



# CATERPILLAR

## ONLINE MEDIA ORDERING SYSTEM USER GUIDE

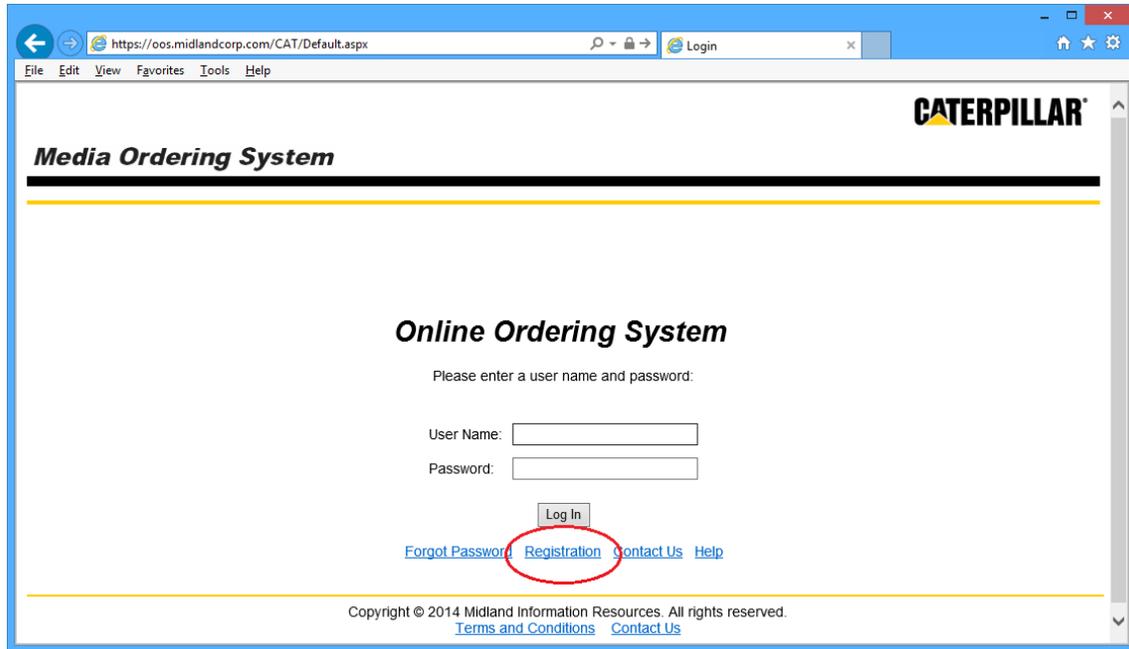
10/16/2014

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### Requesting an Account

If you do not yet have a user name for logging into the site, you can request one by clicking the **Registration** link on the login page.



On the **Registration** page, enter your name, address, and CWS ID in the supplied fields.

<b>Registration</b>	
First Name:	<input type="text"/> *
Last Name:	<input type="text"/> *
CWS ID (As found in CLUES):	<input type="text"/> *
Email:	<input type="text"/> *
Company:	<input type="text"/> *
Attention:	<input type="text"/>
Address:	<input type="text"/> *
	<input type="text"/>
City:	<input type="text"/> *
Country:	<input type="text" value="United States"/> ▼
State:	<input type="text"/> ▼
Postal Code:	<input type="text"/> *
Phone:	<input type="text"/> *

Search for your branch by entering its name and clicking the **Search** button. Click on your branch and add it to the column on the right using the arrow buttons. You can choose more than one branch.

**Enter Legal Entity Customer Code (CAT employees) or Organization Code (Dealers) as found in CLUES and click "Search".**(You can enter the first letter of your Code and select "Search" to view additional codes, if necessary).

Y90

**After clicking "Search", select code from below on left and move to right-hand column using right arrow. Use left arrow to move back to left-hand column, if you wish to Unselect.**

