

How to use our Web Site

Welcome to our updated website. This tutorial will help guide you through the registration login, password retrieval, and account management.

In order to view our price lists on-line, you must have a valid e-mail address and a current customer number.

Now lets take a look at how to create an account.

Registering for On-Line Access

Step 1) Go to www.westheat.com

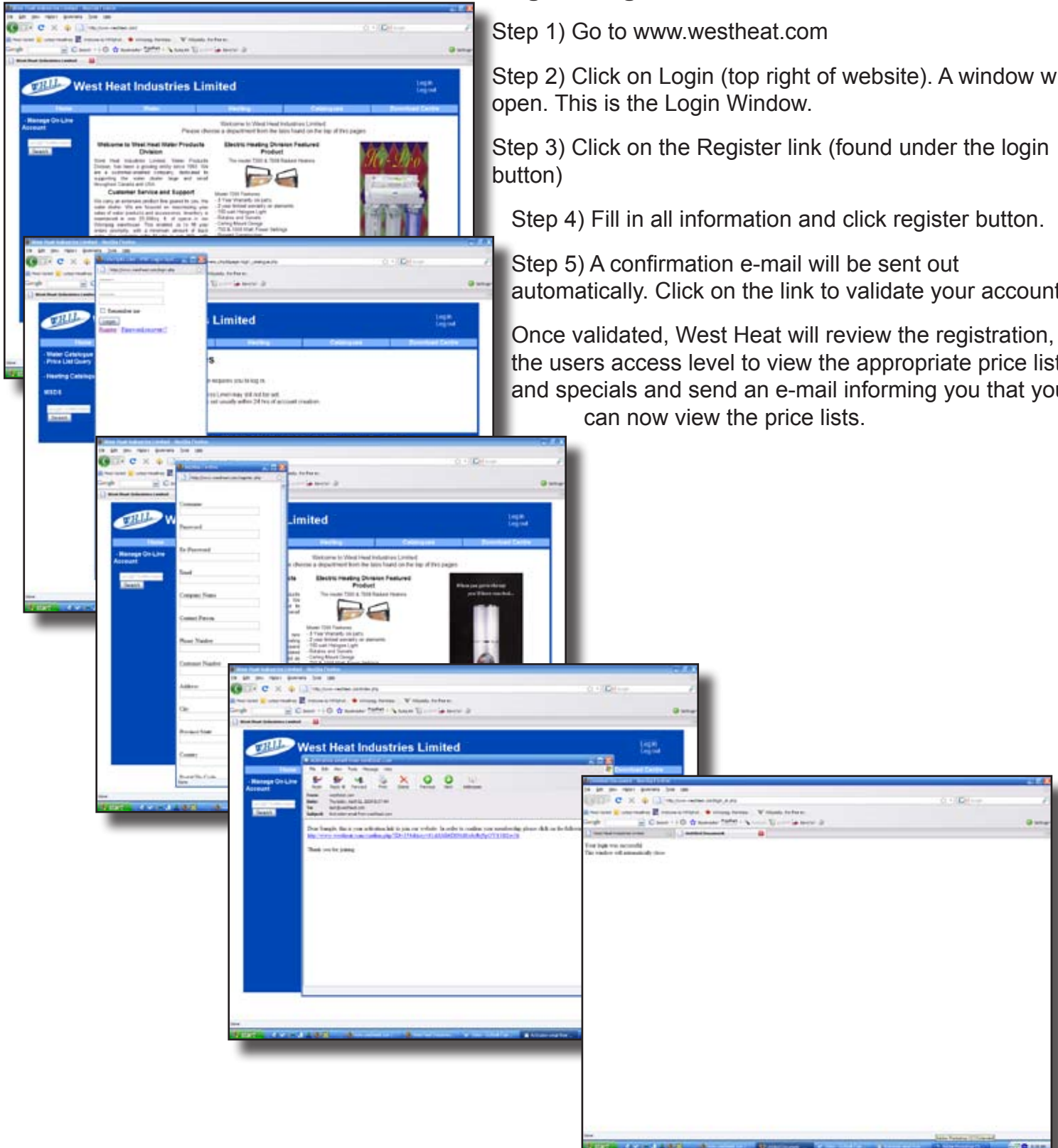
Step 2) Click on Login (top right of website). A window will open. This is the Login Window.

