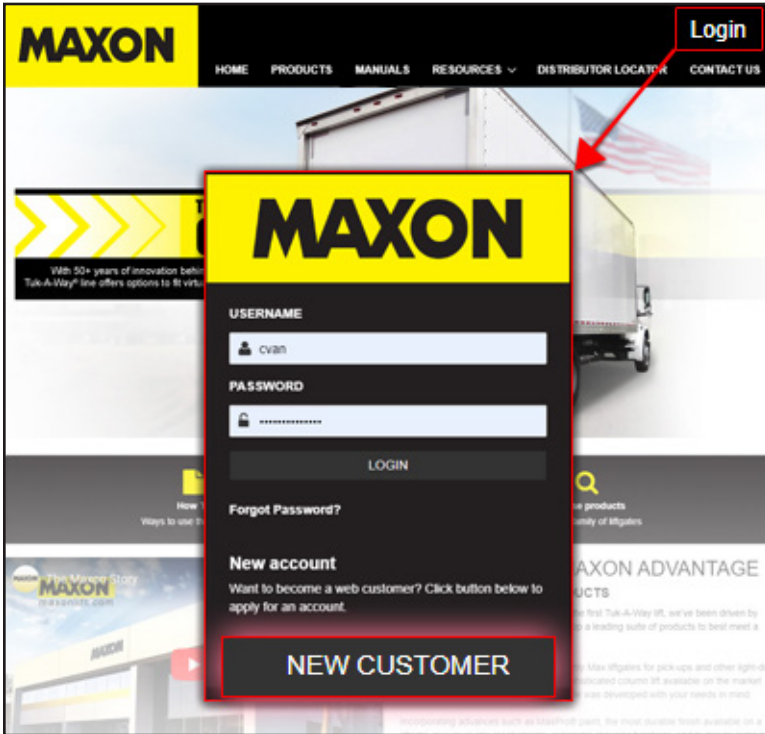


# HOW TO USE THE MAXON E-PORTAL

maxonportal.maxonlift.com



## NEW ACCOUNT SIGN-UP

Click on the “Login” link at the top right of the web page.

Next, select the “NEW CUSTOMER” button. Proceed to fill in your information then click on “Send”.

You will receive an email with your login credential.

If after 24 hours you still have not received your confirmation email, please check your email spam/junk box. If no email received after this wait period, then please call Cuong Van at 562-464-4388.



## NAVIGATING THE MAIN MENU

Here’s an overview of the menu items that you will be able to utilize once you’re logged into the portal:

### **PRODUCTS:**

Browse Maxon parts diagram, view parts breakdown, and add parts to cart

### **MANUALS:**

Access manuals for current and previous liftgate models



# HOW TO USE THE MAXON E-PORTAL

maxonportal.maxonlift.com



## NAVIGATING THE MAIN MENU

### RESOURCES:

#### MAXON PARTS POLICY:

Information about Maxon parts policy, purchase parts return procedure, and contact info:

#### FAQ

Frequently asked questions are answered here

#### TERMS & CONDITIONS:

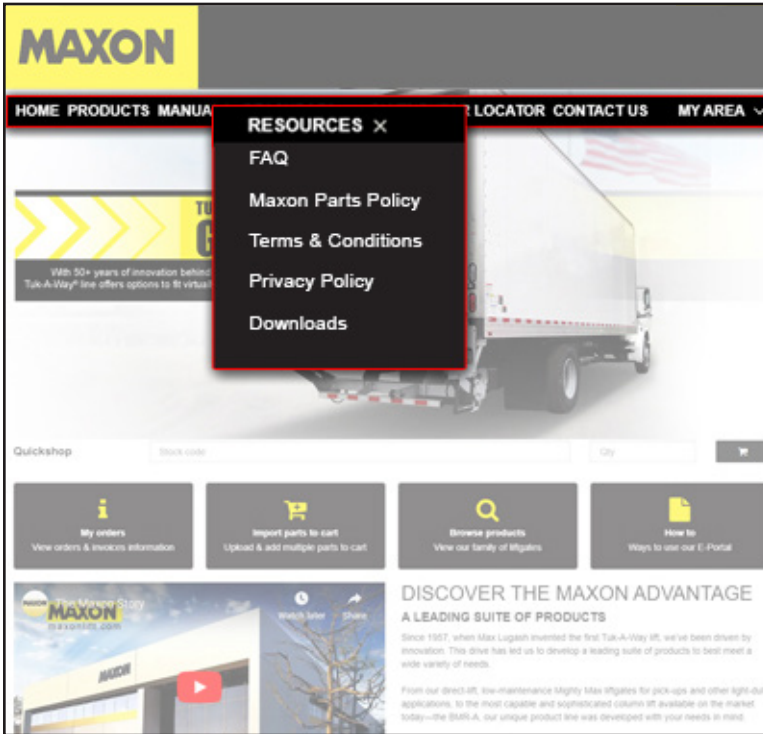
Information on Maxon Website Terms and Conditions