Y904 CATERPILLAR FINANCIAL SERVICES Y906 CATERPILLAR INC DIRECT SHIP-TRUCK Y907 CATERPILLAR FINANCIAL Y908 CATERPILLAR FINANCIAL SERVICES Y909 CATERPILLAR FINANCIAL SERVICES	<input type="button" value="&gt;"/> <input type="button" value="&lt;"/>	Y901 CATERPILLAR INC.
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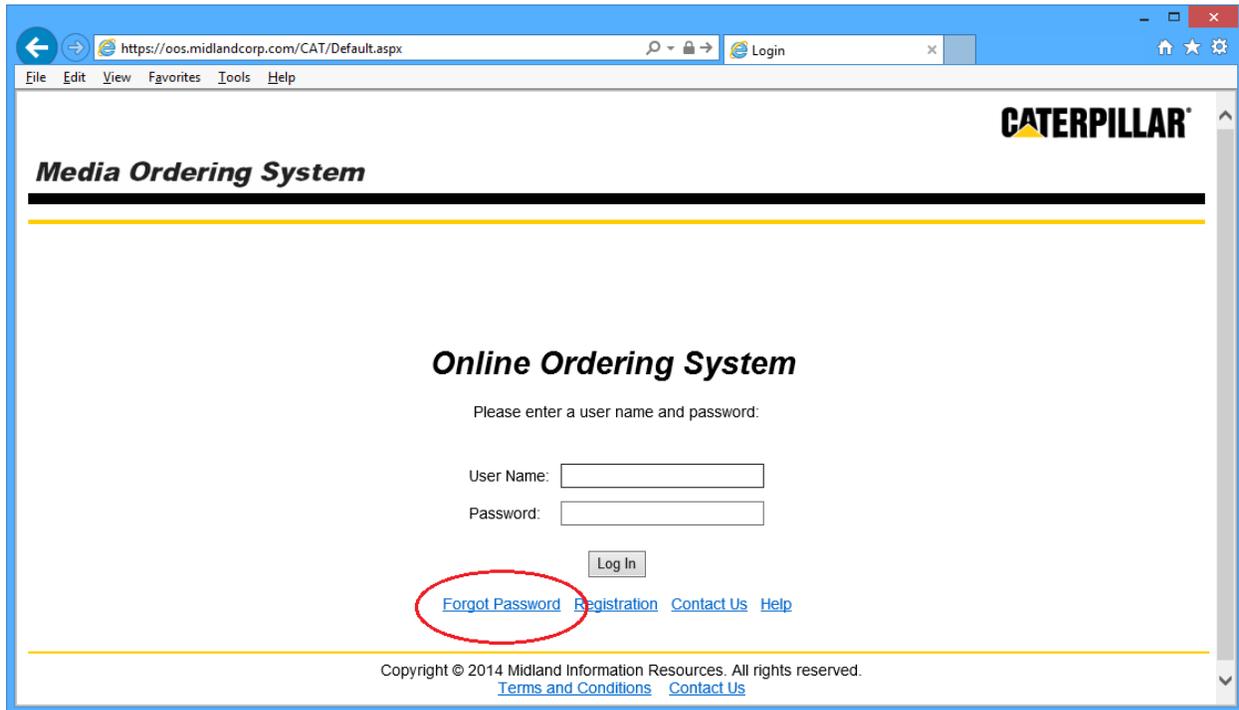
**Please note that a User Name and Password will be emailed to you within 1 business day.**

After choosing your branch click the **Register** button. Your request will be reviewed by the system administrators and your new user name and password will be sent to the email address you supplied on the form.

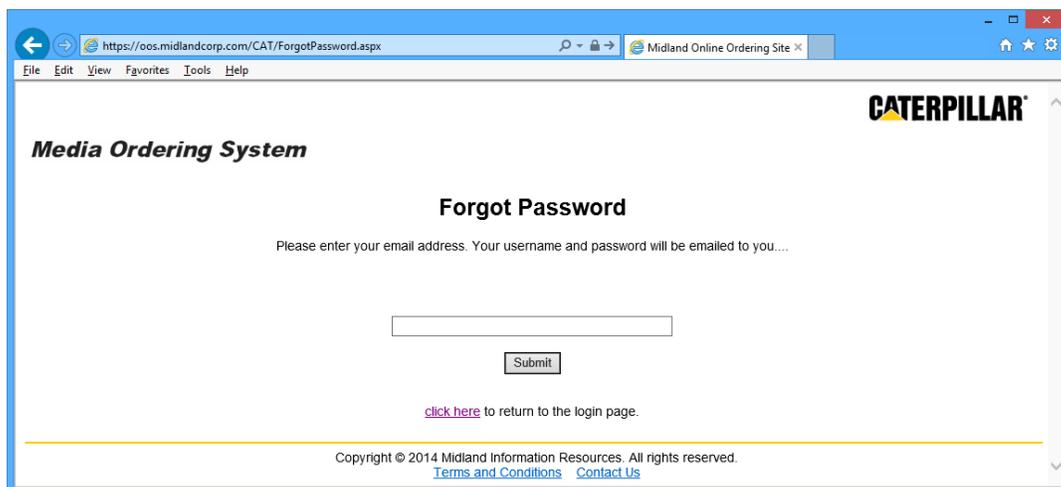
## Logging In

Enter your user name, password, and click the **Log In** button.

