



## WEB SITE USER GUIDE

[www.mticanada.ca](http://www.mticanada.ca)

Our web site allows you to get all the information you need quickly and efficiently. Here are some of the main functions:

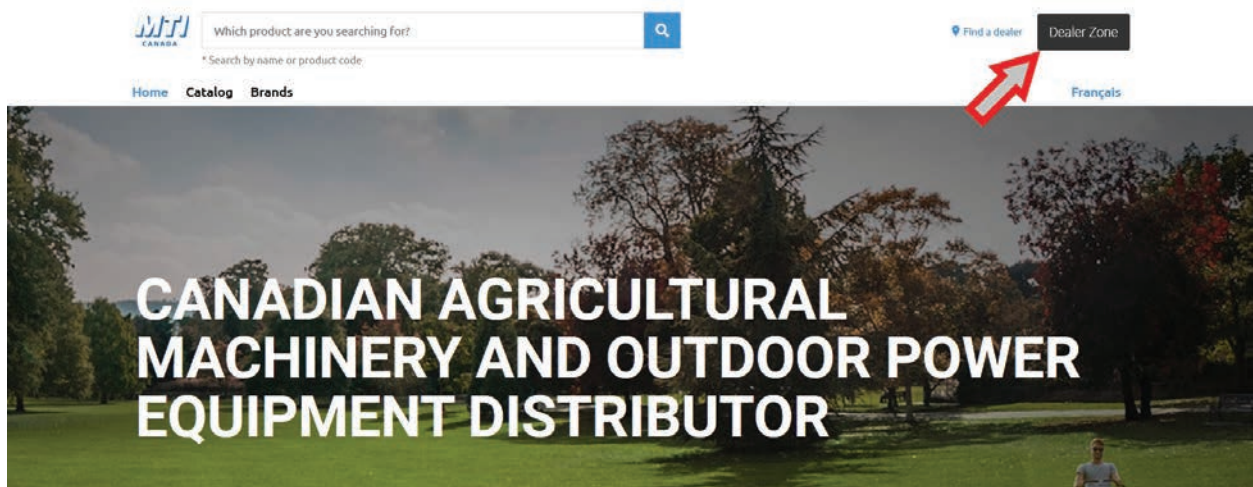
- Consult a product sellsheet
- Place orders
- Check the availability and price of a product
- Consult your previous orders, invoices and statements
- Register the equipment for warranty
- Manage yourself the access of your employees

### Online Access

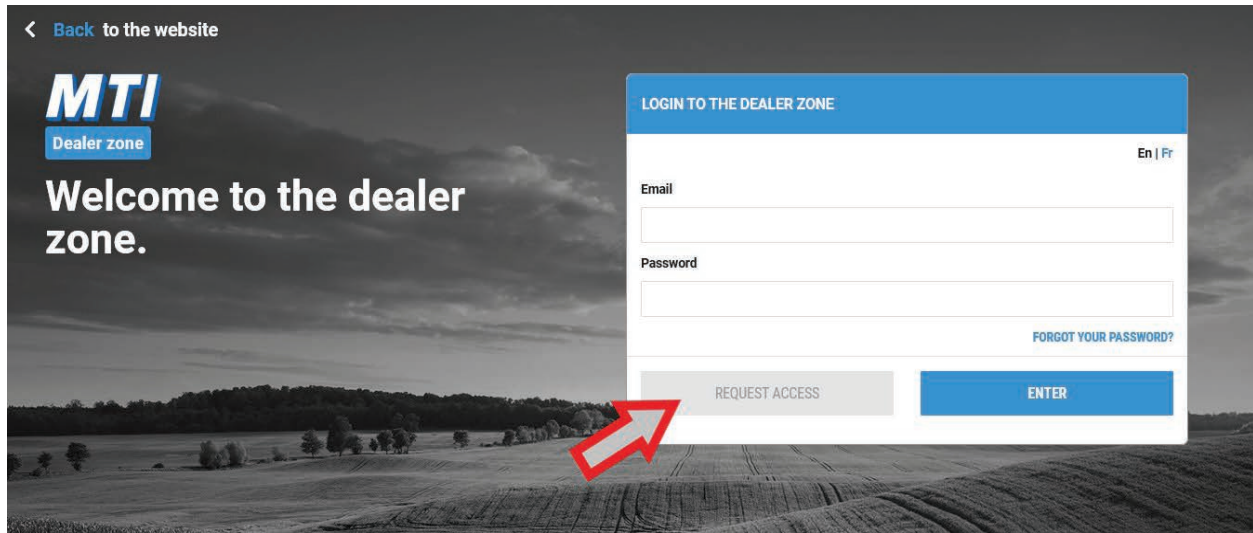
**24 hours a day – 7 days a week**

### How to log in to the Dealer Zone for the first time

1) Click on “Dealer zone”.