#### PRIVACY POLICY:

Save and archive products for quick access on future orders

#### DOWNLOADS:

Downloadable PDFs such as Maxon Price book and Distributor Product Handbook



### MY ACCOUNT:

#### SEARCH ORDER:

Search open/close orders for your account

#### SEARCH INVOICES:

Search open/close invoices for your account

#### CUSTOMER INFORMATION:

Account information including account number, location and credit limits

#### ACCOUNT DETAIL:

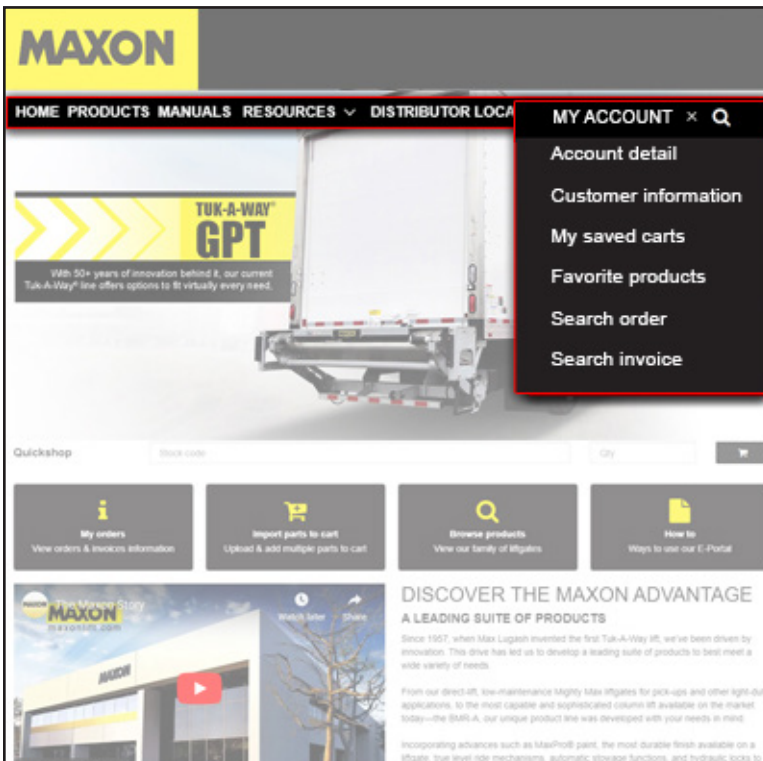
Manage your passwords and product tree settings

#### FAVORITE PRODUCTS:

Save and archive products for quick access on future orders

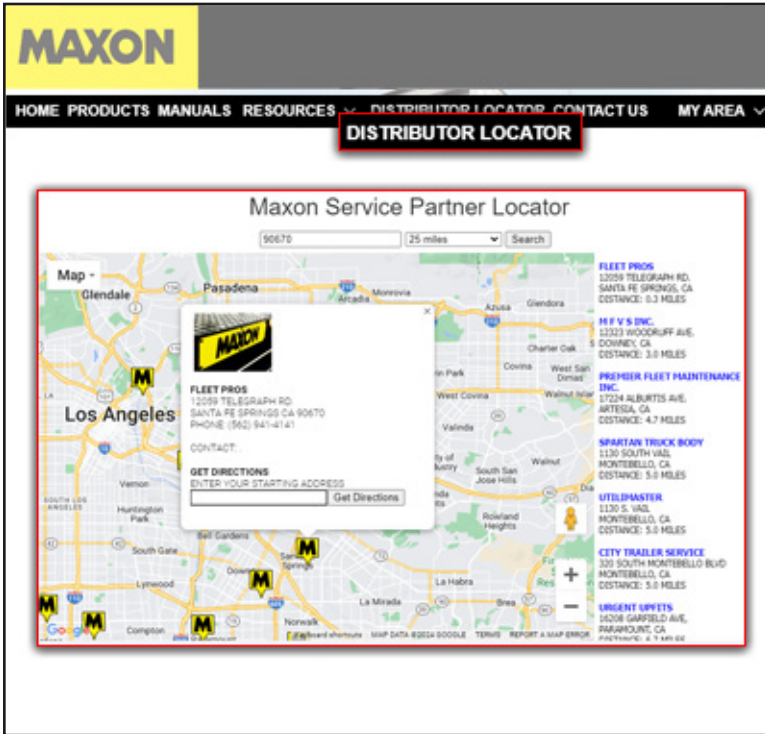
#### SHOPPING LIST:

