

Customer Registration Guide for All Users

www.finelinetech.com

Version 1.3

August 17th 2012

Email: support@finelinetech.com

Customer Support: USA 1-800-500-8687 Canada: 1-800-465-1890 Hong Kong: 852-2156-9788 Shenzhen: 755-2650-1338

Account Registration

To access Fineline Technologies online ordering system FastTrak, you will need to register an account with Fineline. Please go to the Fineline website,

www.finelinetech.com and click the FastTrak logo to access the online ordering site. If you already have an existing FastTrak account, enter your username/email address and password to login to the site. If you are new to the system, click on **REGISTER** to create a new account.

*Note: Input boxes with an * require information to proceed with registration.

East Track
Welcome
Welcome back to FineLine Technologies! Sign in below to access your account and get started.
Email or Username Password Not a member? Register with FineLine Technologies by SIGN IN
(Forgot your password?) SecurityMETRICS Credit Card SAFE Trusted Commerce Click to Validate

New User Registration

If you are an existing FastTrak customer, you can add a new user to your account by selecting New User Registration. A customer ID number is required to add a new user to an account. If you do not have your customer ID number, please contact customer support at 1-800-500-8687 to obtain this information.

East Trak	
Register	
Please select the correct reg	istration option below then click Continue to get started.
Select Registration Option	
New User Registration This option is for registerin This option will require you	g individual users for a company that is already registered with FastTrak. FastTrak Customer Number.
O New Company Registration	n mpany has never registered with FastTrak.
	Cancel 👩 Continue 🕦
Register Please fill out the contact in marked with an * are require User Registration Please provide the requeste will only need this one login account as we continue to in	ormation below to begin the registration. Your information will not be shared with any other entity. Fields d. I information below. This information will be used to access the On-Line ordering portion of this site. You and password to access any PO associated with any Retailer. You may associate more retailers to your corporate them into FastTrak. You may do this at any time by clicking 'Manage Account'.
*FastTrak Customer Number:	This number must be entered to process the registration.
*First Name:	
*Last Name:	
*Phone:	extension
Fax:	
*User ID:	*Enter your email address*
*Password:	*This should include at least 6 letters and/or numbers.
*Confirm Password :	
	Cancel 👩 Continue 🔰

Once the new user information is entered, select Continue D and verify the information you have provided is correct.

egistration Sum	nmary
ou are now ready to submit your regist clow by pressing the "Previous Step" b gistration.	ration!!! Please review the summary below. You may go back and change any of the information utton. If you are satisifed with the information, press the "Submit" button to complete the
Personal Information	Company Information
First Name:	Company Name:
John	FastTrak Master
Last Name:	Country: United States
Doe	Address: 3145 Medlock Bridge
Email Address:	Norcross, GA 30071

Click the **Submit D** button to complete the registration process.

Rest Trak	_
Register	_
Thank You!!	
You have sucessfully completed the registration process with FineLine Technologies With your online account, you will have the ability to submit, track, and view your order history 24 hours a day 7 days a week.	
Contact us	
FineLine Technologies has the fastest turnaround, providing superior service and innovative solutions for the retail supply chain. Please contact our Support Department at 1-800-500-8687 (US) and 852-2-2156-9788 (Asia) for further details. If you need further assistance, please contact us and one of our representatives will help you right away! For US, email to support@finelinetech.com or via phone at (800) 500-8687 For Asia, email to support@finelinetech.com, hor via phone at 852-2-2156-9788	
Home 💽	

Once the registration is complete, click the **Home S** button to access the FastTrak website and immediately order online.

New Company Registration

To register a new company in FastTrak, please select new company registration.

FastTrak		
egister		
ease select the correct registration option below then click Continue to get started.		
elect Registration Option		
C New User Registration This option is for registering individual users for a company that is already registered with FastTrak. This option will require your FastTrak Customer Number.		
New Company Registration Select this option if your company has never registered with FastTrak.		
	Cancel 💽	Continue

Click **Continue D** to proceed with registration.

Enter your personal contact information including your email address and desired password.

EastTRak	
Register	
Please fill out the contact in marked with an * are require	formation below to begin the registration. Your information will not be shared with any other entity. Fields .d.
User ID / Password	assword you want to use to access the On-Line ordering portion of this site. You will only need this one
login and password to acces incorporate them into FastTr	s any PO associated with any Retailer. You may associate more retailers to your account as we continue to ak. You may do this at any time by clicking 'manage account'.
*First Name:	
*Last Name:	
*Phone:	extension
Fax:	
*User ID:	*Enter your email address
*Password:	*This should include at least 6 letters and/or numbers.
*Confirm Password :	

Select the retailers for which you are ordering and enter vendor ID's as required. If you have more than one vendor ID, you may add multiple vendor ID's by entering a comma or space between each ID.

*Note: If you do not have your vendor ID, please contact customer service or your retailer to obtain this information. Vendor ID's can also be added under the 'Manage Account' feature in FastTrak after your registration is approved. Not all retailers require a vendor ID to place an order online.

Customer Information		
Retailer/Vendor ID(s)		
Please select the retailers for which you a more than one Vendor ID for a particular r unique to each vendor. This number is use are unsure of your Vendor ID for any assoc 800-500-8687. *Note: Not all retailers requir	re ordering. For each selected retailer etailer, separate the Vendor IDs by a o d to identify your company with the pr iated retailer, please contact your buy e Vendor Id.	r, please enter one or more Vendor ID(s). If you have comma or space. Please note that the Vendor ID is urchase orders that are uploaded to our system. If you yer or contact our customer service department at
Retailer	Vendor ID	
Aeropostale		
🗖 Bass Pro		
🔲 BigM Inc.		*Enter your 6-Characters vendor id
Bob's Stores		
D BOLLMAN HAT		
Charlotte Russe		
Citi Trends		
Cost Plus World Market		
🗌 Crate & Barrel		
🗖 Deb Shops		
☐ dELiAs		
*Please no	nte: if you already have a FastTrak account, and add additional retailers to your exis	you may logon to FastTrak ting account.