If you have a user name but have forgotten your password, you can have it sent to you using the **Forgot Password** link on the login page.

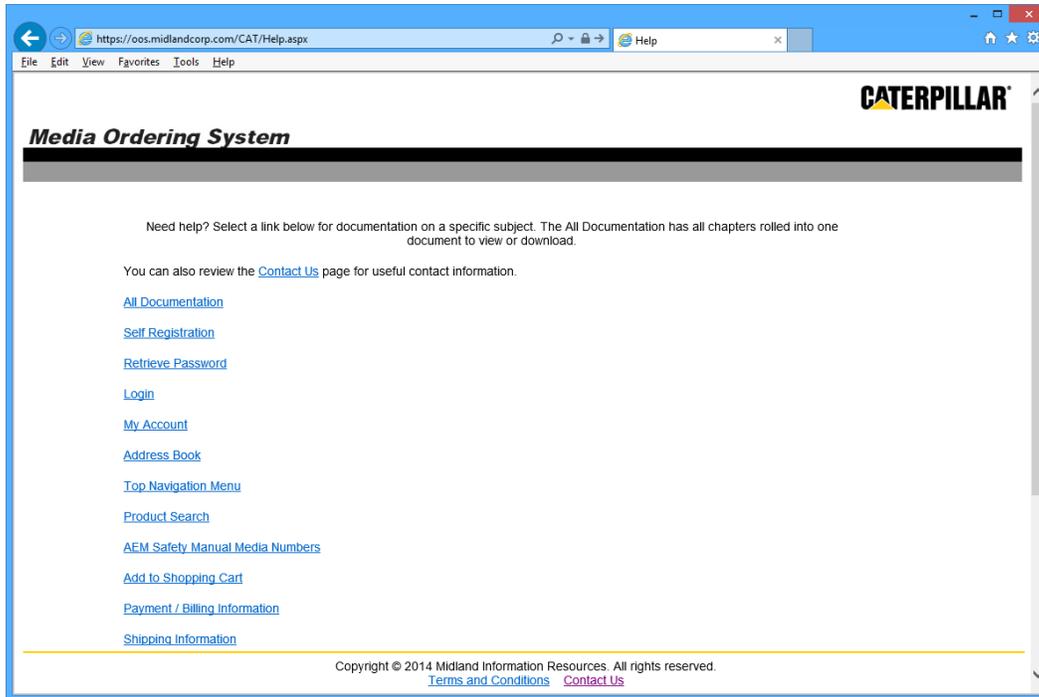


On the **Forgot Password** page, enter the email address that is associated with your user account. By default this will be the email address you supplied when initially requesting the account. An email will be sent to that address containing the user name and password for that account. If you no longer have access to that email account, please use the **Contact Us** page for further assistance.



## Help & Contact Us

The **Help** page contains documents with instructions on using the various functions of the site.



Use the **Contact Us** page to submit any questions or concerns you have about using the website. Supply your contact information, choose the category that best describes your issue, and enter your question in the **Details** box. Please be as descriptive as possible, including which products you're seeking, what page you're having trouble with, and any error messages you've encountered.

### Contact Us

For assistance with media numbers not available on the site, questions about the proper media for a particular piece of equipment, invoicing or tax questions or general questions or feedback on the site, please use the form below. Be sure to select the appropriate category for your issue or question.

First Name:

Last Name:

Email:

Phone:

Category:

Subcategory:

Details:

**Navigation Menu Bar**

Once you've logged in, you'll be taken to the **Home** page. The menu bar appears at the top of each page. Use its links to navigate between pages in the application.

