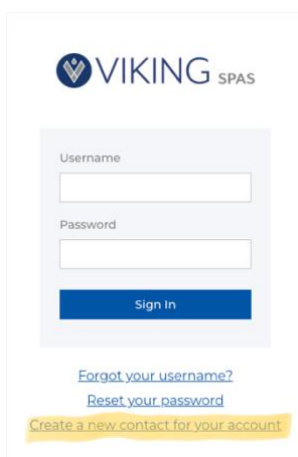
VIKING SPAS, INC
2725 PRAIRIE ST SW
WYOMING, MI 49519
(616) 248-7800

Sold To:
 INTERNAL PORTAL DEMO
 2725 PRAIRIE ST SW
 WYOMING, MI 49519 United States

Warehouse:
Invoice Number: 0152441-IN
Invoice Date: 12/16/2025
Order Number:
Order Date:
Salesperson: SVC1
Customer Number: MISC500

Ship To:
 INTERNAL PORTAL DEMO
 2725 PRAIRIE ST SW
 WYOMING, MI 49519 United States

- Select **“Create a new contact for your account”**
- Use the information for the invoice to create a username & password



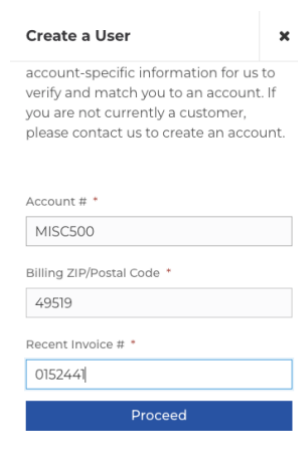
VIKING SPAS

Username

Password

[Sign In](#)

[Forgot your username?](#)
[Reset your password](#)
[Create a new contact for your account](#)



Create a User ✕

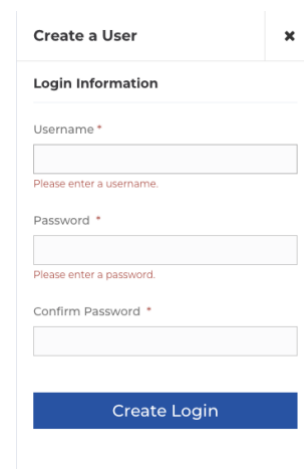
account-specific information for us to verify and match you to an account. If you are not currently a customer, please contact us to create an account.

Account # *

Billing ZIP/Postal Code *

Recent Invoice # *

[Proceed](#)



Create a User ✕

Login Information

Username *

 Please enter a username.

Password *

 Please enter a password.

Confirm Password *

[Create Login](#)