2) Click on “Request access”.



3) Fill the blanks with your information and click on “Request access”.

\* Your password must respect the following convention: minimum 1 capital letter, 1 digit and 8 characters.

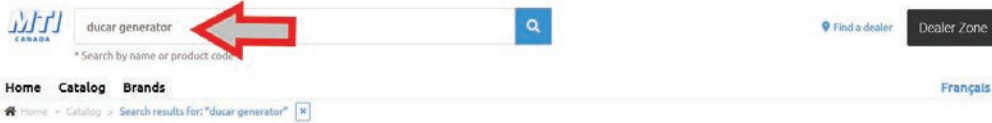
The screenshot shows the MTI Dealer zone interface. On the left, there is a welcome message: "Welcome to the dealer zone." and "If you already have an account click here to login". On the right, there is a "REQUEST ACCESS" form with the following fields: Company Name, First Name, Last Name, Customer ID, Email, Password, and Confirm Password. A red arrow points to the "REQUEST ACCESS" button at the bottom right of the form. There is also a "CANCEL" button at the bottom left of the form.

4) Your access request will be reviewed and you will receive an email when your account is opened.

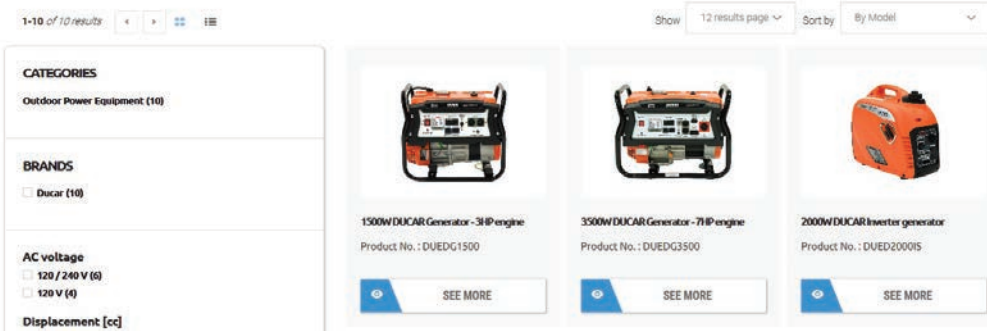
The screenshot shows the MTI Dealer zone interface after a successful request. At the top left, there is a link: "< Back to the website". The main content area displays the MTI logo and the text: "Welcome to the dealer zone." and "If you already have an account click here to login". On the right, there is a confirmation message: "Your access request has been received. You will receive an email confirmation when it has been processed by MTI Canada." Below the message is a "BACK HOME" button.

## How to find a product and consult its sellsheet

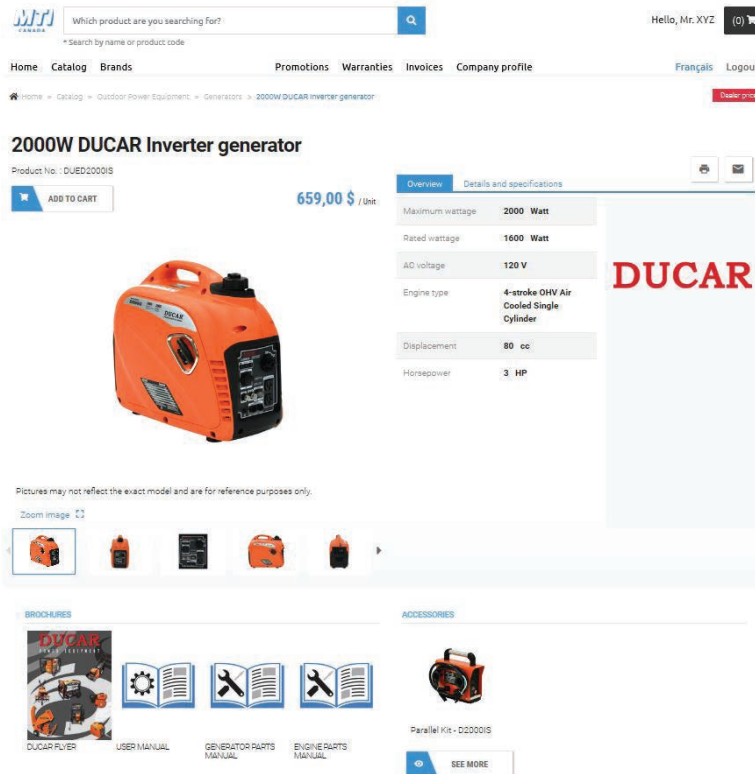
Use universal search and choose a product from the results.