**Media Ordering System**

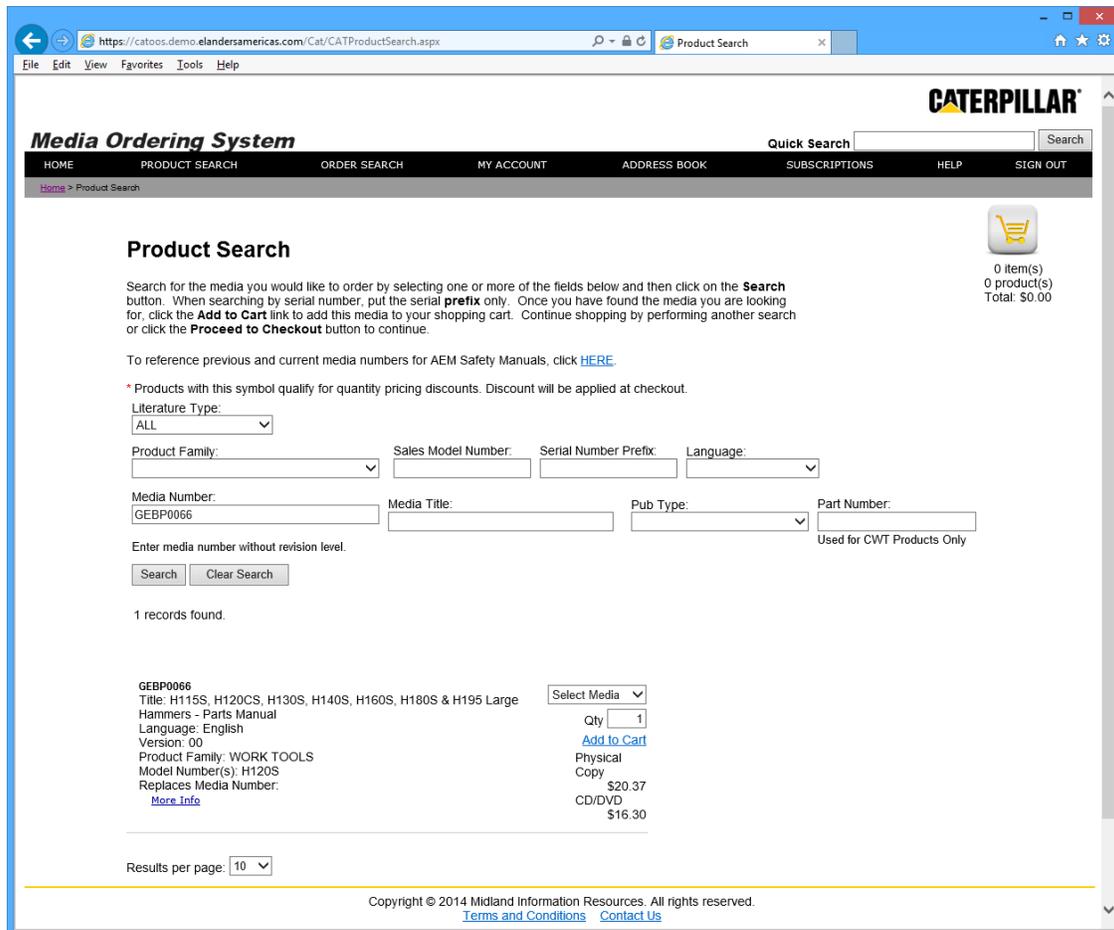
Quick Search  Search

HOME	PRODUCT SEARCH	ORDER SEARCH	MY ACCOUNT	ADDRESS BOOK	SUBSCRIPTIONS	HELP	SIGN OUT
Home							

<b>Home</b>	This page appears when you first log into the site. It contains notes on recent updates to the site and its products.
<b>Product Search</b>	Search for media by title, media number, sales model, and other criteria.
<b>Order Search</b>	View the details of orders you've placed previously.
<b>My Account</b>	Set your password, email address, and the name associated with your account.
<b>Address Book</b>	Save frequently-used addresses here for use when placing orders.
<b>Subscriptions</b>	View your current subscriptions, renew subscriptions, and set the associated shipping address.
<b>Help</b>	Instructional documents on using the site.
<b>Sign Out</b>	Log out of the website.

## Product Search

Search for media using a variety of criteria.

