

AUTOCOMLINK SET-UP OF CUSTOMER FOR ONLINE ORDERING

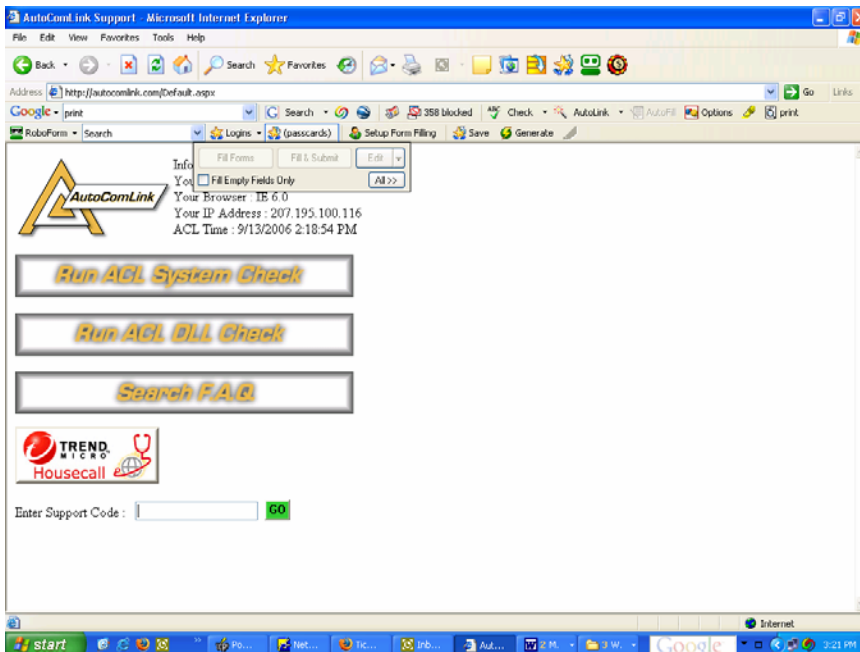
Here's a summary of how to do the set up:
(print this out prior to starting)

Close out of everything except for Internet explorer (VERY IMPORTANT).
Do not attempt to run anything else in the background while you are waiting for the downloads to occur.