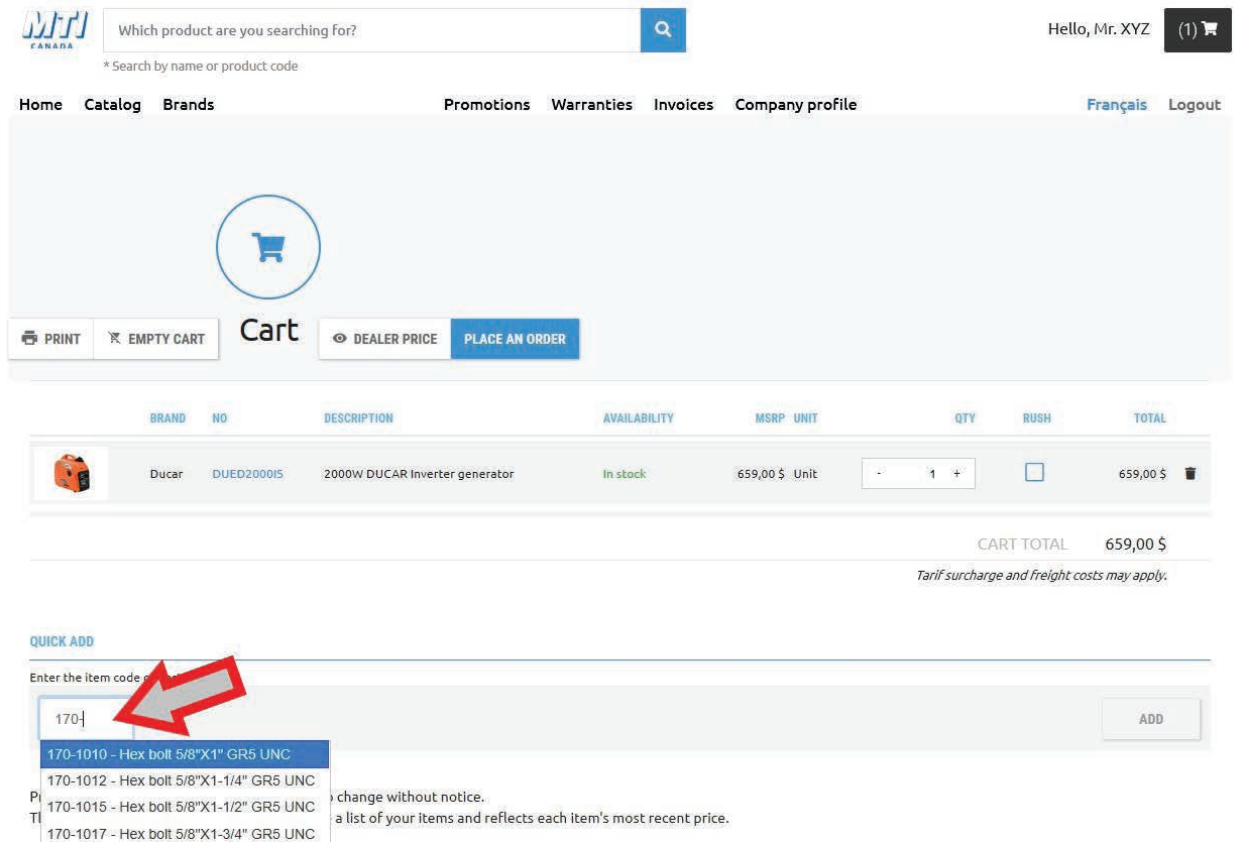
## Search results for: "ducar generator"




On the product page, you can see the price, pictures, specifications, manuals and more! To check the availability of the product, you must add the product to your cart by clicking on "Add to cart".