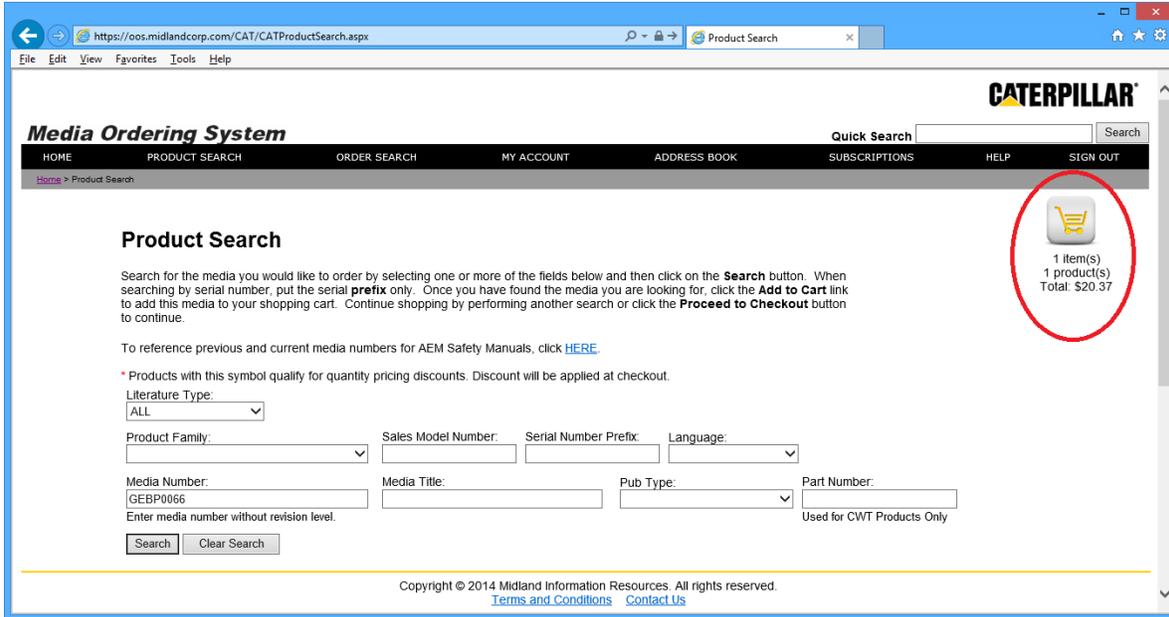


If the product is available in more than one media format, first select the format you want to order from the **Select Media** dropdown. Enter the number of copies you'd like in the **Qty** field, and click the **Add to Cart** link.

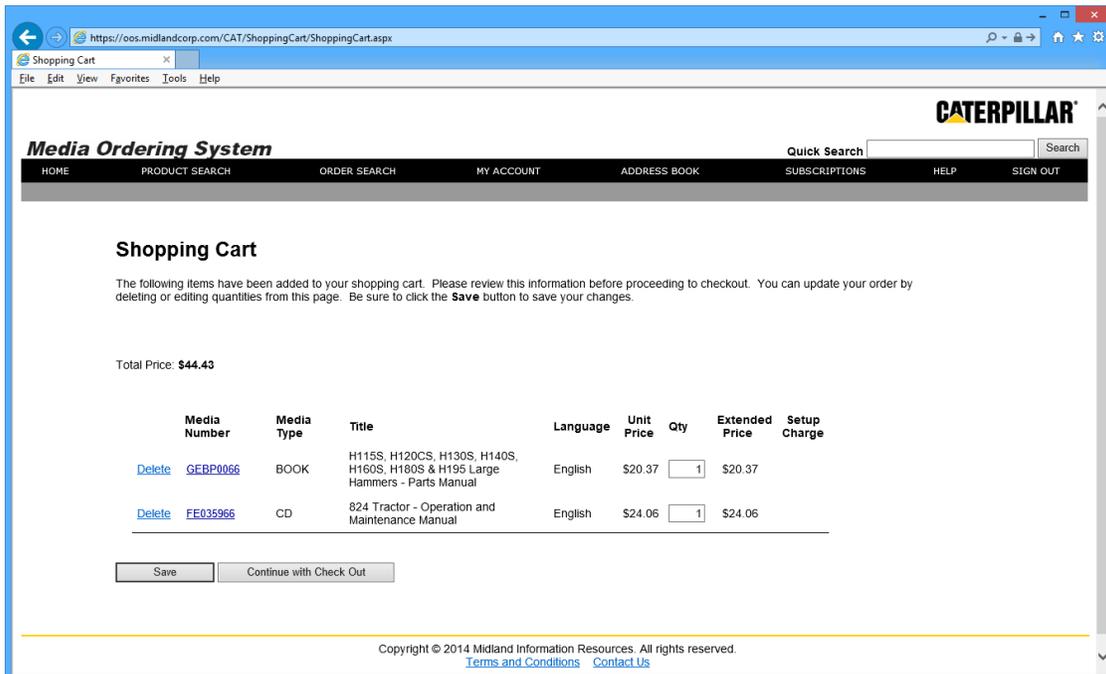
<p><b>GEBP0066</b>          Title: H115S, H120CS, H130S, H140S, H160S, H180S &amp; H195 Large Hammers -          Parts Manual          Language: English          Version: 00          Product Family: WORK TOOLS          Model Number(s): H120S          Replaces Media Number:  <a href="#">More Info</a></p>	<p>Select Media <input type="button" value="v"/></p> <p>Qty <input type="text" value="1"/></p> <p><a href="#">Add to Cart</a></p> <p>Physical Copy \$20.37          CD/DVD \$16.30</p>
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## Check Out Process: Shopping Cart