Step 3) Click on the Register link (found under the login button)

Step 4) Fill in all information and click register button.

Step 5) A confirmation e-mail will be sent out automatically. Click on the link to validate your account.

Once validated, West Heat will review the registration, set the users access level to view the appropriate price lists and specials and send an e-mail informing you that you can now view the price lists.



Login

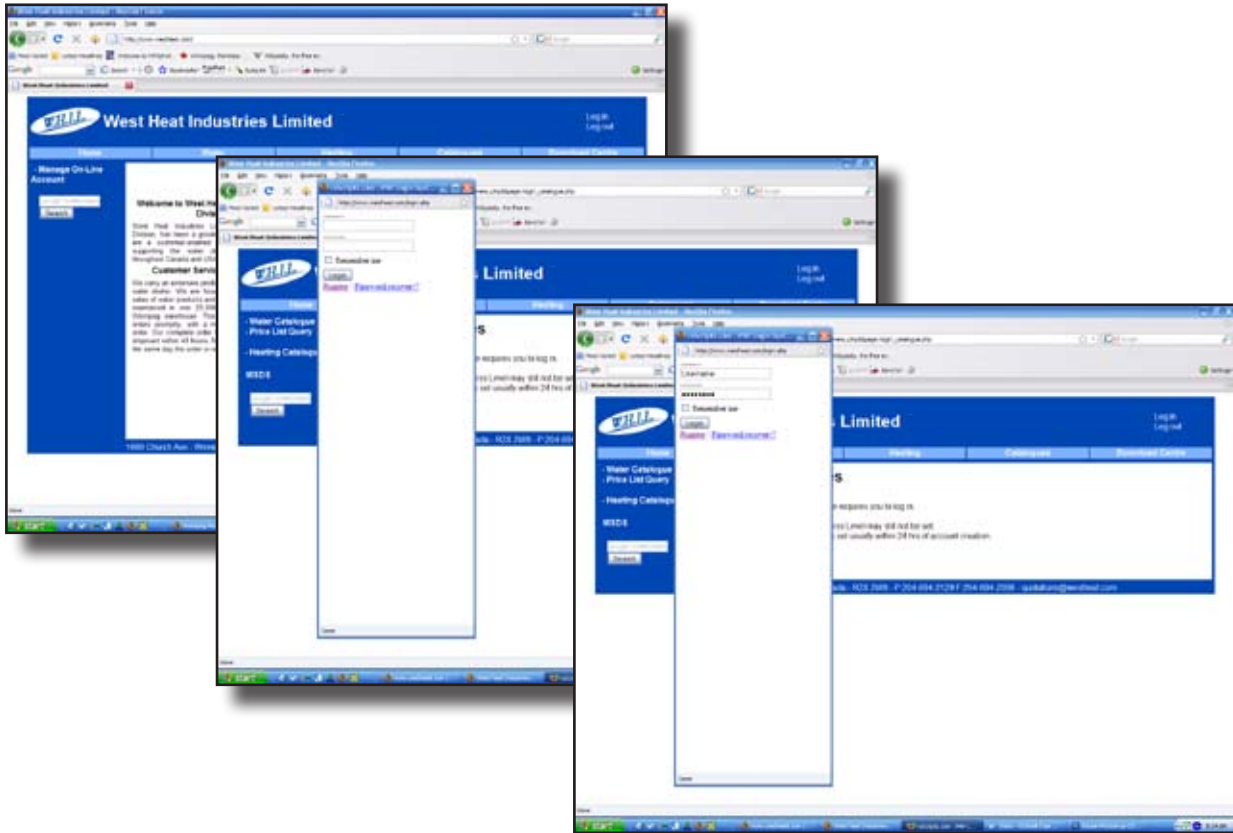
Step 1) Go to www.westheat.com

Step 2) Click on Login (top right of website). A window will open. This is the Login Window.
If you try to access the secure portions of the site you will be prompted to log in.

Step 3) Enter Username and Password

Step 4) Click on the Login button

You are now logged in and may view our price lists and specials.