Once in the Cart, you can check the availability and price of a product. Simply enter the desired quantity and then the “Availability” column will indicate if the product is in stock. The “Quick Add” section gives you the option to add products that you know the part number.



The screenshot shows the MTI Canada website interface. At the top, there is a search bar with the text "Which product are you searching for?" and a magnifying glass icon. To the right, it says "Hello, Mr. XYZ" and shows a shopping cart icon with "1" item. Below the search bar, there are navigation links: Home, Catalog, Brands, Promotions, Warranties, Invoices, Company profile, Français, and Logout. The main content area features a large circular icon with a shopping cart, labeled "Cart". Below this, there are buttons for "PRINT", "EMPTY CART", "DEALER PRICE", and "PLACE AN ORDER". A table displays the items in the cart:

BRAND	NO	DESCRIPTION	AVAILABILITY	MSRP	UNIT	QTY	RUSH	TOTAL
	DUCAR	DUED2000IS	2000W DUCAR Inverter generator	In stock	659,00 \$	Unit	- 1 +	659,00 \$

Below the table, it shows "CART TOTAL 659,00 \$" and a note: "Tarif surcharge and Freight costs may apply." Below the cart, there is a "QUICK ADD" section with a text input field "Enter the item code" containing "170". A red arrow points to this input field. A dropdown menu is open, showing a list of items:

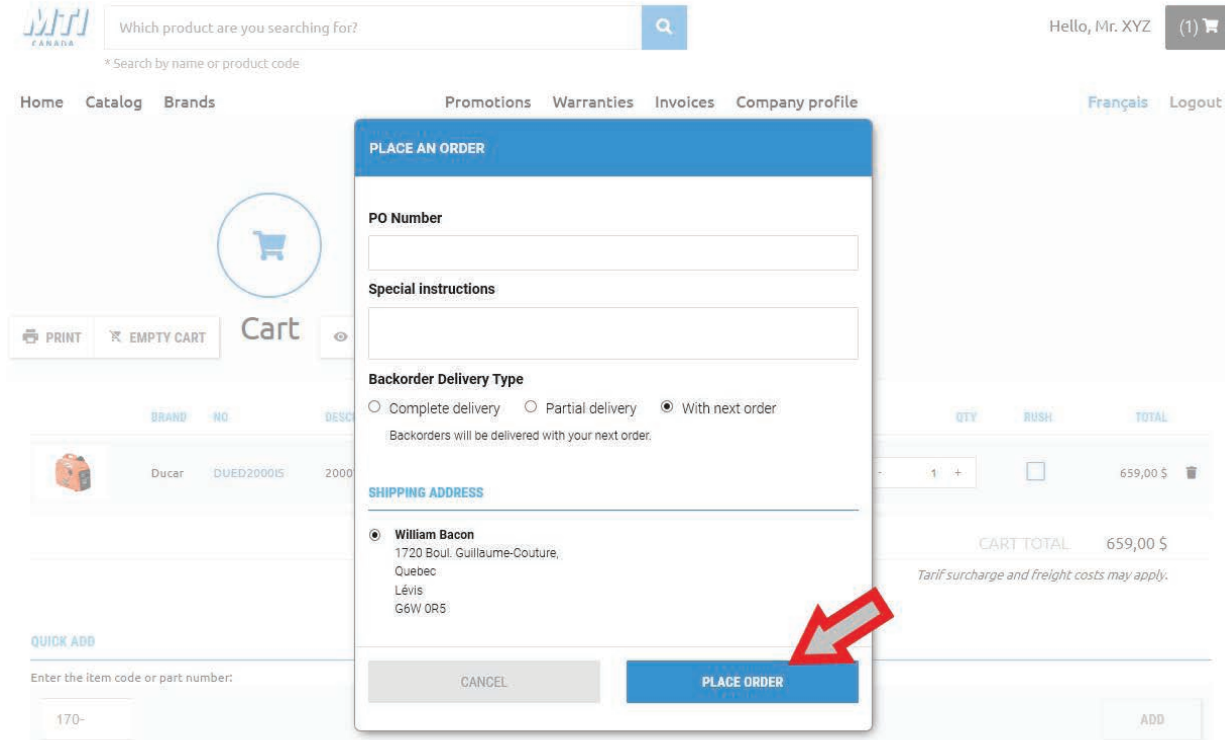
- 170-1010 - Hex bolt 5/8"X1" GR5 UNC
- 170-1012 - Hex bolt 5/8"X1-1/4" GR5 UNC
- 170-1015 - Hex bolt 5/8"X1-1/2" GR5 UNC
- 170-1017 - Hex bolt 5/8"X1-3/4" GR5 UNC

There is also a small text block: "change without notice. a list of your items and reflects each item's most recent price."

