

# HOW TO:

## Request a Login with your Company's Administrator

**Step 1** **CLICK**  
Open an Account

**Step 2** **SELECT**  
Create Website Login

**Step 3** **COMPLETE THE FORM**  
You will need your Company's Account Number beginning 1000

**Step 4** **CLICK**  
Submit

The screenshot shows the Exertis website header with the 'Open an Account' dropdown menu open. The menu options are: 'Open a Trade Account', 'Resume Trade Account Application', and 'Create Website Login'. Below the menu is a navigation bar with categories like 'Computing', 'Components', etc. The main content area shows a 'Home / Login' breadcrumb and a list of account options. The 'Create Website Login' option is expanded, showing a form with the following fields: 'First Name \*', 'Last Name \*', 'Account Number \*', 'Email Address \*', and 'Phone Number \*'. A 'Submit' button is located at the bottom of the form. A note above the form states: 'Does your company already have an account with Exertis? Request your website login by completing the fields below. You will receive an email notification once your set up is complete. Need Help? Contact your Account Manager or call us on 01282 858515. Fields marked \* are required'.