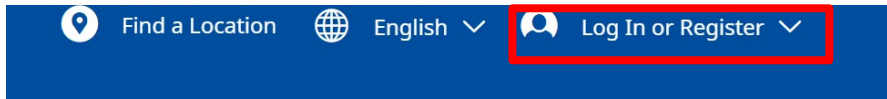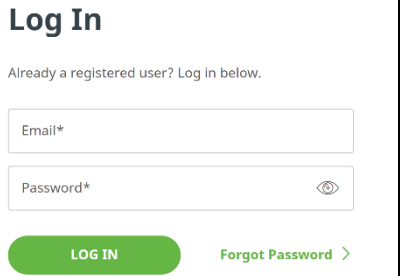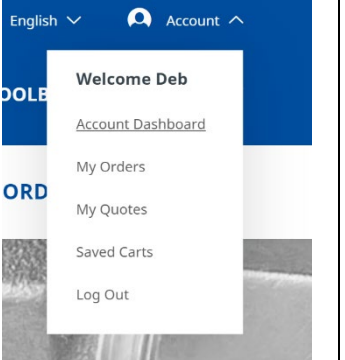# QUICK REFERENCE GUIDE   *Swagelok*

LOGGING INTO E-COMMERCE – REGISTERED USER

Purpose: *This document is to be used by registered, Swagelok Southeast Texas customers in setting up their account in our new, e-Commerce platform.*

NEW DOMAIN

The Swagelok e-Commerce Site domain has changed to products.swagelok.com. Please update all bookmarks and favorites.

LOGGING IN AS A REGISTERED USER

1.	Click on **"Log in or Register"** in the top right corner of the page. Find a Location English ∨ **Log In or Register** ∨
2.	Your login will have changed since you last logged in. Instead of a username, please use the email associated with the account. Your password will not have changed. Username: Email Password: Past e-Commerce Login PW *If you have forgotten your password, follow the "Forgot Password" link and instructions.* **Log In** Already a registered user? Log in below. Email* Password* LOG IN Forgot Password ❯
3.	Once logged in, you will now be able to access pricing and other details for the service center that you work with.
4.	Your top header will now have changed. Click on "**Account**" to confirm important details related to your account. You will also see the service center that you are logged in with. Swagelok Southeast Texas ∨ English ∨ **Account** ∨
5.	Once you click "**Account**", select "**Account Dashboard**" to review important details about your account (Shipping, Billing, Favorites, etc.) If you want to review your orders, select **"My Orders"**. If you want to review your quotes, select **"My Quotes".** If you want to review saved carts from paused or past transactions, select **"Saved Carts".** To logout, select **"Log Out".** English ∨ Account ∧ **Welcome Deb** Account Dashboard My Orders My Quotes Saved Carts Log Out
6.	If everything is correct, you are now logged in and ready to order from your local distributor.