

# Receive Referral Business From [www.FitnessRepairParts.com](http://www.FitnessRepairParts.com)

Last Updated 07/23/2009

This document will help guide you through the process of creating and setting your account up so that you are able to receive referral business from our website. When our customers finalize their checkout process, they are shown a list of servicers in their area (with contact info) who might be able to help them if they need a professional to install the parts they just ordered.

**If you already have an account with us, you can skip to Step 3.**

**Step 1 – Creating an Account:** Go to [www.FitnessRepairParts.com/join.php](http://www.FitnessRepairParts.com/join.php) and fill out the form provided. In almost all cases you will want to select “Individual Account”. This document is based on an individual account. If you need a multiple user account or have further questions, you can contact us by e-mail at [staff@fitnessrepairparts.com](mailto:staff@fitnessrepairparts.com)

Once you complete and submit the form, you will receive an automated e-mail to the e-mail address you provided, with a randomly generated password.

## ACCOUNT REGISTRATION

FitnessRepairParts.com accounts come in two flavors, Multiple and Single User Accounts. An account is not needed to purchase parts, and are only recommended if you plan on buying parts more than 4 times over the next year.

**Individual Accounts** offer the following amenities over and above a regular web purchase without an account:

- Volume discounts based on previous purchase history
- Terms other than "COD/Credit Card" available (call 636.634.2202 to request term)
- Viewable online history of purchases for your records
- Memory of shipping address to reduce redundant entry of your information everytime you purchase
- Optional memory of credit card information to further reduce redundant entry

**Multiple User Accounts** include the amenities offered in the Single User account and additionally offer the following:

- Volume discounts based on total purchase volume across all of your user accounts
- Optional review of purchase by account administrator (usually the boss) before parts purchase are completed
- Multiple locations
- Optionally restrict parts shipments to locations of your choosing
- Viewable online history of purchases and who purchased them

Call 636.634.2202 to set up a Multiple User account

Required fields are displayed in **green**.

Select Account to Create  
 Join Multiple User Account  
 Single User Account

<b>Company Name:</b>	<input type="text"/>
<b>Billing Address 1:</b>	<input type="text"/>
<b>Billing Address 2:</b>	<input type="text"/>
<b>Billing City:</b>	<input type="text"/>
<b>Billing State:</b>	Select A State <input type="text"/>
<b>Billing Zip Code:</b>	<input type="text"/>
<b>Billing Phone Number:</b>	<input type="text"/>
<b>Billing Fax Number:</b>	<input type="text"/>
<b>Company Website:</b>	http:// <input type="text"/>
<b>*Email Address:</b>	<input type="text"/>
<b>Title:</b>	Mr. <input type="text"/>
<b>First Name:</b>	<input type="text"/>
<b>Last Name:</b>	<input type="text"/>
<b>Suffix:</b>	None Selected <input type="text"/>

By submitting your registration information, you indicate that you agree to the [Terms of Service](#) and have read and understand the [FitnessRepairParts.com Privacy Policy](#). Your submission of this form will constitute your consent to the collection and use of this information and the transfer of this information to the United States or other countries for processing and storage by FitnessRepairParts.com and its affiliates. You also agree to receive required administrative and legal notices such as this electronically.

\*\*Your email address will also be the user name you log on with. A random password will be generated and sent to the email address you specify here.

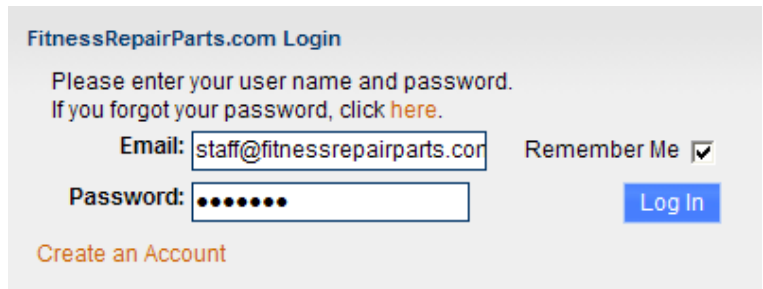
\*\*To join a Multiple User account enter the account number. (Ask your account administrator for this number)

**Step 2 – Logging In:** Clicking on the “Login” link on any page, located in the upper right hand corner will take you to [www.FitnessRepairParts.com/login.php](http://www.FitnessRepairParts.com/login.php) where you will see the login form.



Enter your e-mail address and the randomly generated password that was e-mailed to you. Click “LOGIN”.

If you have trouble logging in, you may want to check your browser settings and verify that you have cookies enabled.



**Step 3 - Getting to Your Account Information:** Once you are logged in, there will be a new menu bar on the upper right hand corner of the screen. Click on “My Account” in that menu. If you do not see the menu, your login was not successful.



**Step 4 – Getting to Edit your Account Profile:** From this screen you can update your account settings in several areas. If you have just created your account, you may want to take a moment and click the link “Change Password” to change your password from the randomly generated one, to something you’ll remember. Now click the “Change Account Profile” link.



**Step 5 – Updating Your Account Profile:** From this screen you can update your company information. In order to receive referrals from us on the customer’s checkout screen, you will need to update your account to reflect that you are a service center. To do this, select “yes” for the “Service Center” field and click “Submit Account Info”.

Home | Brands | Catalog | Specials | Company | Help

Account Administration  
Account #: [REDACTED]  
staff@fitnessrepairparts.com

[Update My User Settings](#)  
[View Order History](#)  
[Change Password](#)  
[Change Account Profile](#)

[Customer Locations](#) | [Credit Cards](#) | [File Sharing](#)

**Credit Card Info**

Company Name*:	<input type="text" value="FitnessRepairParts"/>
Billing Address Line 1*:	<input type="text" value="433 E Wabash St"/>
Billing Address Line 2:	<input type="text"/>
Billing City*:	<input type="text" value="O'Fallon"/>
Billing State*:	<input type="text" value="Missouri, US"/>
Billing Zip Code*:	<input type="text" value="63366"/>
Company Website:	<input type="text" value="http://"/>
Phone Number*:	<input type="text" value="636-634-2202"/>
Fax Number:	<input type="text"/>
Service Center:	<input type="text" value="no"/>

If yes, contact information for this location will be given out to in your area so that they may contact you to intall their part.

[Submit Account Info](#)  
\*Required

Now you’re all set up and as customers purchase parts that will be shipping to your area, they will see your contact information.