

# Receive Referral Business from FitnessRepairParts.com

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

This document is based on creating an individual account. If you need assistance with creating a multiple user account, create a Single User Account and then give us a call at 636.634.2202.

If you already have an account with FitnessRepairParts.com, you may 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 “Single User Account”. Once you complete and submit the form, you will receive an automated e-mail sent to the e-mail address you provided with a link to activate your account. Click or copy and paste that link in your browser and log in to your newly created account.

**ACCOUNT REGISTRATION**  
FitnessRepairParts.com accounts come in two flavors, Multiple and Single User Accounts. An account is not needed to purchase parts, and is 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 terms)
- Viewable online history of purchases for your records
- Memory of shipping address to reduce redundant entry of your information every time 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

To set up a Multiple User Account, create an Individual Account first and give us a call at 636.634.2202 to convert it into a Multiple User account.

Required fields are displayed in green.

\*Email Address:

Password:  (at least 7 characters)

Confirm Password:

Title:

First Name:

Last Name:

Suffix:

Select Account to Create

Single User Account

Join Multiple User Account

Company Name:

Billing Address 1:

Billing Address 2:

Billing City:

Billing State:

Billing Zip Code:

Billing Phone Number:

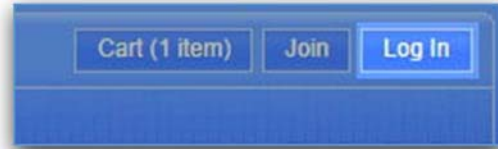
Billing Fax Number:

Company Website:

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

## Step 2 – Logging In

Click on the “**Log In**” button at the upper right hand corner of any page to bring up the login popup form.

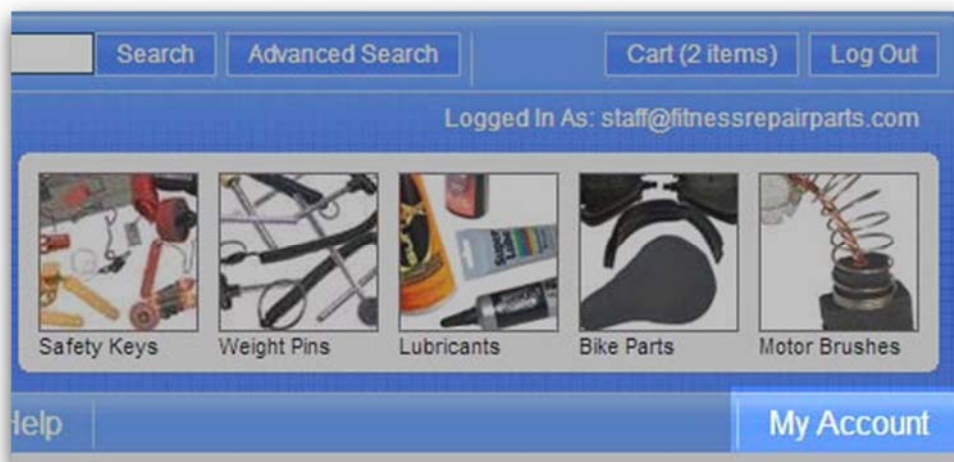


Enter your email address and password, and click “**Login**.” *If you have problems logging in, you may want to check your browser settings and verify that you have cookies enabled.*

A white login popup form with a blue border. It contains the following elements: a "Close" button in the top right corner; the text "Please enter your user name and password." followed by "If you forgot your password, click here." in orange; an "Email:" label next to a text input field; a "Remember Me" checkbox with a checked mark; a "Password:" label next to a text input field; a blue "Login" button; and a green "Create an Account" link. There is another "Close" button in the bottom right corner.

## Step 3 – Account Information

Once logged in, there will be a menu option on the far right side of the menu bar. Click on “**My Account**.” *If you do not see the menu, or if the button on Step 2 still says “Log In” instead of “Log Out,” your login attempt was not successful, and you will need to try again.*



## Step 4 – Updating Account Profile

You may update your account settings in several areas on the My Account page, as well as view your order history. Click the **“Change Account Profile”** link to update your company information.



## Step 5 – Declare Your Account “Service Center”

To receive referrals on the customer’s checkout screen from FitnessRepairParts.com, you need to update your account to reflect that you’re a service center. To accomplish this from the **Change Account Profile** menu, select **“Yes”** for the **“Service Center”** field.

Other information fields will appear once the selection is changed to **“Yes”** – feel free to fill those out as well, along with submitting your company’s logo image. *These options are not mandatory.*

When finished, click **“Submit Account Info.”** You will now be listed as a servicer on our website.

A screenshot of a web form titled 'Service Center'. The 'Service Center' dropdown menu is set to 'yes'. Below this are four fields: 'Servicer Email' (text input), 'Company Images' (with a link 'Upload company images'), 'Backlink' (text input), and a 'Submit Account Info' button. A note at the bottom left says '\*Required'.

Service Center:

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

Servicer Email:

If you are a servicer without a website or simply want to list an email address in addition to your other contact info, enter it here. It may be the same as your user account email, or different.

Company Images: [Upload company images](#)

Click the above link to upload a logo or other image. If you have servicer locations and are eligible for expanded listings and you mark an image as "Primary," it will be displayed next to your company in Find A Servicer results.


Backlink:

If you link exactly to <http://www.fitnessrepairparts.com> on your Company Website, tell us what page you've linked to us (copy and paste the web address here) and you will qualify for expanded listings of your service center(s) in [Find A Servicer](#) results.

\*Required

## Congratulations!

You've finalized your account setup. As customers purchase parts in your area or search for you on our "Find a Servicer" page ([http://www.fitnessrepairparts.com/find\\_a\\_servicer](http://www.fitnessrepairparts.com/find_a_servicer)), they will see your contact information, as seen in the example below.

 Fitness Plus Equipment Services, Inc.	108 Hamilton Industrial Ct. Wentzville, MO 63385	12.18 miles	Phone: 636-379-1952 <a href="http://www.fitness-plus.net">www.fitness-plus.net</a>
ST LOUIS FITNESS TECHS LLC	65 JACQUELINE CIRCLE O'FALLON, MO 63368	6.50 miles	Phone: 314-495-6974 Fax: NONE <a href="http://stlouisfitnessstechs.com">stlouisfitnessstechs.com</a>
Elite Services	2714 Greenwood Lane Godfrey, IL 62035	24.88 miles	Phone: 618-466-0353 Fax: 618-466-3543

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Company Logo

Regular Listing

If you have any questions, please contact our support team at [support\\_team@fitnessrepairparts.com](mailto:support_team@fitnessrepairparts.com).