Forgot Password

Step 1) Go to www.westheat.com

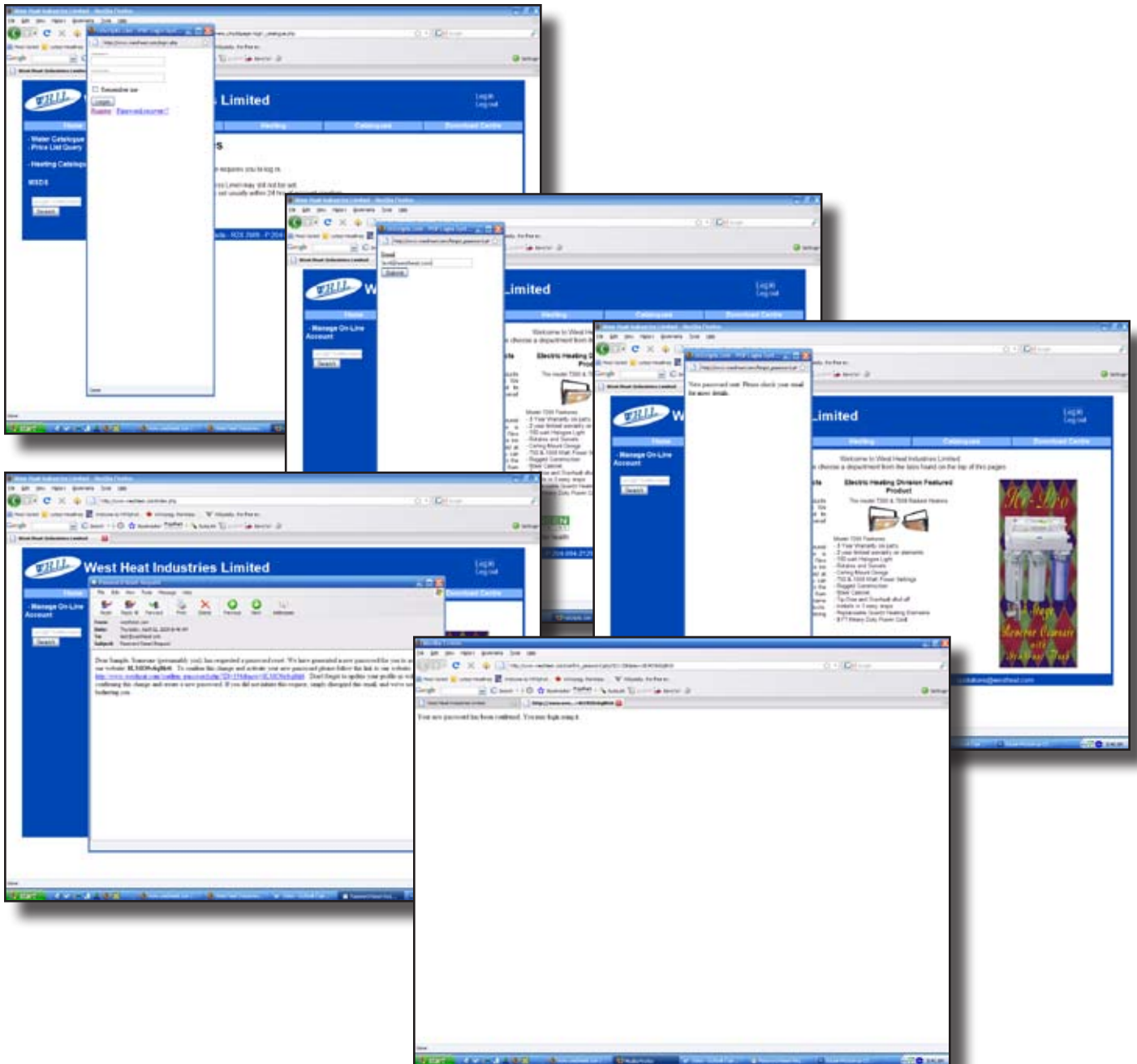
Step 2) Click on Login (top right of website). A window will open. This is the Login Window.

Step 3) Click on the Password Recovery? link (found under the login button)

Step 4) Enter the e-mail address that was used to register and click the Submit button. A new password will be e-mailed to you (you can change this password in your settings discussed latter in the settings tutorial)

Step 5) Click on the link in the e-mail to activate the new password and login as discussed in the login tutorial.

Once logged in, it is suggessted that you change your password to one you can remeber.



