

[E-Commerce NEW CUSTOMER *DOC_10062021-1]

SUMMARY: How to create a new account to order parts from the Hindley Electronics, Inc. online store.

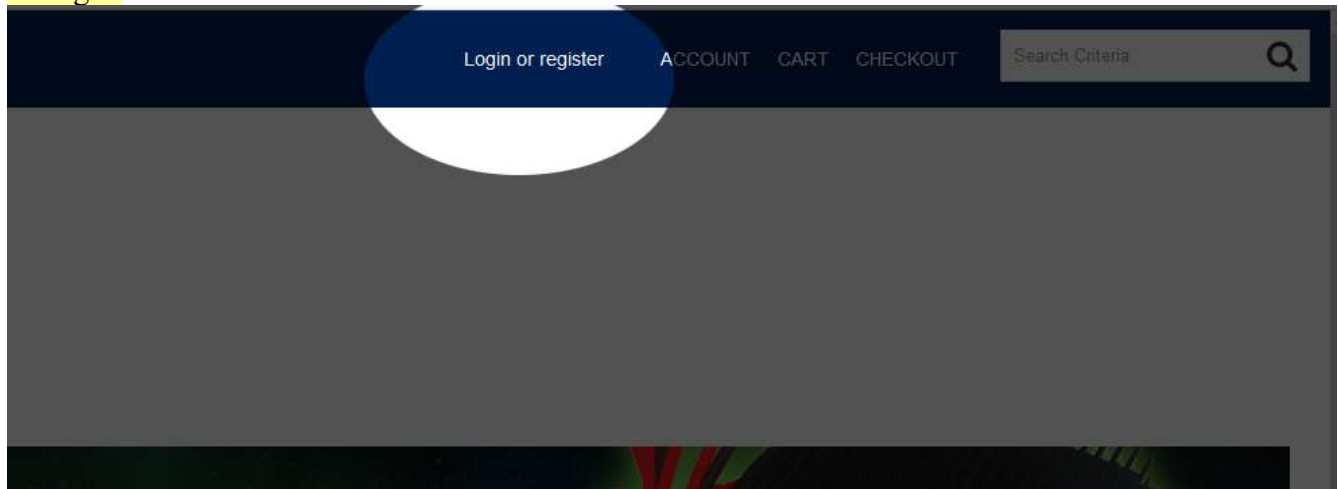
Thank you for considering our products and services. We wanted to give clear and full instruction on setting up an account with our company for online ordering using our e-commerce store.

1. Finding the register / login page: (just follow the below)

https://www.hindleyelectronics.com/store/public_html/index.php?rt=account/login

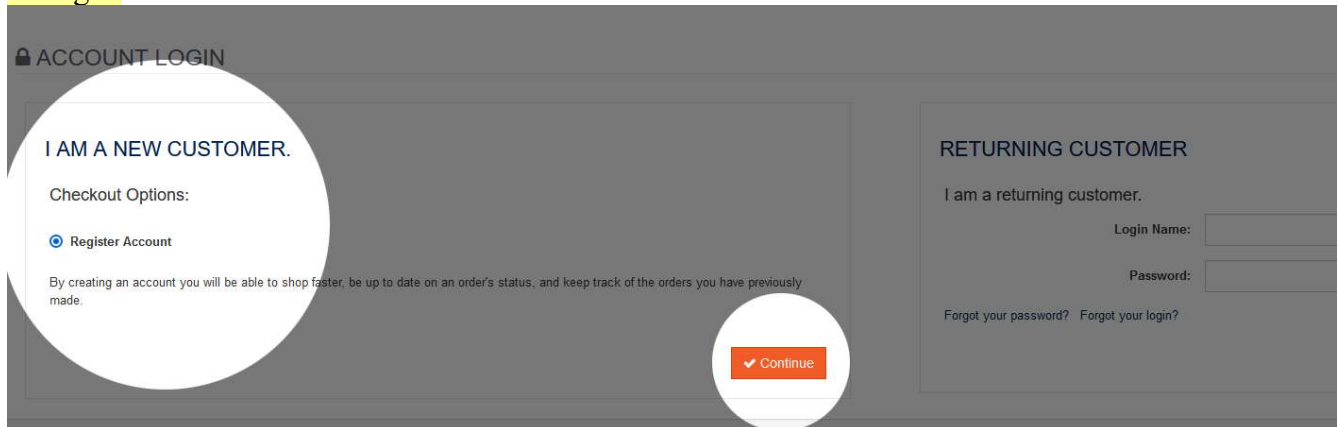
2. Using the image below, find the “Login or register” button along the top of the webpage.