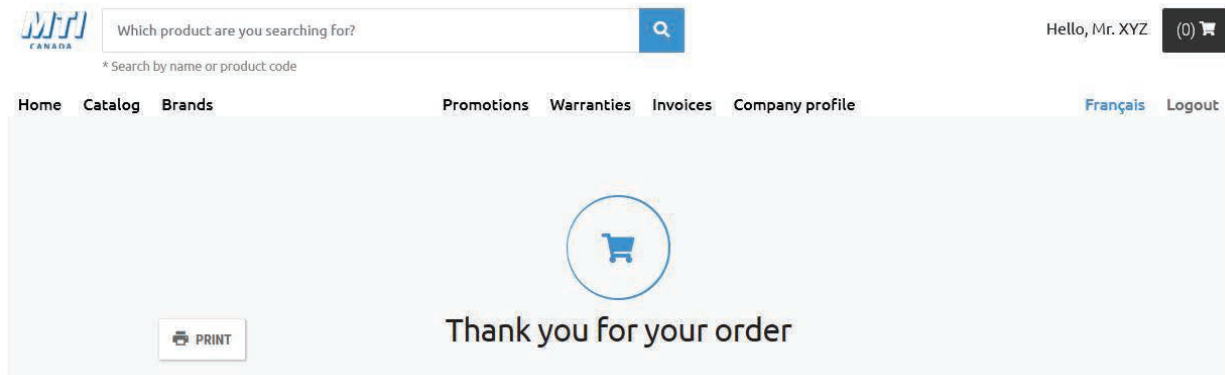


### How to place an order

Once you are done entering the products in your cart, you can place your order by clicking on “Place an order”. You must fill in the fields related to the order and press “Place Order”.

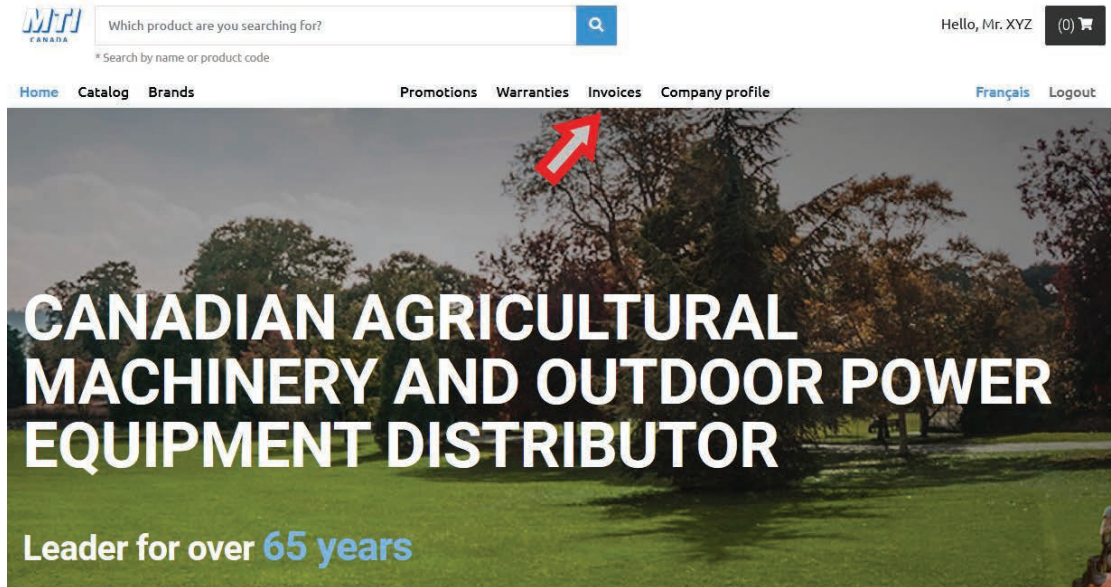


When you see the message below, your order is complete and has been sent to us.