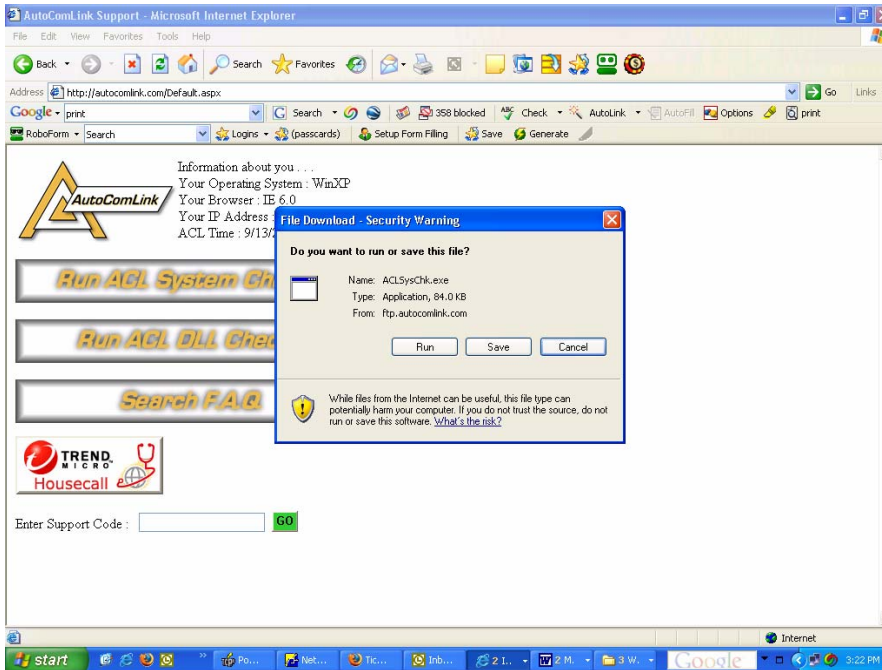
Go to www.autocomlink.com



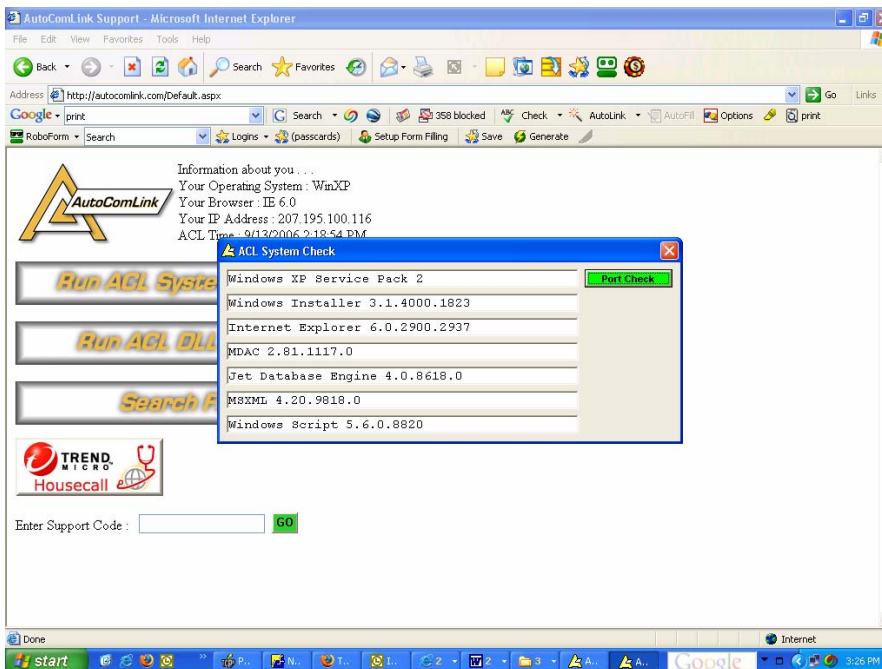
Open "Support".



Open the Run ACL System Check bar



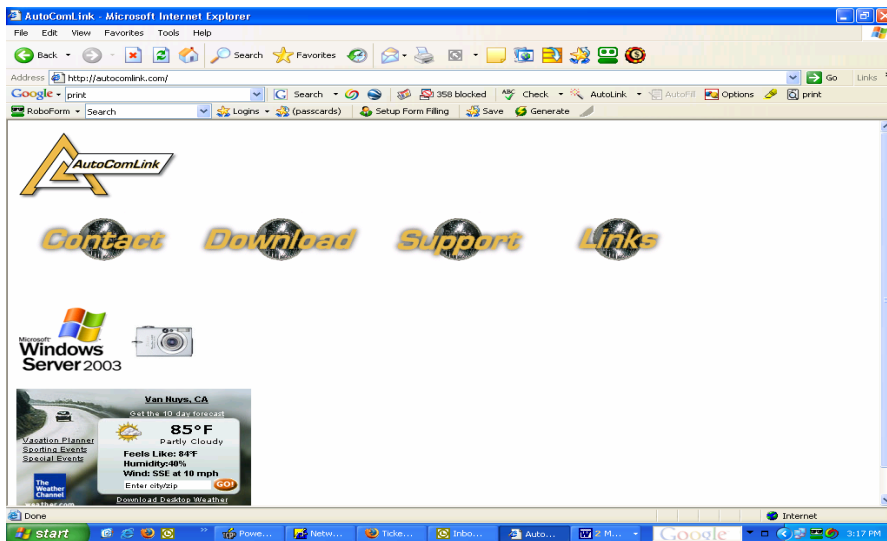
Click **Run** (Run or Open don't click Save) the ACL System Check.



