

QUICK REFERENCE GUIDE



LOGGING INTO E-COMMERCE – NEW USER

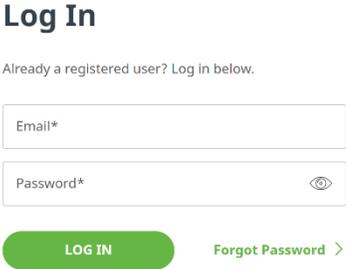
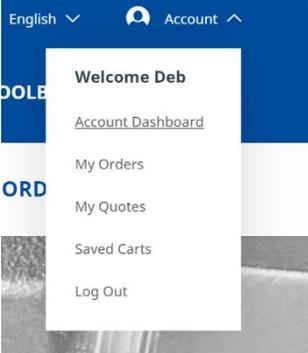
Purpose: This document is to be used by new customers in setting up their account in our new e-Commerce platform.

NEW DOMAIN

The Swagelok e-Commerce Site domain has changed to products.swagelok.com. Please update all bookmarks and favorites.

LOGGING IN AS A REGISTERED USER

1.	<p>Click on “Log in or Register” in the top right corner of the page.</p> 						
2.	<p>Click “Register” and you will open the register page.</p> <p>Register</p> <p>We encourage you to take full advantage of our website by registering. Anyone can register, and completing the entire registration form will allow you to view pricing, order online, request quotes, store favorite products, assign customized part numbers, and save or forward your shopping cart.</p> <p>Professional Information (1 of 6)</p> <table border="1" data-bbox="792 978 1367 1096"> <tr> <td>First Name*</td> <td>Last Name*</td> </tr> <tr> <td>Phone*</td> <td>Company*</td> </tr> <tr> <td>COMPANY TYPE* Please select</td> <td>JOB TYPE* Please select</td> </tr> </table> <p>Complete the 6 sections of information and select “Register”</p> <ol style="list-style-type: none"> 1. Professional Information 2. Industry 3. Location 4. Select Your Sales and Service Center 5. Account information <ol style="list-style-type: none"> a. Use your email that you would like all customer communication to come to. b. Select a password 6. Accept our Site polices + RECAPTCHA 	First Name*	Last Name*	Phone*	Company*	COMPANY TYPE* Please select	JOB TYPE* Please select
First Name*	Last Name*						
Phone*	Company*						
COMPANY TYPE* Please select	JOB TYPE* Please select						
3.	<p>Once submitted, you will receive an email verification to complete.</p> <p>Please confirm your account by clicking this link: https://products.staging.swagelok.com/en/register/confirm?token=Z9EPTJN1srhkf2BNvo74ZX7D3vVv84ldGM438CHexZxSE%2Bgam084w3kheQh8HmpOkz8027FKwE6gAkVN9SYNrkPaPjtCYaBZbC8a%2BhkofJb</p> <p>~~~~~</p> <p>Thank you for visiting swagelok.com and registering with Swagelok Southeast Texas, an authorized Swagelok sales and service center.</p> <p>As a registered user, you may:</p> <ul style="list-style-type: none"> • View product pricing and make purchases online through your selected sales and service center’s online storefront • Obtain quote and order status updates • View your online purchasing history • Assign customized part numbers to Swagelok products <p>You also have access to all the other information and functionality available on swagelok.com including:</p> <ul style="list-style-type: none"> • The latest product information, including catalogs, technical papers, and thousands of CAD templates, available in a variety of file formats • A comprehensive services section that outlines all the ways in which local experts can help you maintain system health, increase efficiency, and reduce downtime • A toolbox of resources to help you better design and choose components for your fluid systems, including calculators, a flow calculator, and more • Swagelok Reference Point, our blog for industrial professionals, updated weekly with expert insights and success stories intended to help you solve your toughest problems <p>If you would like to make changes to your user profile information, log into swagelok.com and navigate to Account > Account Dashboard</p> <p>Meanwhile, visit swagelok.com frequently for the latest information on products, services, and resources. You can also stay up to date by following us on social media:</p> <ul style="list-style-type: none"> • LinkedIn • YouTube • Facebook • Twitter <p>Thank you, Swagelok</p>						

4.	<p>Confirm your account by clicking the link. It will direct you to the Swagelok website to login.</p>	
5.	<p>Enter your login information you just completed. Once logged in, you will now be able to access pricing and other details for the service center that you work with.</p>	 <p>The image shows the 'Log In' page with fields for 'Email*' and 'Password*', a 'LOG IN' button, and a 'Forgot Password >' link.</p>
6.	<p>Your top header will now have changed. Click on “Account” to confirm important details related to your account. You will also see the service center that you are logged in with.</p>	 <p>The image shows a blue navigation bar with 'Swagelok Southeast Texas', 'English', and 'Account' (highlighted with a red box).</p>
7.	<p>Once you click “Account”, select “Account Dashboard” to review important details about your account (Shipping, Billing, Favorites, etc.) If you want to review your orders, select “My Orders”. If you want to review your quotes, select “My Quotes”. If you want to review saved carts from paused or past transactions, select “Saved Carts”. To logout, select “Log Out”.</p>	 <p>The image shows the account dropdown menu with options: 'Welcome Deb', 'Account Dashboard', 'My Orders', 'My Quotes', 'Saved Carts', and 'Log Out'.</p>
8.	<p>If everything is correct, you are now logged in and ready to order from your local Swagelok Sales and Service Center.</p>	

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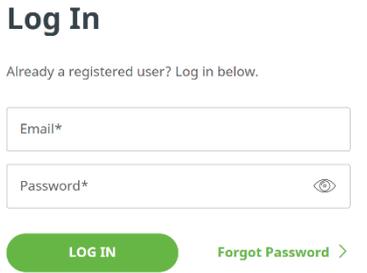
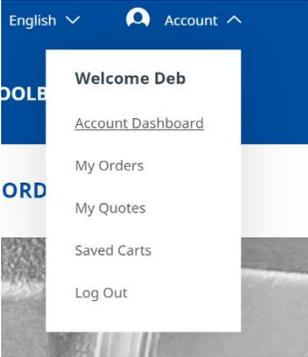
LOGGING INTO E-COMMERCE – REGISTERED USER

Purpose: This document is to be used by registered customers in setting up their account in our new, e-Commerce platform.

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1.	Click on “Log in or Register” in the top right corner of the page. 
2.	Your login will have changed since you last logged in. Instead of a username, please use the email associated with the account. Your password will not have changed. Username: Email Password: Past e-Commerce Login PW <i>If you have forgotten your password, follow the “Forgot Password” link and instructions.</i> 
3.	Once logged in, you will now be able to access pricing and other details for the service center that you work with.
4.	Your top header will now have changed. Click on “Account” to confirm important details related to your account. You will also see the service center that you are logged in with. 
5.	Once you click “Account” , select “Account Dashboard” to review important details about your account (Shipping, Billing, Favorites, etc.) If you want to review your orders, select “My Orders” . If you want to review your quotes, select “My Quotes” . If you want to review saved carts from paused or past transactions, select “Saved Carts” . To logout, select “Log Out” . 
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