Once you've added all of your items to the shopping cart, begin the check out process by clicking the **Shopping Cart** icon. It appears in the top-right corner of each page.



The **Shopping Cart** page displays items currently in your cart. You can remove individual products by clicking the corresponding **Delete** link. If you'd like to change the quantity, enter a new number in the **Qty** field and click **Save**. When you're ready to proceed, click **Continue with Check Out**.



### Check Out Process: Billing Address

If you're associated with more than one branch, choose the branch you're placing this order for from the dropdown. If you're only associated with one, it will be selected by default. Note that the details of the billing address cannot be edited here. If the billing address of a branch needs to be updated, please use the **Contact Us** page.

The screenshot shows a web browser window with the URL <https://oos.midlandcorp.com/CAT/ShoppingCart/OrderInformation.aspx>. The page title is "Order Information". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The website header features the "CATERPILLAR" logo and a "Quick Search" field. A navigation bar contains links for "HOME", "PRODUCT SEARCH", "ORDER SEARCH", "MY ACCOUNT", "ADDRESS BOOK", "SUBSCRIPTIONS", "HELP", and "SIGN OUT".

The main content area is titled "Media Ordering System" and includes a "Development" notice. The "Billing Information" section prompts the user to "Please complete the following information." and displays a shopping cart icon with the text "2 item(s)", "2 product(s)", and "Total: \$44.43".

The "Bill To Branch" dropdown menu is set to "B010 ALBAN TRACTOR COMPANY, INC". The "Bill To Address" section contains the following fields:

- Company: B010 ALBAN TRACTOR COMPANY, INC.
- Attention: [Empty]
- Address: PO BOX 9595 \*
- City: BALTIMORE \*
- Country: United States
- State / Province: Maryland
- Postal: 21237-0595 \*
- Phone: 1 (410) 686-7777
- Email: [Empty]

At the bottom of the form are "Back" and "Continue" buttons. The footer contains the text "Copyright © 2014 Midland Information Resources. All rights reserved." and links for "Terms and Conditions" and "Contact Us".

### Check Out Process: Shipping Address

Enter the address your order will be shipped to. The **Address** dropdown lists all of the addresses you've entered in your **Address Book**. You can select one of these to fill in the page automatically or you can type the details in each field.

**Shipping Address**

Select your shipping address from the Address drop-down or enter an address using the fields provided.

Due to system and shipping carrier restrictions, we are unable to ship media orders to post office box (i.e., P.O. Box) addresses. Please select or enter a physical building address for your order.

**Shipping Address(Final Destination)**

Using a freight forwarder for international shipment?

Address:

Company:

First Name:  \*

Last Name:  \*

Full first name and last name must be provided to fulfill shipping requirements.

Address:  \*

City:  \*

Country:

State / Province:

Postal:  \*

Phone:  \*

Email:  \*

DT Code:

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### Check Out Process: Shipping to a Freight Forwarder

If you're using a freight forwarder to ship to a destination outside the US, check the **"Using a freight forwarder"** box. In the left column, choose the final destination where the order will ultimately be going. In the right column, enter the address of the forwarding company that the order will be shipped to initially.

Due to system and shipping carrier restrictions, we are unable to ship media orders to post office box (i.e., P.O. Box) addresses. Please select or enter a physical building address for your order.

**Shipping Address(Final Destination)**

Using a freight forwarder for international shipment?