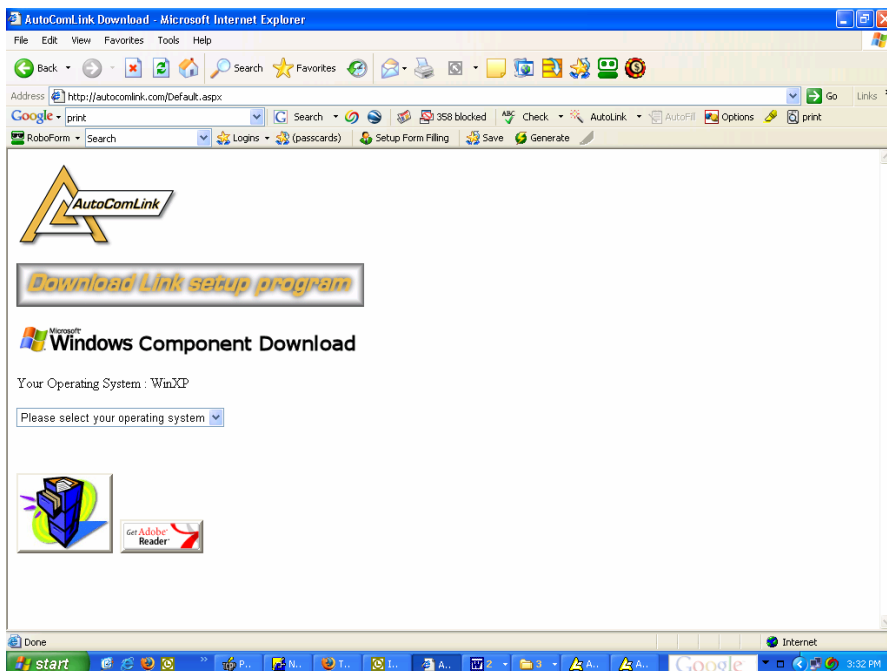
Open/run any **downloads shown in yellow** and keep going back there and running the check until all you're left with is a **green "Port Check" box**.

You should run the "support" again last to check and make sure all files are downloaded and installed into your computer before going to next step.

