

# Maximo Member Registration



Access the system from your Internet web browser: <https://maximo.mysodexo.com>

Select New User? [Register Now](#)



The registration screen will open. All fields marked with an asterisk are required fields. Most fields have help descriptors

**Details**

Welcome to user registration. Please complete the information below to gain access to the system. You will be notified by e-mail when your registration has been completed.

**Customer Information**

\* Customer:

**User Information**

\* First Name:

\* Last Name:

Use your company email address for your UserName.

\* UserName (LoginId):

Minimum of 8 characters with a mix of upper and lower case.  
Must contain a number and a special character (@#S%^()\*\_+![]:;/?), the equals sign, or curly brackets.  
Password cannot contain the 'User Name'.

\* Password:

\* Confirm Password:

NOTE: You will need to remember your question to recover your password.

\* Password Hint Question:

\* Answer:

To facilitate your registration, please provide as much of the following information as possible, so we can register you to use the system appropriately and contact you if we have any questions.

Work Phone:

Building, Floor, Room:

Additional Information:

The Customer ID is **(PUNCUS)**.

Please use upper and lower case when entering your first and last name.

Use your company email address for your UserName.

Follow directions on creating a password.

Click the to display the list of questions. Select **DREAM JOB** with a response of **Pfeiffer**. Remember it is case sensitive!

Enter your business phone number, the location where you work and any additional information.

Click  when you are finished.