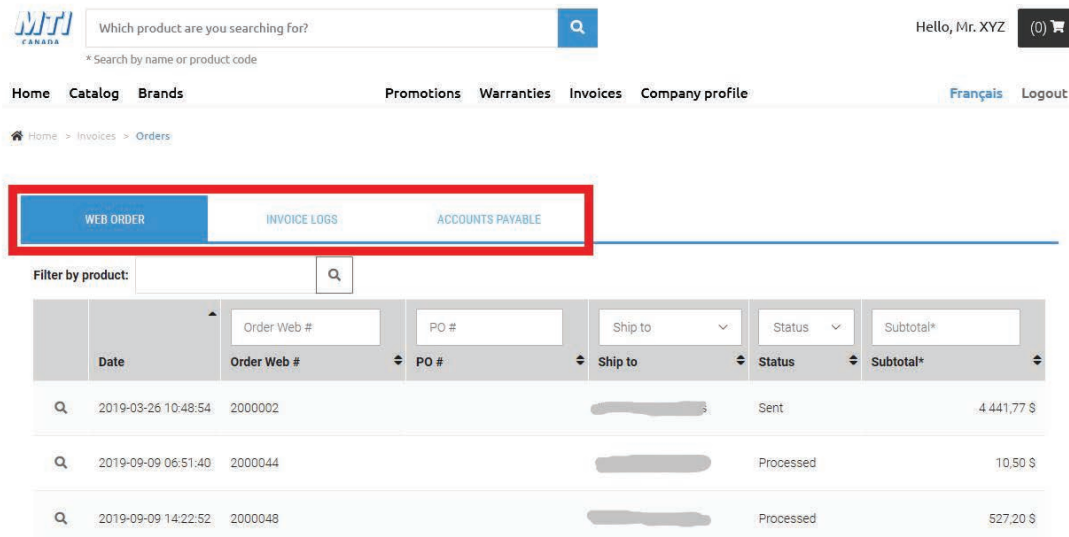
## How to consult your history of web orders, invoices and accounts payable

Click on “Invoices”.



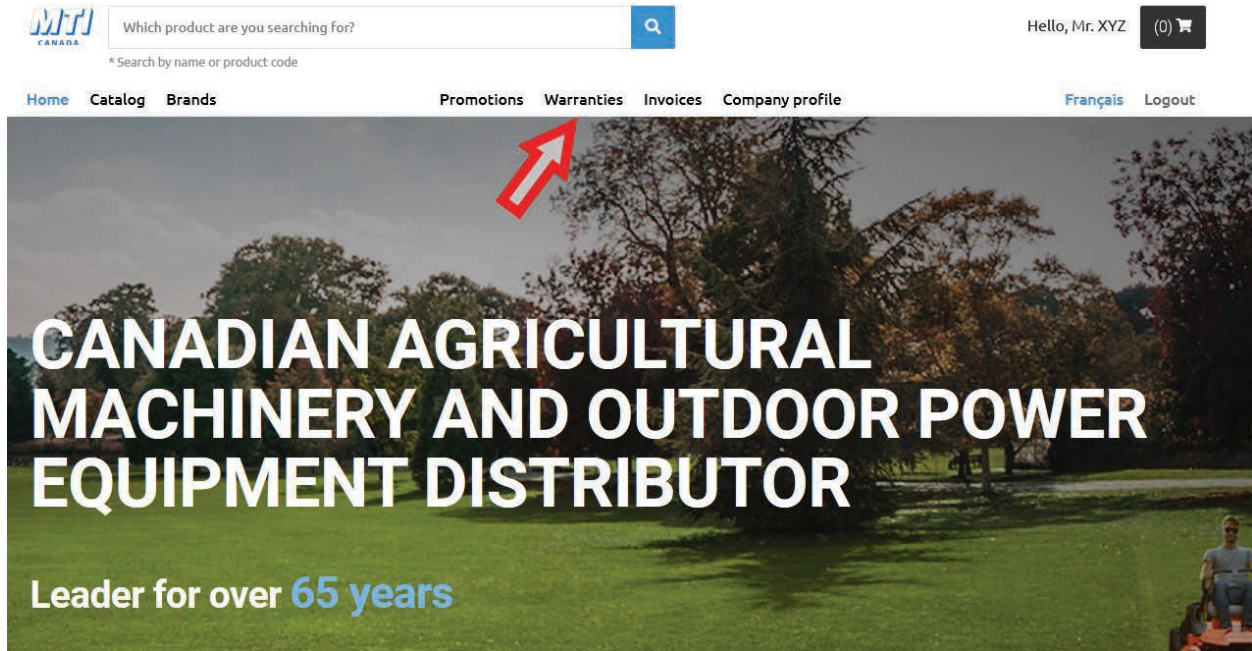
You now have access to the three tabs (Web Orders, Invoices and Accounts payable). You can use the different filters to help you find the information you are looking for. In the “Filter by product” field, you can enter any product number to access all the documents containing this product.