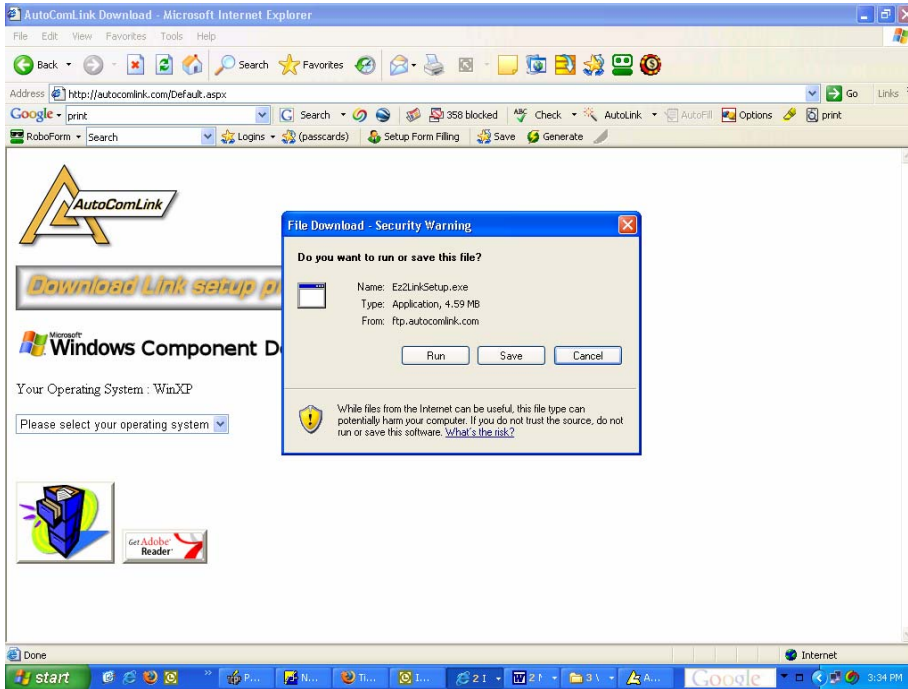
Next Step



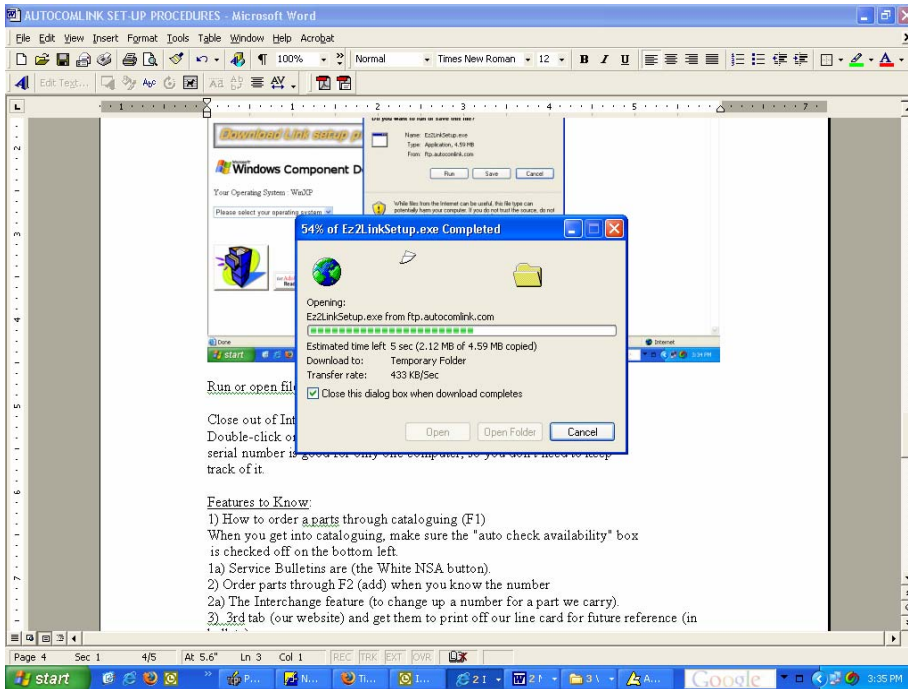
Click on Back or go to www.autocomlink.com and click on Download



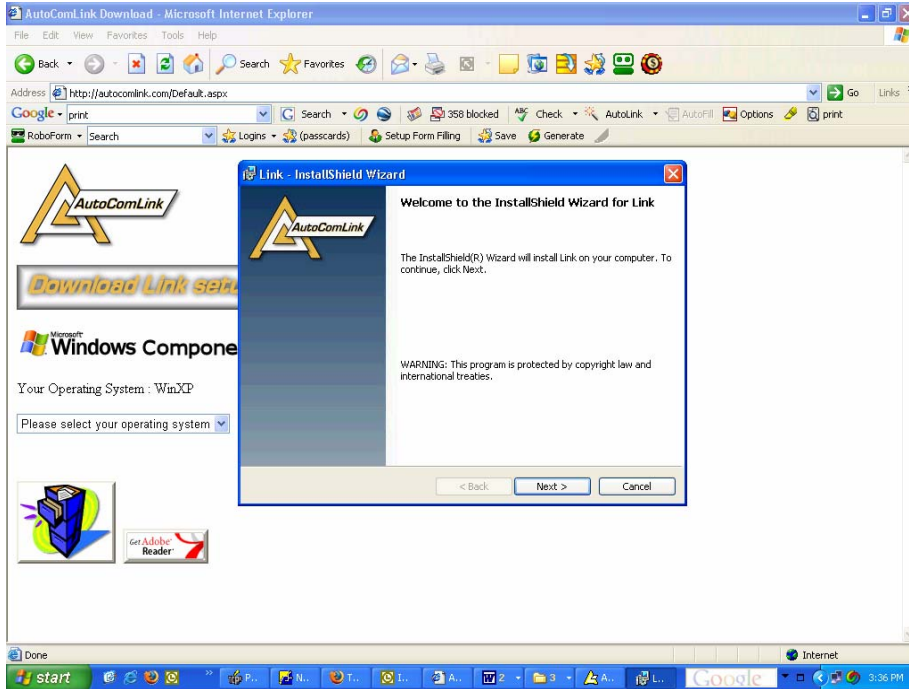
Open the "Download link set up program" button (ignore anything else on the screen).



