

## Application Instructions for Returning HarborMarket Vendors for ALL Markets

Go to: <https://kenharbor.mymarket.org/>

If you **have** already registered your profile, select "Login". Enter your email address and password. (Click on "Forgot Password" if necessary and follow the instructions.) Proceed to Step 5 below. Applying for a new season or changing dates should take just a few minutes.

If you **have NOT** already registered your profile, select "Register Profile" and begin at Step 1 below.

**Step 1:** Send Request. Enter the email address that you previously used to sign up with HarborMarket.

**Step 2:** Enter the verification code that was sent to your email. (This may take a few minutes. Please check your spam folder.)

**Step 3:** Set an account password

You'll now be returned to <https://kenharbor.mymarket.org/>

**Step 4:** Enter your email address and password that you just set. You are now logged in.

**Step 5:** Click "Request Changes" in the upper right corner of the screen.

**Step 6:** Scroll down to the market(s) for which you are applying (ie. Kenosha HarborMarket 2023 Outdoor Season)

**Step 7:** Click the drop down tab for each market in which you are interested and select the dates you are applying/changing. Feel free to update any other information in your vendor profile at this time, including the certificate of insurance and product change/addition requests

**Step 8:** Scroll back up to the top of the screen and click "Submit".

**Step 9:** A pop up window will appear. Select "Okay" to confirm your application dates and date change requests.

**Step 10:** Logout. (Please keep a record of your password for future logins. HarborMarket does not have access to your password information.)

We receive your application/date request automatically. You will receive an email when we approve, waitlist or decline your application.