Address: New Zealand  
Company: New Zealand Distribution  
First Name: Leo  
Last Name: Wilkins  
Address: 123 Example Street  
City: Christchurch  
Country: New Zealand  
State / Province:  
Postal: 8441  
Phone: 555-555-4321  
Email: example@email.com  
DT Code:

**Freight Forwarder Address:**

Address: My Address  
Company: Forwarding Company  
First Name: Susan  
Last Name: Collins  
Address: 123 Example Street  
City: San Diego  
Country: United States  
State / Province: California  
Postal: 92111  
Phone: 902-555-1234  
Email: sample@email.com

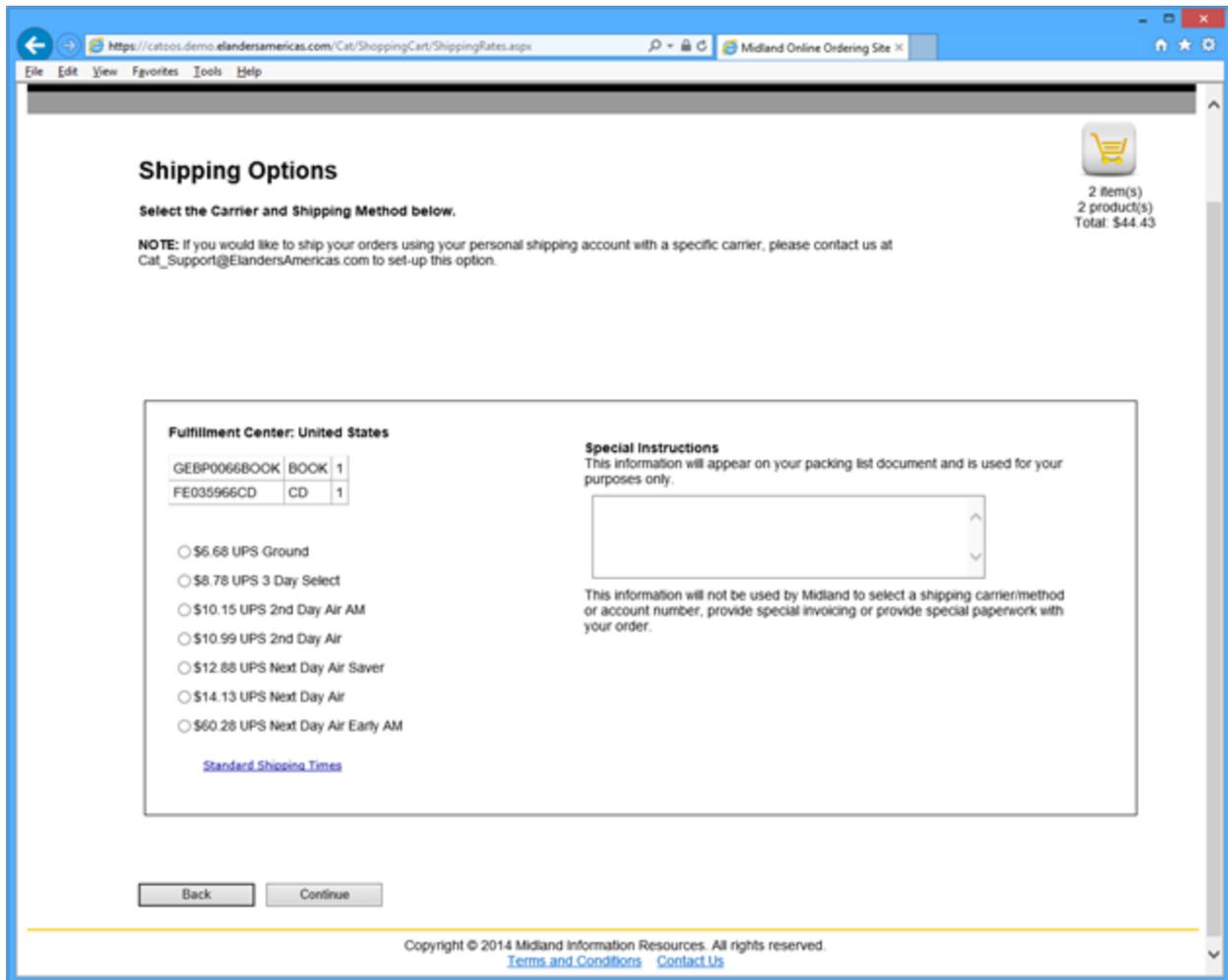
Back Continue

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**Check Out Process: Shipping Method and Fulfillment Center**

After entering the destination address and clicking **Continue** you're taken to the **Shipping Options** screen. This screen shows you which shipping methods are available and the cost of each. In the **Special Instructions** field you can enter a note that will be printed on the packing list.

