

# QUICK REFERENCE GUIDE



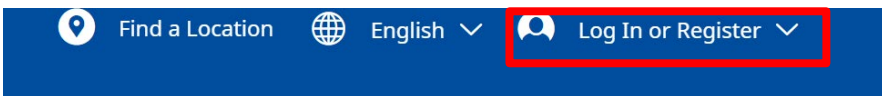
## LOGGING INTO E-COMMERCE – NEW USER


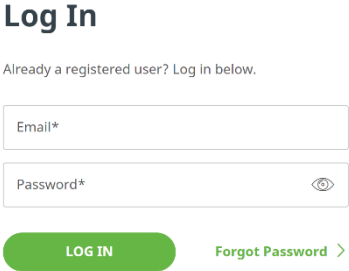

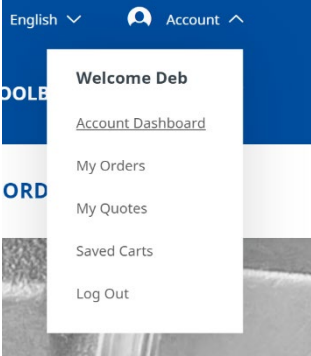
**Purpose:** This document is to be used by new, Swagelok London customers in setting up their account in our new e-Commerce platform.

### 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 “<b>Log in or Register</b>” in the top right corner of the page.</p>    |             |            |        |          |                                |                            |
| 2.                             | <p>Click “<b>Register</b>” and you will open the register page.</p> <p><b>Register</b></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>Complete the 6 sections of information and select “<b>Register</b>”</p> <ol style="list-style-type: none"> <li>1. Professional Information</li> <li>2. Industry</li> <li>3. Location</li> <li>4. Select Your Sales and Service Center</li> <li>5. Account information             <ol style="list-style-type: none"> <li>a. Use your email that you would like all customer communication to come to.</li> <li>b. Select a password</li> </ol> </li> <li>6. Accept our Site polices + RECAPTCHA</li> </ol> <p><b>Professional Information</b> (1 of 6)</p> <table border="1" data-bbox="792 1008 1367 1123"> <tr> <td>First Name*</td> <td>Last Name*</td> </tr> <tr> <td>Phone*</td> <td>Company*</td> </tr> <tr> <td>COMPANY TYPE*<br/>Please select</td> <td>JOB TYPE*<br/>Please select</td> </tr> </table>   | First Name* | Last Name* | Phone* | Company* | COMPANY TYPE*<br>Please select | JOB TYPE*<br>Please select |
| First Name*                    | Last Name*  |             |            |        |          |                                |                            |
| Phone*                         | Company*  |             |            |        |          |                                |                            |
| COMPANY TYPE*<br>Please select | JOB TYPE*<br>Please select  |             |            |        |          |                                |                            |
| 3.                             | <p>Once submitted, you will receive an email verification to complete.</p> <p>Please confirm your account by clicking this link: <a href="https://products.staging.swagelok.com/en/register/confirm?token=Z9EPTJN1srhkf2BNvo74ZX7D3vVv84IdGM438CHexZxSE%2Bgam084w3kheQh8HmpOkz8027FKwE6gAkVN9SYNrkPaPljtcYaBZbC8a%2BhkofJb">https://products.staging.swagelok.com/en/register/confirm?token=Z9EPTJN1srhkf2BNvo74ZX7D3vVv84IdGM438CHexZxSE%2Bgam084w3kheQh8HmpOkz8027FKwE6gAkVN9SYNrkPaPljtcYaBZbC8a%2BhkofJb</a></p> <p>~~~~~</p> <p>Thank you for visiting <a href="http://swagelok.com">swagelok.com</a> and registering with Swagelok Southeast Texas, an authorized Swagelok sales and service center.</p> <p><b>As a registered user, you may:</b></p> <ul style="list-style-type: none"> <li>• View product pricing and make purchases online through your selected sales and service center’s online storefront</li> <li>• Obtain quote and order status updates</li> <li>• View your online purchasing history</li> <li>• Assign customized part numbers to Swagelok products</li> </ul> <p><b>You also have access to all the other information and functionality available on swagelok.com including:</b></p> <ul style="list-style-type: none"> <li>• The latest <a href="#">product information</a>, including catalogs, technical papers, and thousands of CAD templates, available in a variety of fi</li> <li>• A comprehensive <a href="#">services section</a> that outlines all the ways in which local experts can help you maintain system health, increas</li> <li>• A <a href="#">toolbox of resources</a> to help you better design and choose components for your fluid systems, including calculators, a flow cu</li> <li>• <a href="#">Swagelok Reference Point</a>, our blog for industrial professionals, updated weekly with expert insights and success stories intend</li> </ul> <p>If you would like to make changes to your user profile information, log into <a href="http://swagelok.com">swagelok.com</a> and navigate to <b>Account &gt; Account Dashboa</b></p> <p>Meanwhile, visit <a href="http://swagelok.com">swagelok.com</a> frequently for the latest information on products, services, and resources. You can also stay up to date by</p> <ul style="list-style-type: none"> <li>• <a href="#">LinkedIn</a></li> <li>• <a href="#">YouTube</a></li> <li>• <a href="#">Facebook</a></li> <li>• <a href="#">Twitter</a></li> </ul> <p>Thank you,<br/>Swagelok</p> |             |            |        |          |                                |                            |

|    |  |   |
|----|--|---|
| 4. | <p>Confirm your account by clicking the link.<br/>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><b>Log In</b></p> <p>Already a registered user? Log in below.</p> <p>Email* <input type="text"/></p> <p>Password* <input type="password"/></p> <p><b>LOG IN</b> <a href="#">Forgot Password &gt;</a></p> |
| 6. | <p>Your top header will now have changed. Click on <b>“Account”</b> to confirm important details related to your account. You will also see the service center that you are logged in with.</p>  |  <p>Swagelok Southeast Texas <input type="checkbox"/> English <input type="checkbox"/> <b>Account</b> <input type="checkbox"/></p>  |
| 7. | <p>Once you click <b>“Account”</b>, select <b>“Account Dashboard”</b> to review important details about your account (Shipping, Billing, Favorites, etc.)</p> <p>If you want to review your orders, select <b>“My Orders”</b>.</p> <p>If you want to review your quotes, select <b>“My Quotes”</b>.</p> <p>If you want to review saved carts from paused or past transactions, select <b>“Saved Carts”</b>.</p> <p>To logout, select <b>“Log Out”</b>.</p> |  <p>English <input type="checkbox"/> Account <input type="checkbox"/></p> <p>Welcome Deb</p> <p><u>Account Dashboard</u></p> <p>My Orders</p> <p>My Quotes</p> <p>Saved Carts</p> <p>Log Out</p>            |
| 8. | <p>If everything is correct, you are now logged in and ready to order from your local distributor.</p>   |   |