


**Subject: Look Up / Activate Dealer User Name and Password**

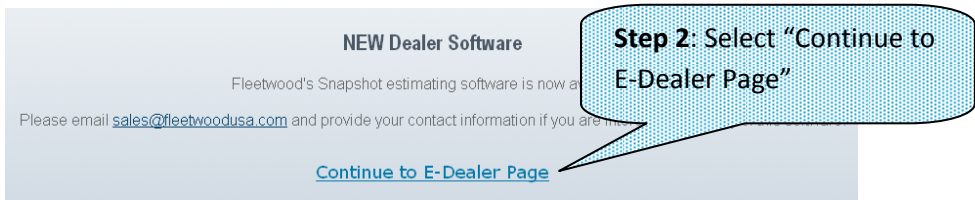
Date: 11-11-09

**[Procedure]**



**Step 1:** Select "Dealer Login" on the Dealer Menu of the Fleetwood website

The screenshot shows the Fleetwood website header with a navigation menu. The 'Dealers' dropdown menu is open, showing options: Dealer Login, Photo Gallery, Sales Tips, and Printable Quote Forms. A blue callout bubble points to the 'Dealer Login' option.



**Step 2:** Select "Continue to E-Dealer Page"

The screenshot shows a banner for 'NEW Dealer Software'. Below the text, there is a blue button labeled 'Continue to E-Dealer Page'. A blue callout bubble points to this button.



**Step 3:** Enter your User Code and Password, select [Submit]

The screenshot shows the 'Dealer Log In' form with fields for 'User Code:' and 'Password:', and a 'Submit' button. A blue callout bubble points to the form area.



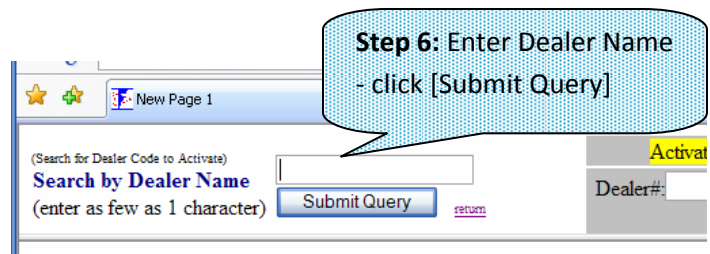
**Step 4:** Select the (Employee Login) Link

The screenshot shows the 'Fleetwood Dealer Resources' page with a link for '(Employee Login)'. A blue callout bubble points to this link.



**Step 5:** Select "Look up Dealers & Activate Passwords"

The screenshot shows the 'Employees Only' page with a list of links. The first link is 'Look up Dealers & Activate Passwords'. A blue callout bubble points to this link.



**Step 6:** Enter Dealer Name - click [Submit Query]

The screenshot shows a search form titled 'Search by Dealer Name' with a text input field, a 'Submit Query' button, and a 'return' link. A blue callout bubble points to the 'Submit Query' button.

Search by Dealer Name  
(enter as few as 1 character)  [return](#)

**Step 7:** Determine if the user name/password need to be activated or if they are ready to use.

User List ~Print this page~

Inactive accounts do not have access to the E-dealer

A blank field indicates that the password needs to be activated by you.

This user name/password has been activated and is ready to use.

UserCode	Pa	sbt#	Dealer	Phone	fax	e-mail	p_terms	disc	sales
Inactive!		<a href="#">2497</a>	Y.S MARKETING CO. INC.				INACTIVE-SEE SALES R	0.5	
Inactive!		<a href="#">1673</a>	YANKEE ALUMINUM INC.				INACTIVE-SEE SALES R	0.5	
Inactive!		<a href="#">1130</a>	YELM GLASS CO.				INACTIVE-SEE SALES R	0.5	
Inactive!		<a href="#">1919</a>	YKK CORPORATION				INACTIVE-SEE SALES R	0.5	
Inactive!		<a href="#">139</a>	YORBA LINDA GLASS				INACTIVE-SEE SALES R	0.5	
		<a href="#">3359</a>	YORKTOWN GLASS				NET 30 DAYS	0.485	
Inactive!		<a href="#">1844</a>	YOUR GLASS CONNECTION				INACTIVE-SEE SALES R	0.5	
YC332	92284	<a href="#">332</a>	YUCCA VALLEY MIRROR				C.O.D.	0.38	
							INACTIVE-		

**Step 8:** If you need to activate a password: Enter Dealer Code & Dealer Contact, Click [Update].

Search for Dealer Code to Activate  
Search by Dealer Name  
(enter as few as 1 character)  [return](#)

Activate! - Yes  No  11/11/2009  
 Dealer#:  Contact:

User List ~Print this page~

UserCode	Password	sbt#	Dealer	Phone	fax	e-mail	p_terms	disc	sa
Inactive!		<a href="#">2497</a>	Y.S MARKETING CO. INC.				INACTIVE-SEE SALES R	0.5	
Inactive!		<a href="#">1673</a>	YANKEE ALUMINUM INC.				INACTIVE-SEE SALES R	0.5	
Inactive!		<a href="#">1130</a>	YELM GLASS CO.				INACTIVE-SEE SALES R	0.5	
Inactive!		<a href="#">1919</a>	YKK CORPORATION				INACTIVE-SEE SALES R	0.5	
Inactive!		<a href="#">139</a>	YORBA LINDA GLASS				INACTIVE-SEE SALES R	0.5	
		<a href="#">3359</a>	YORKTOWN GLASS				NET 30 DAYS	0.485	
							INACTIVE-		

Database Update **Successful!**

User code and password have been activated and they are ready to use.

... contactkim Active:true  
... n to Members Page!~

UserCode	Password	sbt#	Dealer	Phone	fax	e-mail	p_terms	disc
YN3359	10598	<a href="#">3359</a>	YORKTOWN GLASS				NET 30 DAYS	.40.35.375.41.45.5.6list

**Note:** If you complete the activation process and the yellow fields above are blank, contact accounting as they will need to create the information in our system.