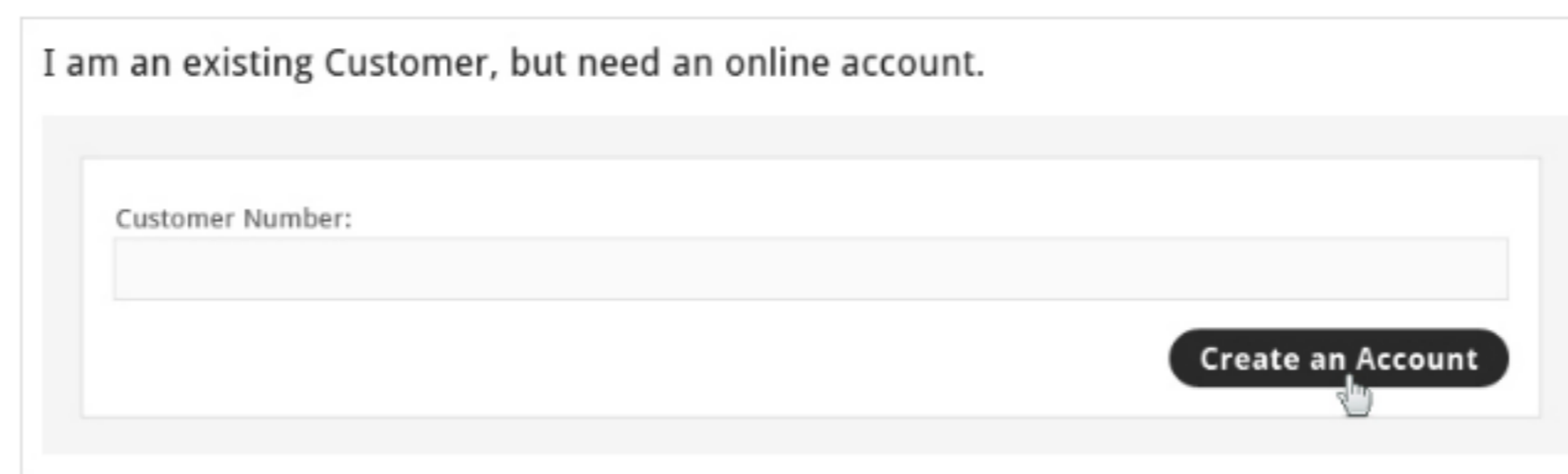


Help Section

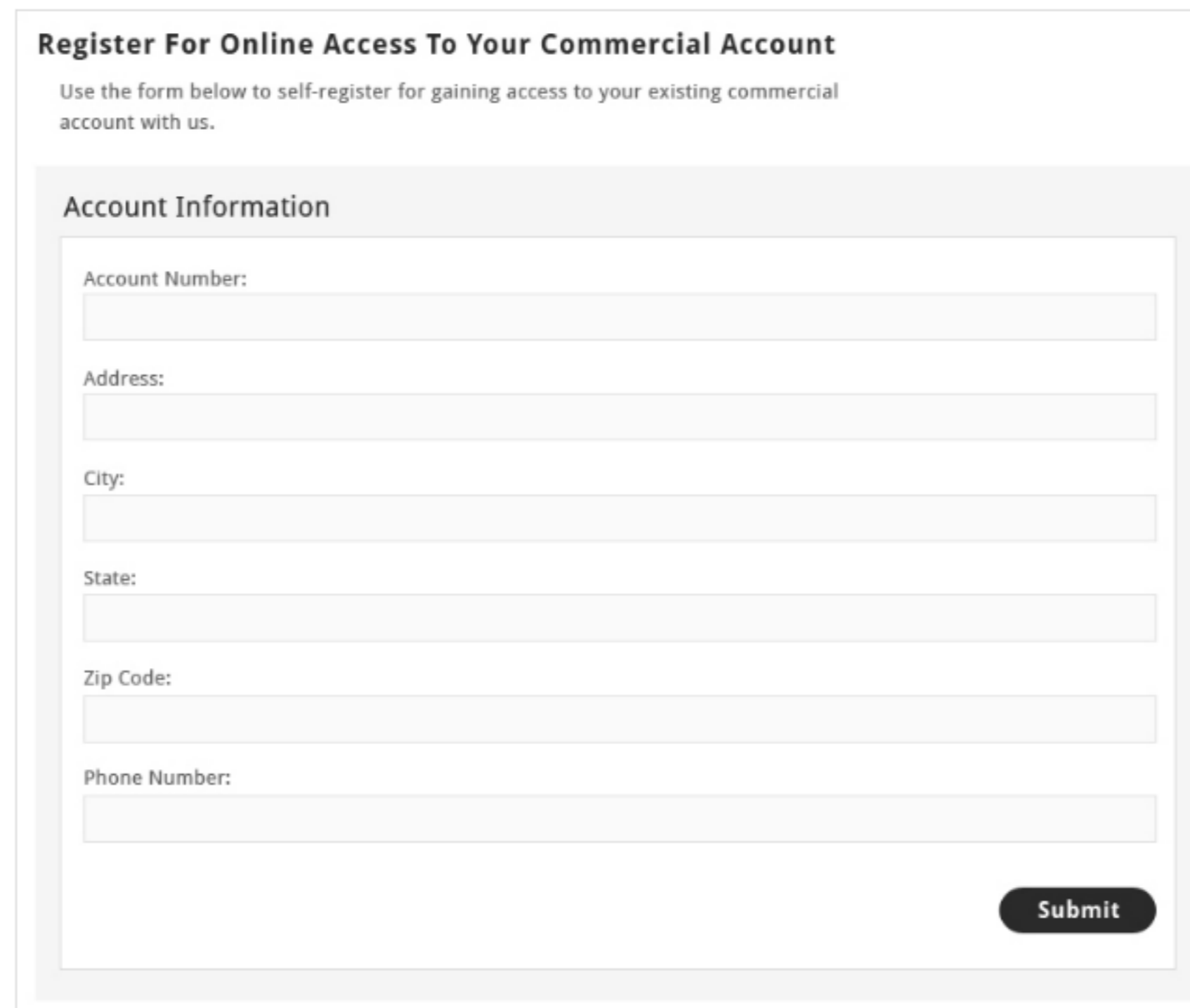
Registration & Login

To register an account, click the My Account link located at the website's header. You will be asked to type in the Customer Number given to you.