Save parts in lists for quick access on future orders



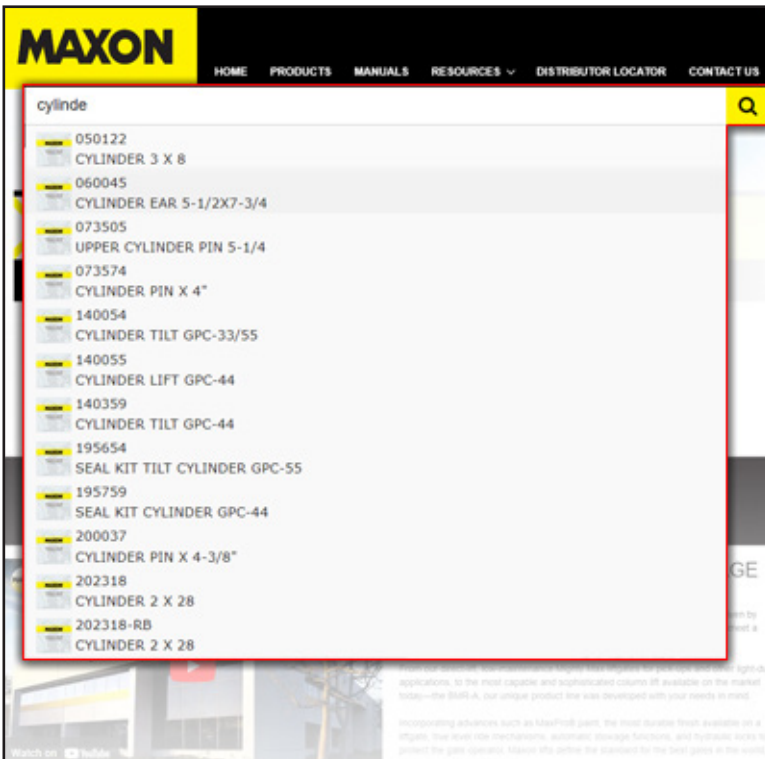
# HOW TO USE THE MAXON E-PORTAL

maxonportal.maxonlift.com



## DISTRIBUTOR LOCATOR:

Search tool utilized to find Maxon serviceproviders in your areas



## WAYS TO PLACE YOUR ORDERS

There are multiple ways to purchase parts

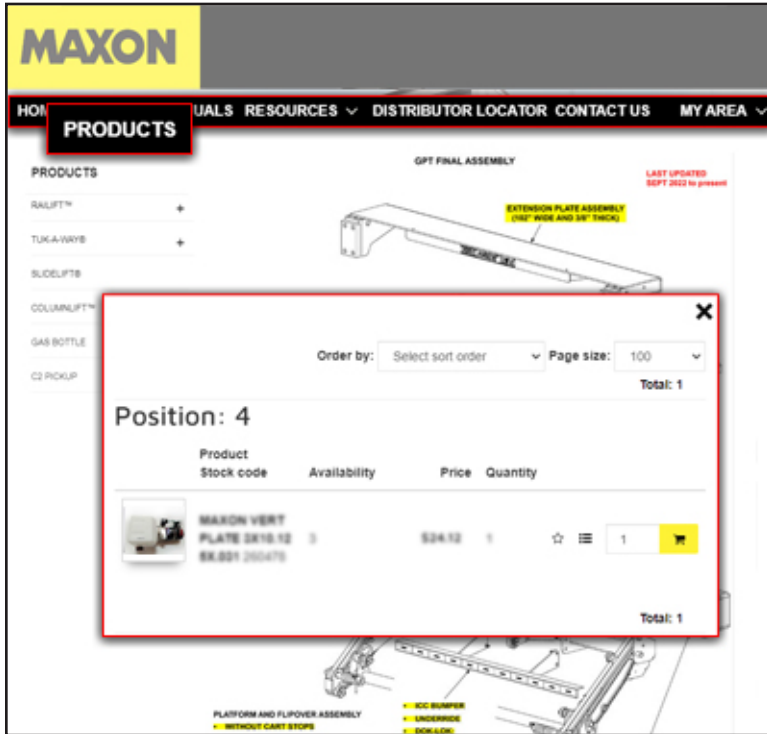
### SEARCH BOX:

- 1 Use the search feature to look up parts. Simply typing in a part number or description of a part. The system will start to display related parts according to entry.