Modify Account Settings

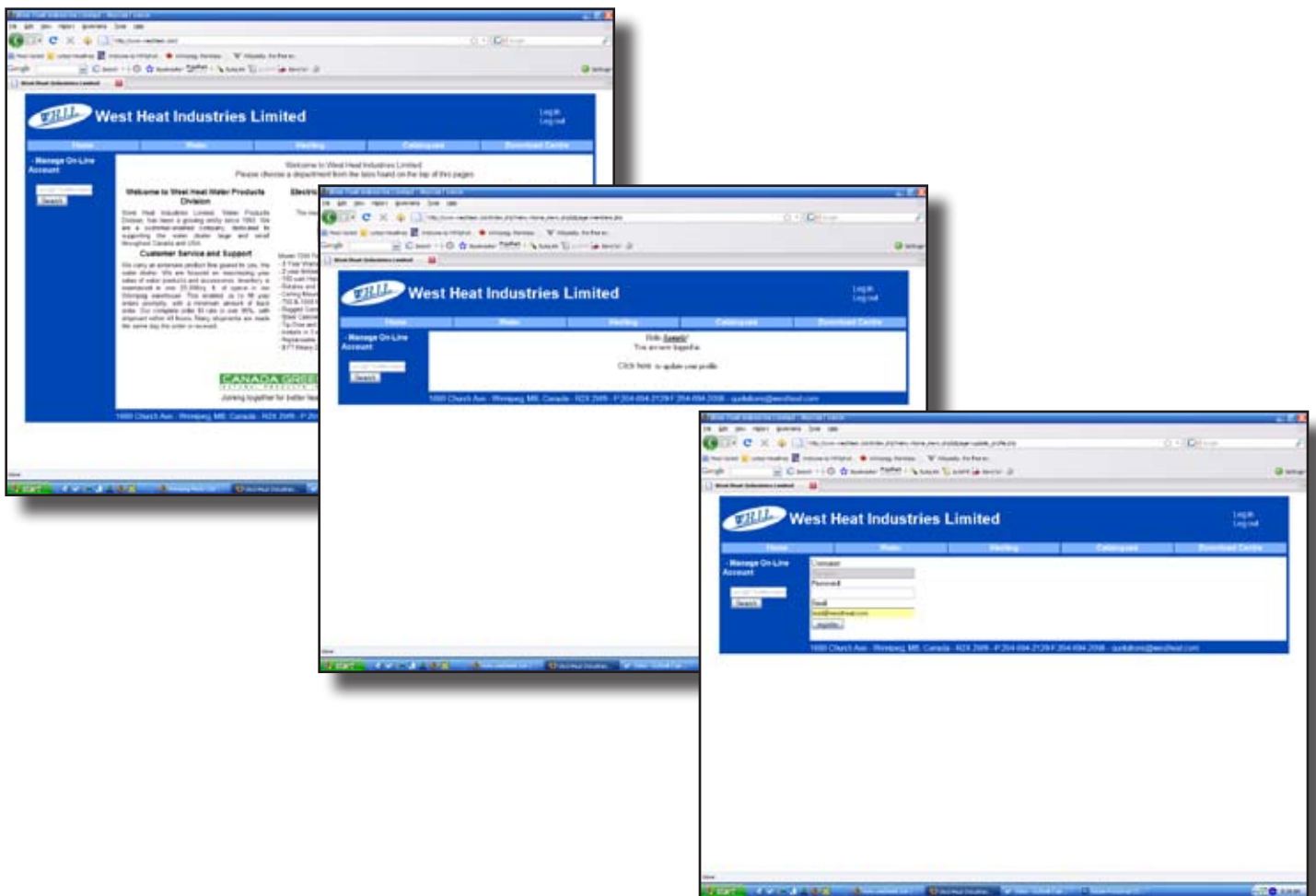
Step 1) Go to www.westheat.com

Step 2) Login (As discussed in the Login Tutorial)

Step 3) Click on Manage On-Line Account (found on the main page menu on the left)

Step 4) Click on the “Click Here” to modify password or e-mail address

Step 5) Enter new password and e-mail and then click the register button



Using the Price Query

Step 1) Go to www.westheat.com

Step 2) Login (As discussed in the Login Tutorial)

Step 3) Click on Catalogues in the top menu

Step 4) Click on Price List Query (found in the menu on the left)

There are 3 ways to find a price;

- By Section (this is the standard price lists included in Catalogues)
- By Part # (Partial numbers will work ex. BOTL will bring up all part numbers containing BOTL)
- By Description (Single word, no spaces. ex. Biomax will display any item with Biomax in the description.)