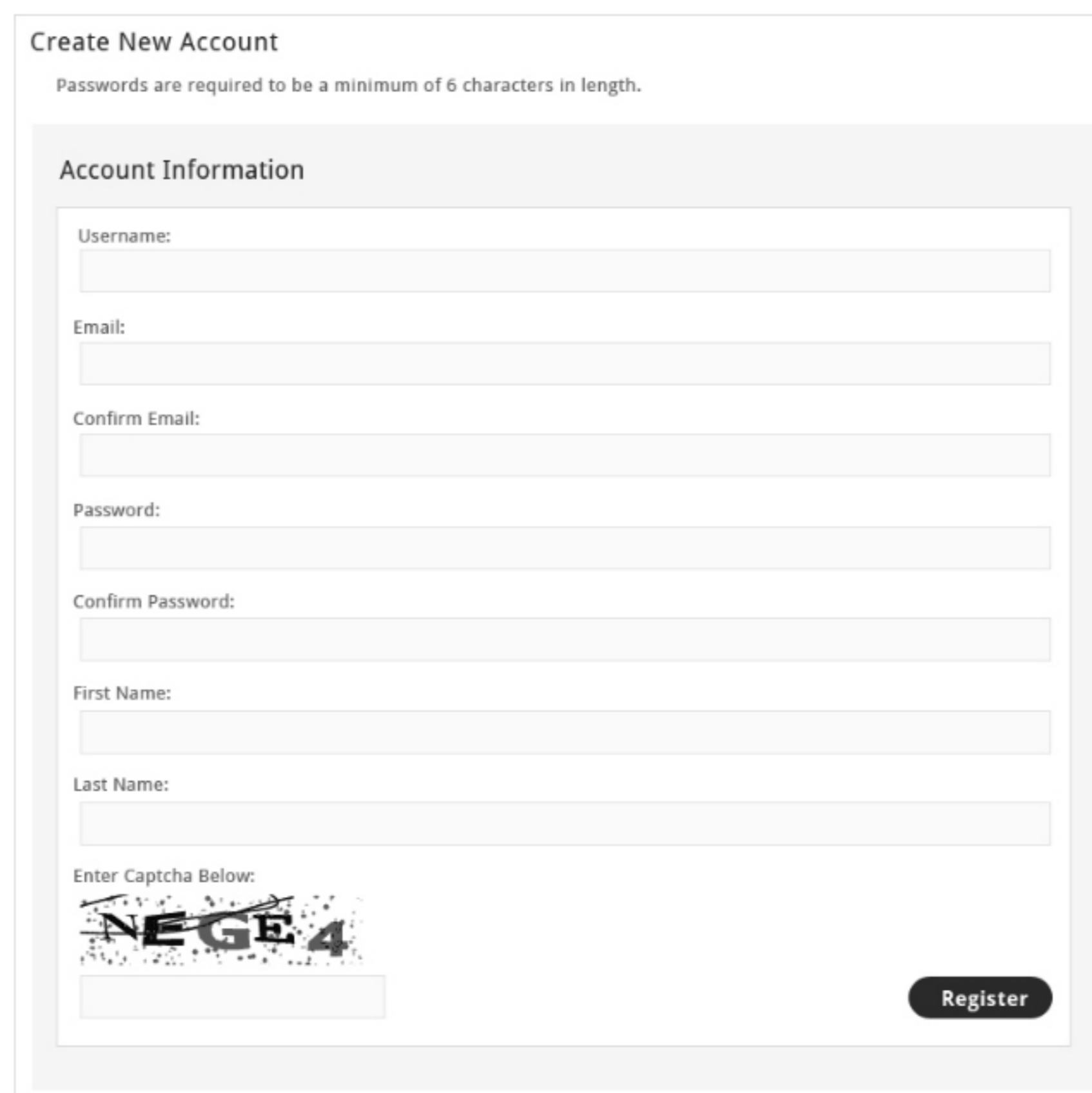


After entering your Customer Number, you will be directed to the Account Information page where you will need to provide the following details to set up your Commercial Account:

- Address
- City
- State
- Zip Code
- Phone Number



To complete the registration process, you will be asked to provide your full name, a unique username and password for the account, and the e-mail address you will be using for your Commercial Account. Enter the information needed in the required fields before clicking the "Register" button.