If you have trouble viewing the documents, be sure to use an up-to-date browser among these three : Mozilla Firefox, Google Chrome et Microsoft Edge.

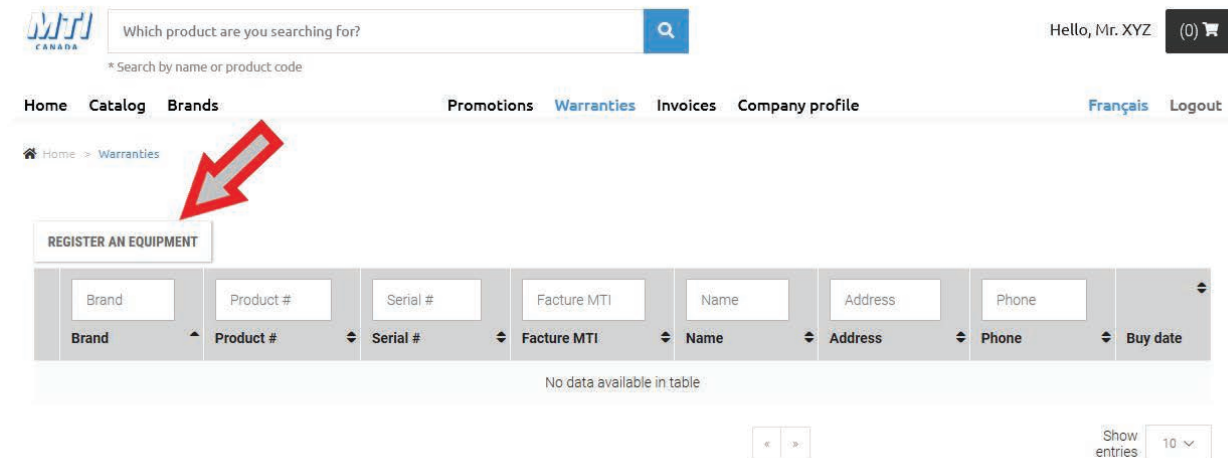


## How to register an equipment warranty

Click on “Warranties”.



Click on “Register an equipment”.





Fill in all the requested fields. If the site does not offer you the correct serial number for the equipment you want to register, enter the number yourself. The form will be examined to validate the information. Once finished, check the box at the bottom left and click “Save”.

**REGISTER AN EQUIPMENT**

<b>Brand</b> *	<b>Full Name</b> *	<b>Address</b> *
<input type="text" value="Choose a brand"/>	<input type="text"/>	<input type="text"/>
<b>Product #</b> *	<b>Phone</b> *	<b>City</b> *
<input type="text" value="Search by product number"/>	<input type="text"/>	<input type="text"/>
<b>Facture MTI</b> *	<b>Email</b>	<b>Province</b> *
<input type="text"/>	<input type="text"/>	<input type="text" value="Quebec"/>
<b>Serial #</b> *		<b>Postal code</b> *
<input type="text"/>		<input type="text"/>
or		<b>Dealer Notes</b>
<input type="text"/>		<input type="text"/>
<b>Use</b> *		
<input type="text" value="Agricultural"/>		
<b>Sold date</b> *		
<input type="text"/>		

A: The equipment appears to be well fitted and in good condition.  
B: I have been informed of the manufacturer's warranty and all safety procedures. I received instructions regarding adjustment, maintenance and ma...  
Failure to complete and return this form or if it contains false information, the warranty will be invalid.