# HOW TO USE THE MAXON E-PORTAL

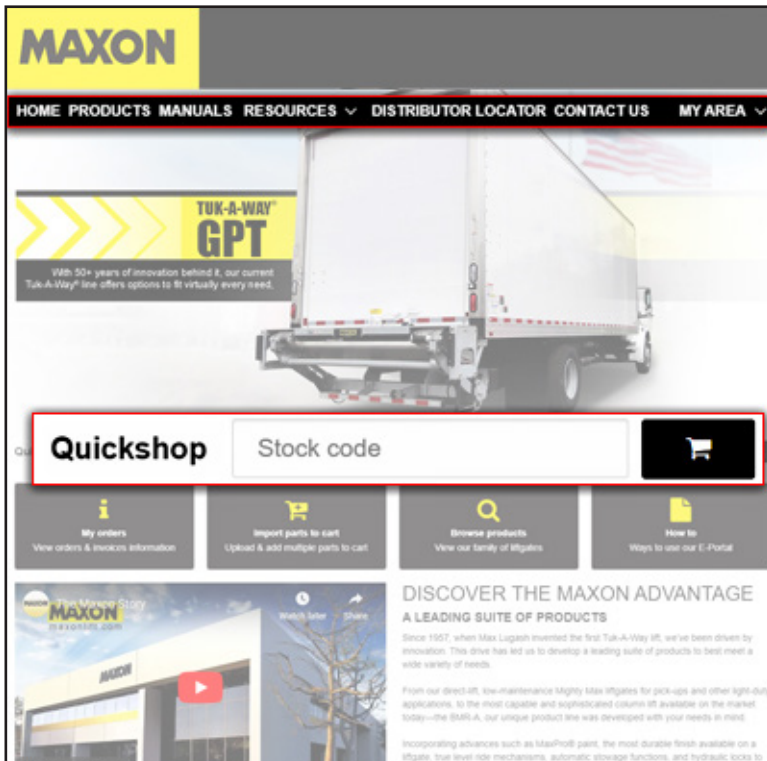
maxonportal.maxonlift.com



## PARTS DIAGRAM:

2 Refer to the "PRODUCTS" drop downlist to select your gate of choice. Selecting a liftgate will prompt the system to display a diagram of parts.

You can select a part on the diagram and add it to your cart to purchase.



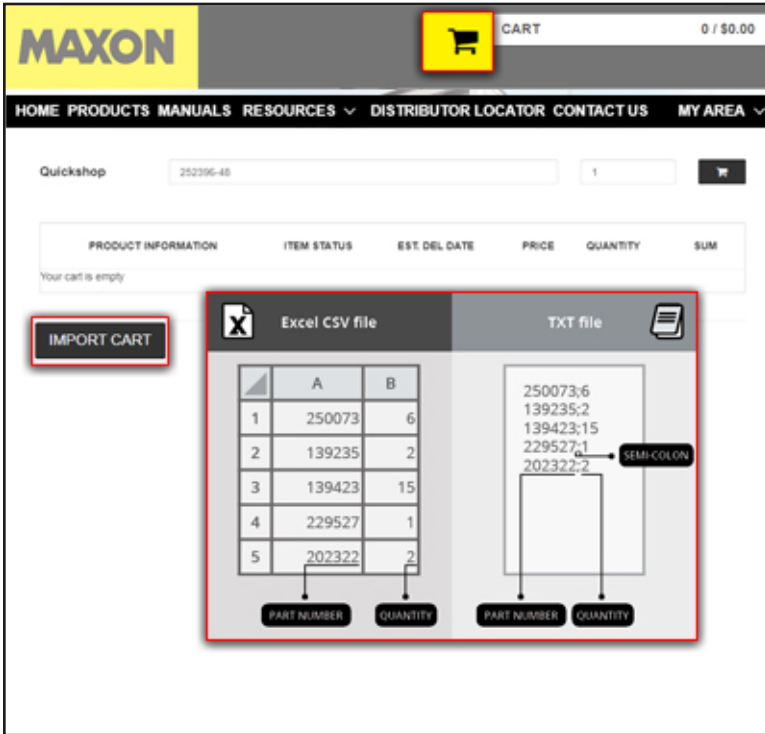
## QUICKSHOP:

3 Anywhere in the E-portal where you see a "Quickshop" field, you can enter parts name or part number. Your cart will automatically update with that part



# HOW TO USE THE MAXON E-PORTAL

maxonportal.maxonlift.com



## IMPORTING YOUR ORDERS:

- 4 Prior to importing your parts list to yourcart, you need to create a shopping list. You can create the list in excel or notepad. In Excel, create one column for partnumber and one column for quantity. In notepad, list your parts and to the right of the part input the quantity. Save your file.

Click on the "Cart" icon to go to the checkout page. Then click on the "IMPORTCART" button and upload your saved file to your cart.

The cart will update automatically. Now you are ready to check out.

Please contact our Customer Service department if you need further assistance. (800) 227-4116

