HVAC Distributors, Inc.

Web Order Entry Access Sign-Up Form

1. Customer: _____

2. Name of person requesting access to WOE: _____

3. Will this person have Administrative Rights? ☐ Yes ☐ No
(Can add or edit other users but can not restrict account inquiry access)

4. Will this person have access to Account Inquiry? ☐ Yes ☐ No
(See credit limit, aging information, payment information)

5. Email address for admin person: _____

6. Password for this person will be emailed to them, which they can change upon first login.

7. Acknowledgements can be faxed or emailed, who should they go to and what format?

   Person (s): _____ Fax ☐ Email ☐

8. Additional Users to be Signed Up: (passwords will be emailed then can be changed)

Name	Email	Account Inquiry?
_____	_____	☐ Yes ☐ No
_____	_____	☐ Yes ☐ No
_____	_____	☐ Yes ☐ No
_____	_____	☐ Yes ☐ No
_____	_____	☐ Yes ☐ No
_____	_____	☐ Yes ☐ No
_____	_____	☐ Yes ☐ No