Enter your company contact information.

Contact Information			
Please enter all required co	ntact information below.		
*Company Name:			
*Country			
*Address Line 1:			
Address Line 2:			
*City:			
State:	(required for United States)		
*Zip Code:			
*Contact Name:			
*Contact Phone:			
*Contact Fax:			
*Contact Email:			

Click **Continue** to proceed to the next page.

Select your desired method of payment.

Credit Card Type:	•				
Name On Card:					
Card Number:					
Card Expiration:	•	Month	▼ Year		
Owire Transfer *Payment must be	made prior to shipping an	y orders. A proforma order wil	be emailed once you complete	your order	
C Payment Terms and Conditions ' ayment terms & conditions custom nycice processing time, the implem fechnologies and our customers multi fisposable waste.	A credit application must k ers will receive their invoid entation of E-Invoicing will ske an invaluable contributi	be completed to set up terms. P ces electronically via email, wh J improve service levels by help ion to achieving environmental	ease select one of the options ich reduces paper, printing and ing to alleviate lost and/or dela sustainability. Reducing the nu	below. 3 processing time. In addition to 1yed invoices. E-Invoicing ensur mber of paper invoices saves tr	the reduction of 'es that FineLine rees and reduces
/ you wish to opt out of E-Invoicing pl	ease click the opt out box her	e. Opt-out: 🗖			
C Fill out a credit application (PLACED, PLEASE THEN ALLOV	CREDIT APPLICATIONS W 4 4-5 DAYS FOR REVIEW P	<u>/ILL NOT BE PROCESSED OR A AND APPROVAL.)</u>	PPROVED UNTIL THE 1ST ORE	IER IS PLACED. WHEN THE 1ST	ORDER IS
C Do not fill out a credit applic	ation (I am a current FineL	ine Net Terms customer)			
C Do not fill out a credit applic	ation (Other)				
C COD *Only available for orders	shipping within USA				
CACH Account Debit *For US cus	tomers only				
Bank Account Number:					
Bank Routing Number:					
Opre-Pay *Pre-Pay by check/Alips	ay is available. For Pre-Pay	y payment method, your order v	vill not ship until payment is re		stomers only.
PrePay-Type:	Check	-			
				Cancel	Continue

If you have chosen Payment Terms and Conditions as your method of payment, an online credit application will be available on the following page.

Credit Application Credit					
Created and a second provide a second p	Credit Applie	ationIII			
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**Contact Team **Con		*Zip Code	30071		
Contact Tree Operations Contact C		*Contact Name	John Doe		
Improvement		*Contact Title	Operations		
		March 194	obernyeun		
"Contact Face (27999000) "Stank Hame"		Contact Phone:	678-969-0835		
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Click **Continue (b)** to proceed to the next page.

Enter Bill To information as required.

FastTrak			
Register	and Shin Ta information below		
Bill To Information	III To information below. Once re	gistered, you can ad	dd more Bill To addresses to your account profile. Fields
Marked with an " are requir *Company Name:	Example		
*Country	United States	-	
*Address Line 1:	3145 Medlock Bridge Rd.		
Address Line 2:			
*City:	Norcross		
State:	GA		
Zip Code:	30071		
*Accounts Payable Contact:	Jane Doe		
*Contact Phone:	800-500-8687		
	800-500-8687		
Contact Fax:			

Select the checkbox if the Ship to Information is the same as the Bill to Information. A new shipping address can be added with each order if necessary.

*Note: You can also add multiple shipping addresses to your account by selecting the 'Manage Account' feature upon registration approval and login.

Ship To Information	
Please enter all required S Fields marked with an * ar	ihipping information below. Once registered, you can add more Shipping addresses to your account profile. e required.
*Company Name	Example
*Country	/ United States
*Address Line 1	3145 Medlock Bridge Rd.
Address Line 2	
*City	Norcross
State	GA
Zip Code	30071
*Contact Name	Jane Doe
*Contact Phone	800-500-8687
Contact Fax	800-500-8687
Contact Email	janedoe@finelinetech.com
	Cancel 🐷 🚺 Previous Continue 🕨

Please click on **Continue D** to review registration.

Registration Summary		
You are now ready to submit your regis below by pressing the "Previous Step" registration.	tration!!! Please review the summary below. You outton. If you are satisifed with the information, p	may go back and change any of the information ress the "Submit" button to complete the
A Personal Information	Company Information	Payment Information
First Name: Jane Last Name: Doe Email Address: janedoe@finelinetech.com	Company Name: Example Country: United States Address: 3145 Mediock Bridge Rd. Norcross, GA 30071 800-500-8687	Payment Method: COD
Bill To Information	Ship To Information	
Company Name: Example	Company Name: Example	
Address: 3145 Medlock Bridge Rd. Norcross, 0A, 30071 800-500-8887 800-500-8687	Address: 3145 Mediock Bridge Rd. Norcross, GA 30071 800-500-887 600-500-8687	
		Cancel 🕢 I Previous Submit

Please review the registration summary to confirm all of your information is correct. Click on **Submit D** to complete the registration process.

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Please allow Fineline Technologies 24 hours to review your new company registration. You will receive an automatic email confirmation advising permission to login once your registration has been approved.

Please contact customer support at 1-800-500-8687 or <u>support@finelinetech.com</u> if you need immediate assistance.