<image>



3. Using the image below, make sure that you have landed on the register / login page. You will need to make sure that you are completing the “I AM A NEW CUSTOMER” box for setup with this online store. Even if you have worked with us using our old store; or with us for 20+ years, we did not migrate any username or password data. So, in order to purchase from this store, you will need to register a new username and password. Make sure that you have the “Register Account” button ticked, and you select “continue” at the bottom of the “I AM A NEW CUSTOMER” area.

<image>



4. The next screen you will see presents you with fields to enter information for your account. These are common requests, like name, address, contact information, etc. This screen is also where you can create your own username and password. Just a note, the username cannot be an email address. Using the image below, we have highlighted fields for you to see what information / fields are necessary to complete. Remember to verify your password, subscribe or not to any email information, as well as check off the CAPTCHA.

<image>

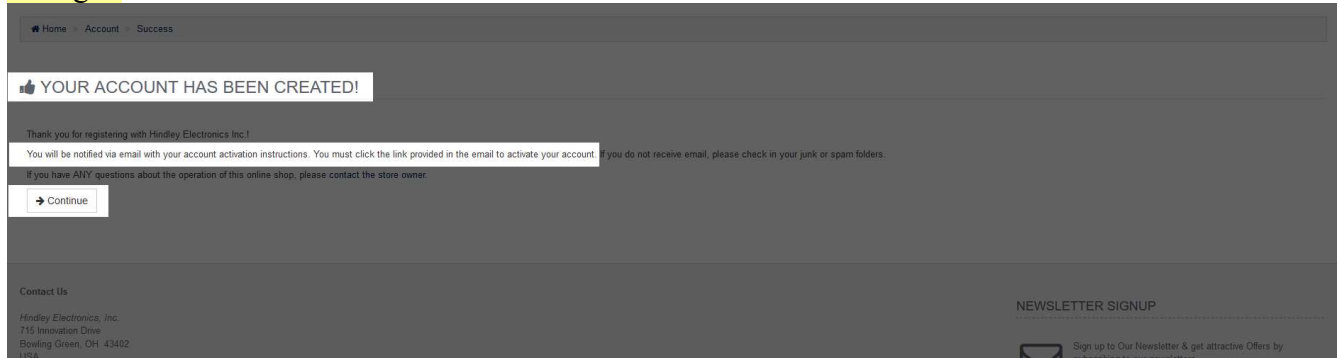
The screenshot shows a 'CREATE ACCOUNT' form with several sections. Yellow arrows point to the following fields:

- Your Personal Details:**
 - First Name
 - Last Name
 - E-Mail
- Your Address:**
 - Address 1
 - City
 - Region / State (dropdown menu)
 - ZIP Code
 - Country (dropdown menu)
- Login Details:**
 - Login name (with red text: "(cannot use an email)")
 - Password
 - Password Confirm
- Tax Exemption details:**
 - Tax Exemption Certificate Number
 - Tax Exemption Customer Usage Type (dropdown menu)
- Newsletter:**
 - Subscribe: Yes No (radio buttons)
 - CAPTCHA: "I'm not a robot" checkbox

The form also includes a link to the login page and a CAPTCHA logo.

5. We are thankful you have setup an online account with us! If all has gone well, you should be greeted with a screen stating that you have provided all information and successfully completed registering with our online system! There is a next step though... We will need to verify your account. This is simple, though. You should have received an email with a link to 'ACTIVATE' this new account. Just click it, and you are all set!

<image>



6. Some new customers have indicated they have not received the activation email. If this is you, no worries. Just check your SPAM / JUNK / JUNK EMAIL folders with the POP3 or IMAP email you provided, it could be there. If not, just send us an email with your phone information and we will call you to verify the registered account and activate it over the phone!

EMAIL: sales@hindleyparts.com

We hope this helped you setup a new account with us, or answered some questions you may have had along the way. Thank you again for considering our products and services, we hope that you have a great day!

JB/jb