

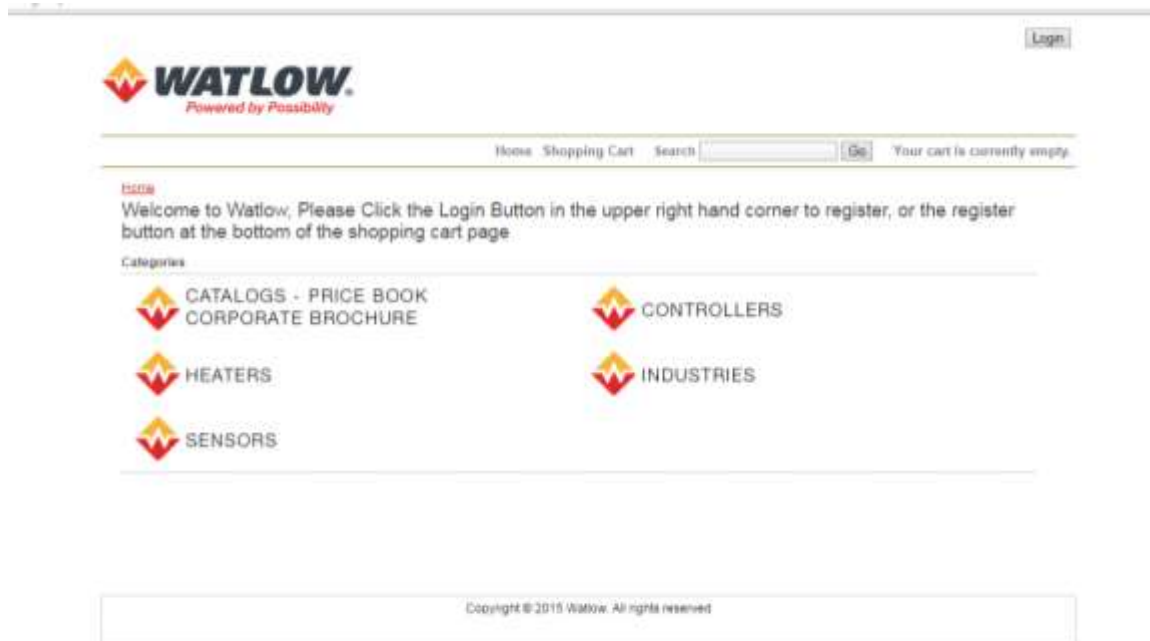
WATLOW Web Store Information

Welcome to the new improved Literature Ordering Store for Watlow.

This new system is real-time which means:

- Inventory quantity is actual, up to the minute what is available in the warehouse
- Once an order is placed, the quantity for that order is subtracted and shows the new available quantity immediately

When you go to the link for the literature store, you see a menu of the different categories of literature:



To Login or to Self-Register – click on Login in the upper right hand corner.

If you are new to the system and have not set up a username and password, please click on [“Self-Registration”](#) to set up an account.

If you have logged in before and it is not accepting your password – try two times and then click on “forgotten” in the “have you forgotten your password question”. Otherwise, after four times you disable your login ID and will need to contact Repco to enable your account. Contact Repco at: CSSupport@repcosolutions.com



Welcome to Watlow

*Username

*Password

Have you [forgotten](#) your password?

Need a login? Then visit the [Self-Registration](#) page to sign-up for a new account.

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The next screen will then ask you to change your password:

Self-Registration page to sign-up for a new account.' and a copyright notice: 'Copyright © 2015 Watlow. All rights reserved.'"/>

Type your current or temporary password on the line after Password.

Type a new password on the line after New Password.

Retype that same new password on the line after Password (Again).

Click on Login.

Below are rules for creating a new password:

- A simple rule is – make first letter capital, use a word that does not have any repeating characters and use two numbers after the word.
- Make sure password is at least 6 characters in length.
- Use at least one character and at least one number.
- Make sure not to repeat letters or numbers in the password – i.e. Route66 cannot be used, Hawaii16 cannot be used
- Make sure not to have consecutive characters next to each other such as Michigan12 – 2 follows 1 numerically or Afghan92 – h follows g and g follows f alphabetically
- Cannot use your username for password.
- You have to use six new different passwords before you can use your original password again.

Below is a sample of items in a shopping cart:

Home > Shopping Cart

- To continue shopping click "Continue Shopping".
- When you are ready to complete your order click "Finalize Shopping".
- To change an item quantity, edit the number in the quantity box then click "Update Cart".
- To remove an item check the "Delete" checkbox for the item you want to remove then click "Update Cart".

[Continue Shopping](#) [Login](#) [Register](#)

Item #	Description	Qty	Delete
 CCB-CB-2514	Corporate Brochure	<input type="text"/>	<input type="checkbox"/>
 CCB-HPC-2413	Hester Catalog	<input type="text"/>	<input type="checkbox"/>

[Continue Shopping](#) [Login](#) [Register](#)

When you are finished shopping – below is the checkout screen:



Home > Shipping Cart > Checkout

Shipping Information

My Address Book
 Personal
 none

+First Name +Last Name
 Title
 +E-mail Address
 +Phone Number Fax Number
 +Company Name
 +Address Line 1
 Address Line 2
 Address Line 3
 +City +State +Postal Code
 +US Address? +Country

Add this person to My Address Book.


Check here to supply separate billing information

Delivery Options
 +Service Type

Additional E-mail Addresses to Notify

 Use the semi-colon to separate multiple email addresses.

Comments



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If you click the box before “Add this person to My Address Book” then that address will be there the next time you send this person an order.

If you would like an email confirmation of the tracking number after the order has shipped as well as if you are sending the items to someone else, you can enter additional email addresses under “Additional E-Mail Addresses to Notify” and each person will be notified of the shipment.

When clicking Review Order – it will verify the address and you will have to click on Review Order or Save again. You are still in Review mode until you see Place Order – once you have clicked on that it will place the order.

You will receive an order acknowledgement email after the order is placed and a tracking notification email after the order is shipped.

If you have any problems with the system, please contact Repco at: CSSupport@repcosolutions.com