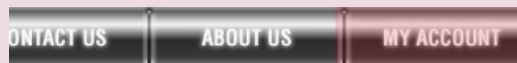


## Order Tracking for Customers

Your DistributorCentral website allows you to add a feature for your customers to log in to your site and view orders for tracking purposes. They can also view any proofs and artwork that was added to the order in DistributorCentral.

### First, set up this feature:

- 1 Create your website in DistributorCentral
- 2 Add the Page titled My Account Page
  - a Go to Websites Menu and click on Add/Edit Websites
  - b Select Edit next to your website in DistributorCentral
  - c Click on Add/Edit Webpages
  - d Under the list of your existing pages, click on Add to the right of My Account Page.
  - e You can change the name of the page if you would like
  - f Then select Save
  - g Now you can sort your pages from the Add/Edit Pages section on the top right
  - h Now go to Website Publisher and Publish New Changes.



Each time a customer registers on your site, there is a new customer record set up in your Distributor account. You can add new customers or view your customer records by logging into DC and clicking on the Customers menu

### Customers

To the right of each of your customer records, you can Edit, and Send them Login Information.

Each of these accounts are controlled by you, so you can change the contact information if needed. If a customer places an order and is logged in as a particular customer account, that order will be linked to that account automatically.

[Edit](#) [Send](#) [Login](#) [Delete](#) [Save vCard](#)

Below you see what your customer would see when they log into the site. They have different tabs to help them manage their orders with you from your website.

HOME | PRODUCT CATALOG | NEED-A-QUOTE | FAQ & TIPS | CONTACT US | ABOUT US | MY ACCOUNT

Orders | Invoices | Quotes | Account | Proofs | Correspondence

[Recent Orders - 30 days](#)  
[Recent Quotes - 30 days](#)

**Search Orders To View**

Order Number:

PO Number:

Order Status: All (except VOID)

Created Date ( [range](#) | [span](#) ): Search from  days to today.

Shipped Date ( [range](#) | [span](#) ): Search from  days to today.

Order Type: Order

0 Records found:

### How it works:

**There are two ways that a customer can log into the site.**

- 1 They can click on My Account when they first navigate to your site
- 2 Or they can login during the order process.

**Once they have received their login information the first time, they can continue to use that login to order and view order history from your website.**

**The email that they receive is sent automatically through the system to the email that they specify when ordering or signing up on your site.**

1. What customers see if they sign up during the order process

**Checkout**

**New Customer?** Enter your email address to complete checkout.  
Email Address  (required)

**Returning Customer?**  
User Name   
Password  [Forgot Your User Name Or Password?](#)

2. What customers see if they click on My Account

**Sign In**

Username:

Password:

[» Retrieve Username/Password](#)  
[» Return to Site](#)

Don't have a username or password?  
[Sign Up Here!](#)

When your customer signs up, an email that has contact information like below will be sent to them. This is an automatically generated username and password.

Your sign in information is:  
Username: dc771486571  
Password (case sensitive): AJ9YZE  
(log onto our site with this information t

It is highly recommended that you go to your website and thoroughly understand the process for your customers when you create a site in DistributorCentral.