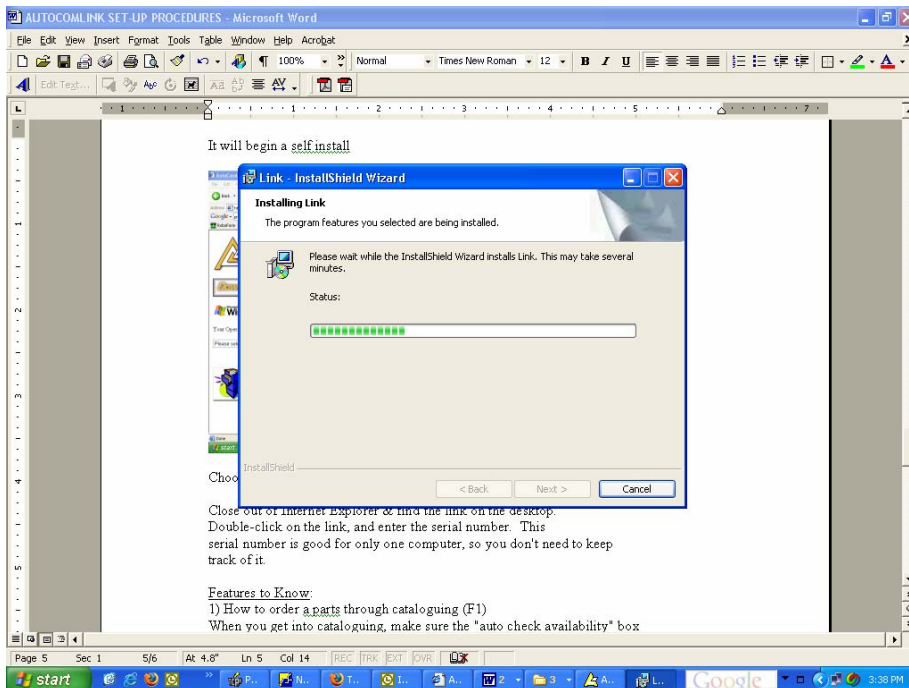
Run or open file (NEVER SAVE).