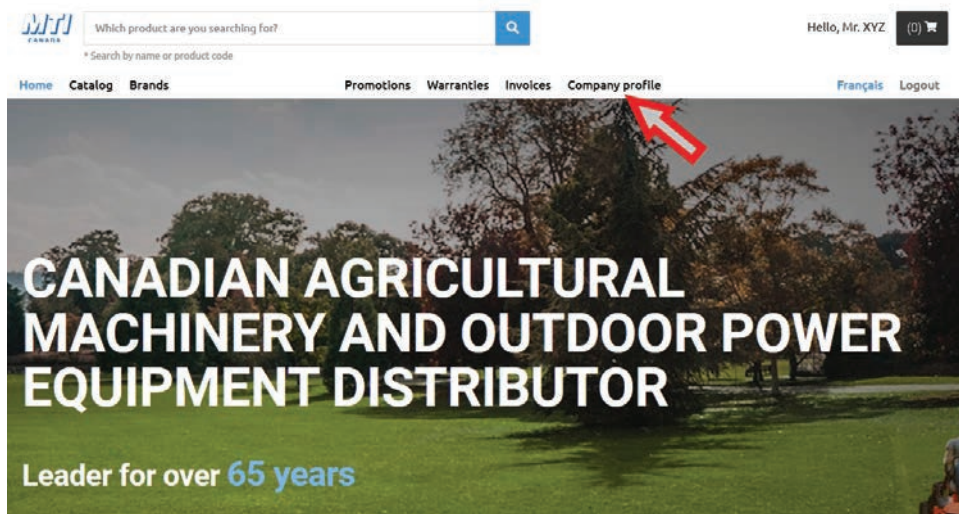
Please check the box above. I confirm having read all information mentioned above and agree to the terms of the warranty



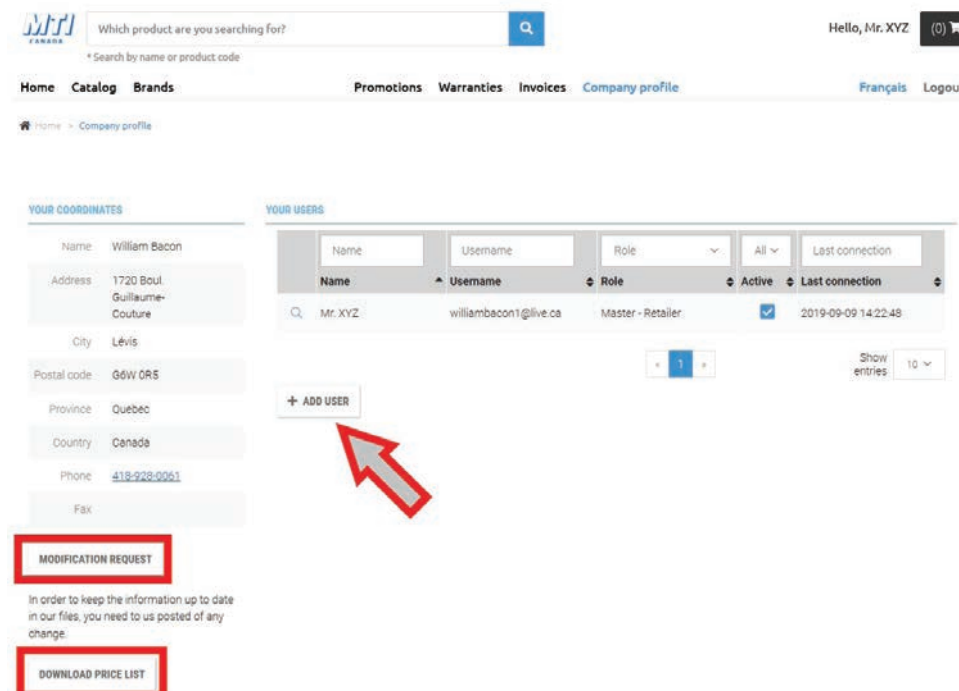
## How to manage your employees access

This option allows you to create access for your employees by yourself. You can give them different permission according to each person’s tasks.

Click on “Company Profile”



- The “Modification request” button allows you to make changes to your name, address, phone number, etc.
- The “Download price list” button allows you to extract an EXCEL file price list of all the products you can buy.
- To create an account to one of your employees, click on “Add user”



Fill in the requested information and click on “Add”. Your employee can now log in to the MTI Canada’s web site and perform the operations that you have authorized.

### ADD USER

#### DESCRIPTION

**First Name \***

**Full Name \***

**Email**

**Language \***

**Password**

Leave the password field blank in order to keep actual password,

**Confirm the new password**

**Active**

#### PERMISSIONS

**Role \***

View Warranty

Edit Warranty

View Net Price

View Order History

Place an Order

Edit Users

CANCEL

ADD

Enjoy the exploration!