



**REVISED DATE - EFFECTIVE MARCH 30, 2021**

## **IMPORTANT ANNOUNCEMENT FOR ALL MACYSNET USERS**

In order to ensure security to Macysnet, a new authentication process will be implemented beginning on March 8, 2021. The new log in process will require two factor authentication. **This will require that all Macysnet users have access to the email address assigned to the Macysnet User profile.** If the Macysnet User profile is used by multiple individuals, it is imperative that they are granted access to your generic/group email address by your email administrator before March 8. As a reminder, it is recommended that users not share Macysnet User profiles, rather register for individual profiles. To register for a new Macysnet User profile, click on the [Register Now](#) link from the Macysnet home page and follow the prompts.

Beginning March 30, 2021, the following information will be required each time a user logs in to Macysnet.com:

1. After clicking on Log In from the Macysnet home page, the initial log in screen will require the user to input the existing Macysnet User Name or the email address assigned to the MacysNet User Name and the password for that account. The password has not changed with this new process only the ability to use the email address instead of the User Name. **NOTE: Passwords are CASE SENSITIVE.**



### Vendor Login

Vendor Email / User Name

Password

[Forgot / Unlock / Change Password](#)

Not a registered user? [Register Now](#)

LOG IN



2. After clicking the LOG IN button, entry of a code will be required. The user must select whether the two factor code will be sent to a cellphone or an email.
  - a. Selecting "xxx-xxx-\*\*\*\*" (last 4 digits of phone number will be displayed) will send a text message with the code to the phone number in the Macysnet profile. The Macysnet profile phone number must be a cellphone able to receive texts.
  - b. Selecting "Email to \*\*\*\*\*@\*\*\*\*.com" (beginning of email address and email address domain will be displayed) will email the code to the email address in the Macysnet profile.

NOTE: It is NOT possible to change the phone number or email address from this screen. Once signed in, the Macysnet user may update the phone number and email address associated with the profile via "Update Your Profile" (instructions below).



Code required. [Why?](#)

Choose one of the delivery methods below

☐ xxx-xxx-

☒ Email to d\*\*\*\*\*

REQUEST CODE

\* [Mobile Message & Data Rates May Apply.](#)

3. After clicking the REQUEST CODE button, the code will be sent to the cellphone or email selected in the previous screen. Enter this 6 digit code into the field and click on SUBMIT.



Access will then be granted to Macysnet. Selecting REQUEST NEW CODE will return the user to the previous delivery method selection screen.



Please enter code sent over Email  
to d\*\*\*\*\* [redacted]

6 Digit Code

SUBMIT

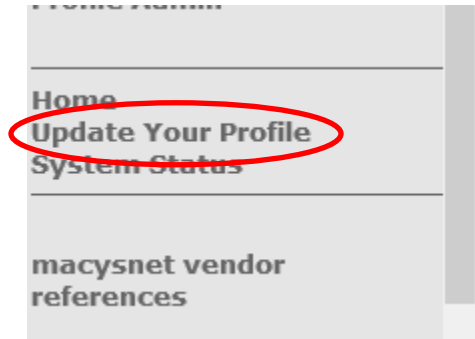
REQUEST NEW CODE

Any issues related to log in to Macysnet should be addressed with the Macysnet Help Desk at 513-782-1499 or [helpdesk.macysnet@macys.com](mailto:helpdesk.macysnet@macys.com).



Macysnet **UPDATE YOUR PROFILE** Instructions:

1. Log in to Macysnet.com
2. Once logged in, select Update Your Profile from the left gray pane:



3. In the USER INFORMATION section, select the Update User Information link on the right side under OPTIONS:



4. Update the appropriate information and click the UPDATE button.

required.

First Name	*	<input type="text"/>
Middle Name		<input type="text"/>
Last Name	*	<input type="text"/>
Email Address	*	<input type="text"/>

**NOTE:** This email address will be used for any "Email My Results" requests and Macy's, Inc. business related notifications, e.g. Macy's Vendor Standards, Routing Guide updates.  
To edit your company-specific email address for communication of shipment specific information, submit the Shipping Address Update Form, located on the Routing Guide page.

Confirm Email Address	*	<input type="text"/>
Phone	*	Ext. <input type="text"/>
Alt. Phone		Ext. <input type="text"/>
Fax	*	

Click the "UPDATE" button to update the profile. To restore information from the last update, click the "RESET" button.