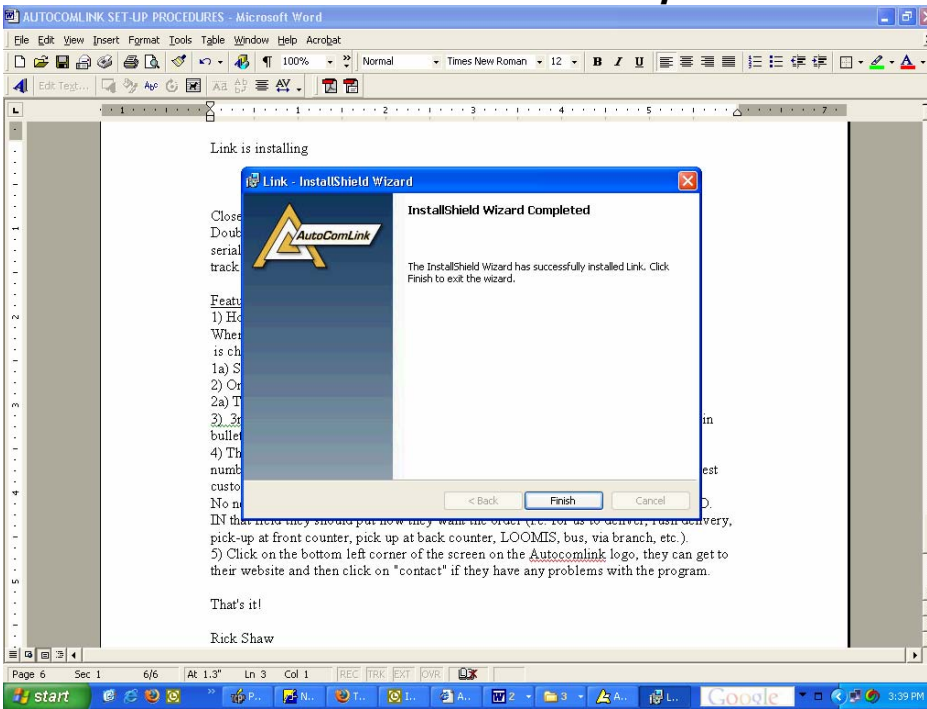
This will begin a self-install



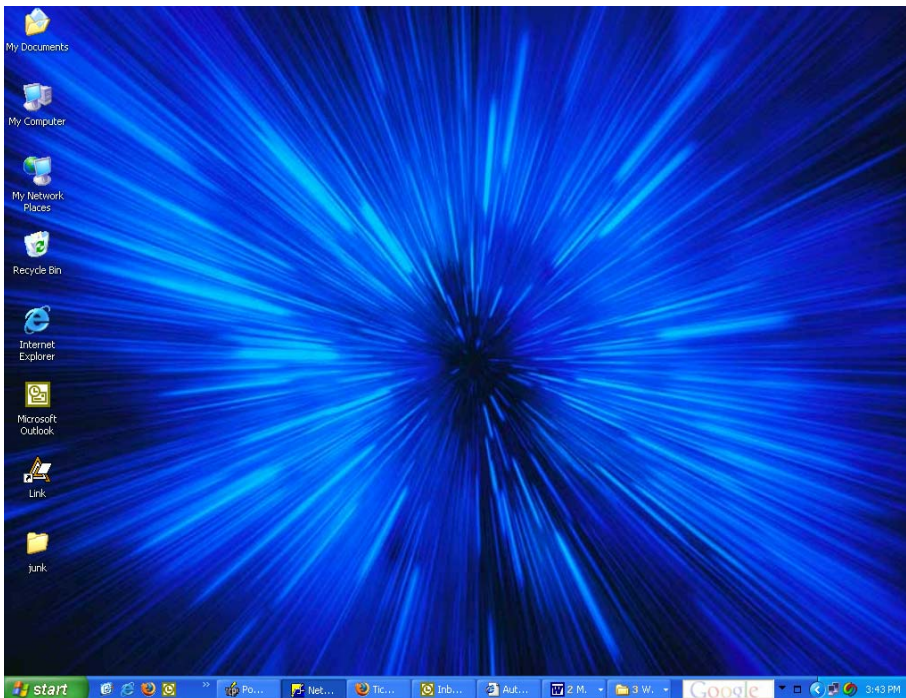
Choose Next, Agree to terms, Next, Install



Link will begin installing



Close out of Internet Explorer, go to Desktop



Open new Link on the desktop.



Open the link, and enter the serial number. This serial number is good for only one computer, so you don't need to keep track of it.

Features to Know:

How to order parts through cataloguing (F1)

When you get into cataloguing, make sure the "auto check availability" box is checked off on the bottom left.

Service Bulletins are (the White NSA button).

Order parts through (F2) (add) when you know the number. Examples (auto parts, oil, chemicals, anti-freeze, anything in the warehouse) can be entered.

The Interchange feature (to change from a competitor number).

3rd top tab (our website) print off our line card for future reference

The order screen. (F9) If you use Po's, you can override the PO # with your own number, or put some other info in there that would help you track the order (I suggest customer plate # or name).

No need to fill anything out on the order screen, EXCEPT FOR THE MEMO FIELD. In that field you should put how you want the order (i.e. for us to deliver, rush delivery, pick-up at front counter, pick up at back counter, LOOMIS, bus, via branch, etc.).

Click on the bottom left corner of the screen on the Autocomlink logo, you can get to their website and then click on "contact" if you have any problems with the program.

For comfort, try your first couple orders and call us 1-800-552-8746. We can check it right away to make sure it's printed. The orders print at the warehouse within seconds.

That's it. Have a nice Day!

To get serial number you must have valid account with Auto Electric Service

Rick Shaw/ Brenda Gelowitz

1-800-552-8746