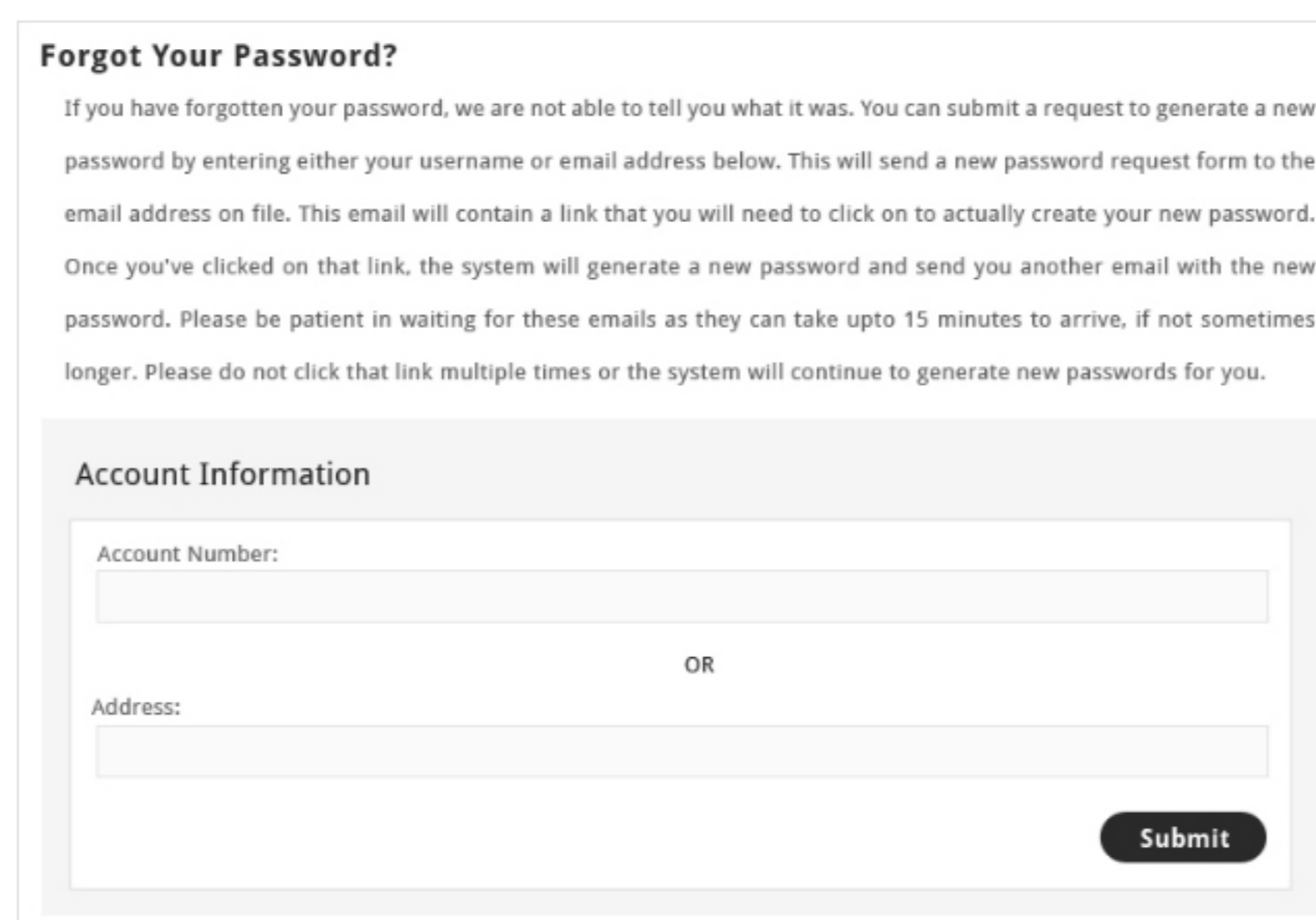


An email notification will then be sent to your email address to confirm your registration. Once you've received this e-mail confirmation, click on this link to complete your registration.

All registered accounts will be evaluated by the website administrator. Should your registration be approved, you will receive an email confirming the activation of your account. The email will also have a link which you can click on to log into your new account.

Changing your password

If you happen to forget your password, click on the "Forgot your password?" link. You will be redirected to a screen that will ask you for your username or email address.



If you want to change your password while logged in, click on the "Change Password" link. Follow the steps below to change your password:

- Enter your current password in the first box.
- Enter your new password in the second box.
- Confirm your new password in the third box.
- Click the "Change Password" button.

We recommend that you change your password frequently to maintain proper security of your account information.

Shared Account Usage (Multi-user access)

Please note that the system can accommodate multi-user access to your online account. When prompted for a Username and Password, each user should identify themselves with their own unique email address, name, and password. For security purposes your company should have only one contact to set up all user accounts. If any employee leaves your company, you will have to contact this person to disable that person's account.