



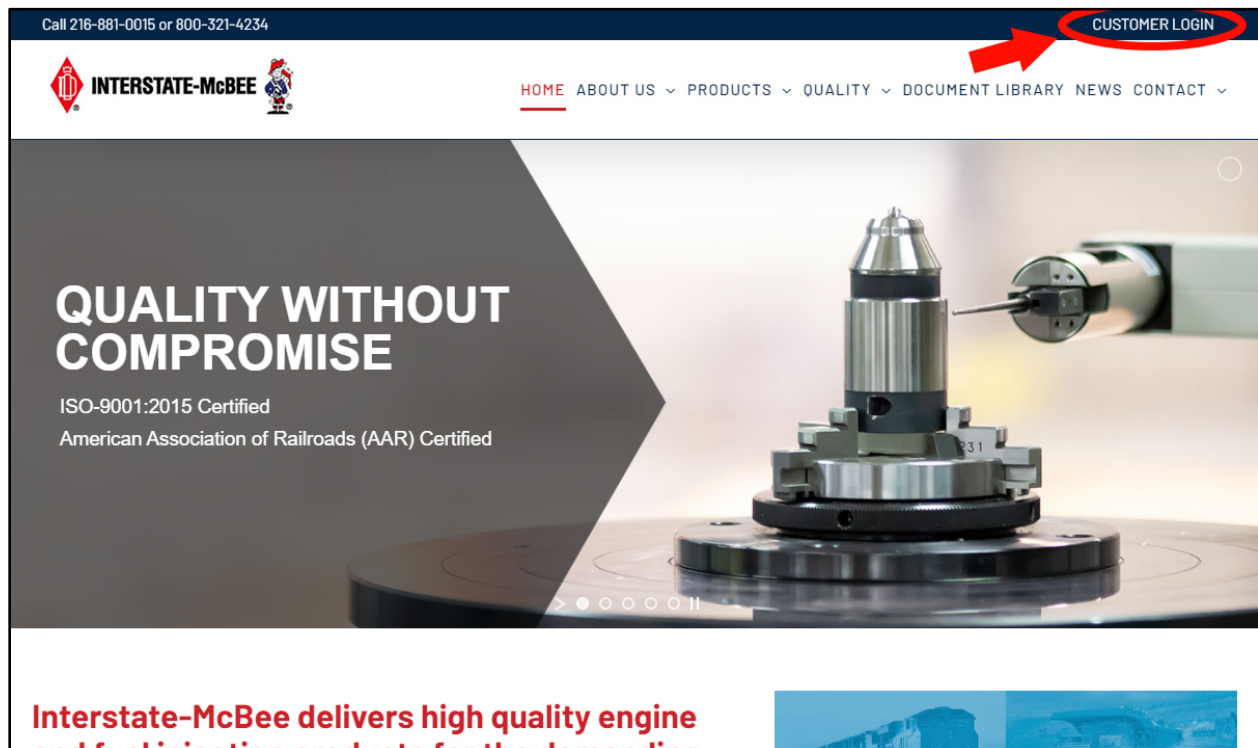
INTERSTATE-McBEE



How To: Register (or Re-Register) for Online Ordering

Whether you had an active account with Interstate-McBee's old website or you are a new dealer/distributor, you will need to register in order to use our new online ordering portal. Follow these quick steps to get started.

Note: This document applies to current dealers/distributors only. If you are not currently a dealer/distributor of Interstate-McBee parts, you will need to set up an account with a sales representative before continuing.



1. Start by accessing the McBee website at www.interstate-mcbee.com. From the home page, click the **Customer Login** button at the top of the screen. This will take you to the online ordering portion of the website.



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Sign In **New User!**

Welcome to Interstate-McBee's new online ordering website. Please login or register to continue.

Note: All users are required to register (or re-register) in order to access this new portal.

I already have an account that I've used for the old online portal. Do I still need to register?

Yes, all users (new and current) must register in order to access the new site. Please use this as an opportunity to provide us with your up-to-date contact info.

How do I register?

[\[Click here to visit the registration page\]](#) or [\[click here for more info on how to register\]](#).

After you submit your registration, it will be reviewed and you will receive a confirmation email once approved.

What changes can I expect with the new site?

Our new online portal will offer everything from our previous online ordering site with the addition of many helpful features and an upgraded, easy-to-use interface.

Registered users can enjoy the benefits of:

- A brand new, searchable online parts catalog with real-time pricing and availability updates
- Online submissions for quote requests, warranties, and RGA claims
- Easy online lookup for past and current orders, invoices, warranties, RGA cases, and quotes
- Spreadsheet Upload, Saved Lists, and Order Pad features that reference both McBee part numbers and OEM part numbers for easy ordering

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2. After arriving at the landing page, click **New User** at the top right of the screen.



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 **INTERSTATE-McBEE** 

New User Registration

Email Address*	example.mail@test.com	Confirm Email Address*	example.mail@test.com
First Name*	John	Last Name*	Doe
Password*	*****	Confirm Password*	*****

Billing Address

Account Number*	123456	
Invoice Number	987654	<small>*Users with previous invoices from Interstate-McBee may reference one here in order to expedite the confirmation process. This field is not required.</small>
Business Name*	John Doe's Diesel Parts	
Street1*	1234 Example Avenue	
Street2		
City	Cleveland	
Country*	United States of America	
State/Province	Ohio	
Zip/Postal Code	44114	
Phone*	123-456-7890	

Cancel Register

3. Fill out the registration form noting any required fields marked with a *.

If you had an account with us prior to the new website, use this as an opportunity to update any outdated contact information.

In the **Invoice Number** field, you may enter the number listed on a previous Interstate-McBee invoice you've received. This number will be checked for a match in our system and is the fastest way to get your new account approved. (This field is optional and you can still be approved without an invoice number).

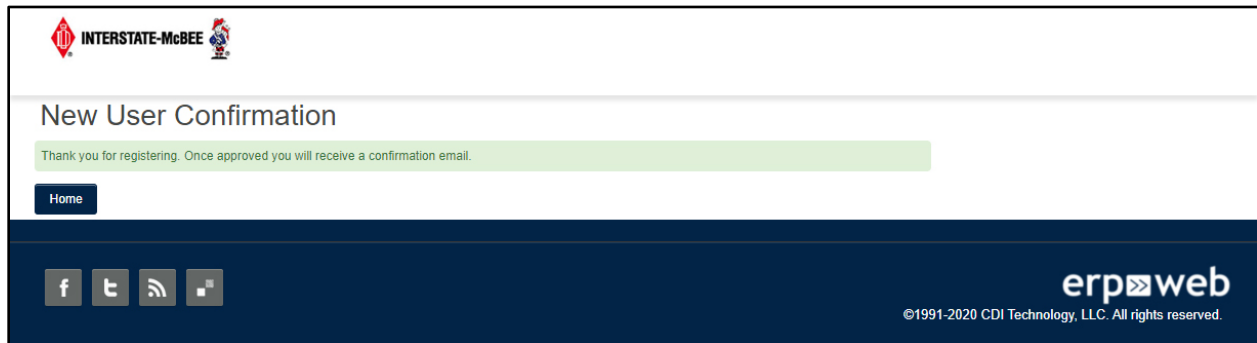
When the form is complete, click **Register** to submit your info for approval.



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4. If you have filled out the form properly, you'll see this confirmation message. Your info is now submitted and will be reviewed.

When your info is approved, you'll receive a confirmation message at the email provided on the form. At that point, you'll be able to log into the online ordering website.