Note that the **Special Instructions** note is for your own reference, only. It is not for making requests regarding the manufacture or shipping of the order. Apart from printing on the paperwork, the contents of this field are not used in any way. It is only for the person placing an order to enter a message to the person receiving it.



**Check Out Process: Shipping Method and Fulfillment Center, cont.**

Your order's fulfillment center is determined by your shipping destination and the items you're ordering. For example, if your order is shipping to Europe and all of the products qualify, it will be manufactured at our German facility instead of shipping from the US.

If a portion of your order qualifies to be manufactured at a regional facility but it also contains items that must be shipped from the US, you'll be given the option to split your order between the two fulfillment centers. By default, the entire order will be manufactured in the US, but if you click the **Split Order Calculator** button, it can be split into two separate orders.

**Shipping Options**

Select the Carrier and Shipping Method below.

**NOTE:** If you would like to ship your orders using your personal shipping account with a specific carrier, please contact us at [Cat\\_Support@ElandersAmericas.com](mailto:Cat_Support@ElandersAmericas.com) to set-up this option.

3 item(s)  
3 product(s)  
Total: \$63.83

Fulfillment Center: United States		
GEBP0066BOOK	BOOK	1
FE035966CD	CD	1
KENR1287SCHEMATIC	SCHEMATIC	1

\$41.84 DHL Worldwide Priority Express  
 \$57.02 UPS Worldwide Expedited (SM)  
 \$62.43 UPS Worldwide Saver  
 \$63.76 UPS World Wide Express (SM)

[Standard Shipping Times](#)

**Some products in this order qualify to be shipped from a regional fulfillment center which could result in reduced shipping costs and/or faster delivery. To view additional shipping options, click here.**

**Split Order Calculator**

**Special Instructions**  
This information will appear on your packing list document and is used for your purposes only.

This information will not be used by Midland to select a shipping carrier/method or account number, provide special invoicing or provide special paperwork with your order.

Back    Continue

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**Check Out Process: Shipping Method and Fulfillment Center, cont.**

After clicking the **Split Order Calculator** button you'll be shown which products will come from each facility and the shipping options from each. From this point forward they will be treated as two separate orders, each with its own order number and confirmation email. If you decide against splitting the order, the **Cancel Split** button will return the order to its original state.

The screenshot shows a web browser window with the URL <https://oos.midlandcorp.com/CAT/ShoppingCart/ShippingOptions.aspx>. The navigation bar includes links for HOME, PRODUCT SEARCH, ORDER SEARCH, MY ACCOUNT, ADDRESS BOOK, SUBSCRIPTIONS, HELP, and SIGN OUT. A shopping cart icon in the top right corner displays "3 item(s)", "3 product(s)", and "Total: \$63.83".

A red box highlights a pink button labeled "Cancel Split". Below this are two sections for different fulfillment centers:

- Fulfillment Center: United States**
  - Product list: KENR1287SCHEMATIC | SCHEMATIC | 1
  - Shipping options:
    - \$39.08 DHL Worldwide Priority Express
    - \$57.02 UPS Worldwide Expedited (SM)
    - \$62.43 UPS Worldwide Saver
    - \$63.76 UPS World Wide Express (SM)
  - [Standard Shipping Times](#)
  - Special Instructions**

This information will appear on your packing list document and is used for your purposes only.

This information will not be used by Midland to select a shipping carrier/method or account number, provide special invoicing or provide special paperwork with your order.
- Fulfillment Center: Germany**
  - Product list: GEBP0066BOOK | BOOK | 1; FE035966CD | CD | 1
  - Shipping options:
    - \$11.16 DHL Europaket
    - \$59.36 DHL Express Worldwide
  - Shipping Times Not Available*
  - Special Instructions**

This information will appear on your packing list document and is used for your purposes only.

This information will not be used by Midland to select a shipping carrier/method or account number, provide special invoicing or provide special paperwork with your order.

At the bottom of the main content area are "Back" and "Continue" buttons. The footer contains the text: "Copyright © 2014 Midland Information Resources. All rights reserved." with links to [Terms and Conditions](#) and [Contact Us](#).

**Check Out Process: Shipping Method and Fulfillment Center, cont.**

Certain products on the ordering site are always fulfilled by CSE Software, Inc. If your order contains a combination of CSE and non-CSE products, the order will be split automatically and you will not have the option of combining them into one order.

The screenshot shows a web browser window with the URL <https://oos.midlandcorp.com/CAT/ShoppingCart/ShippingOptions.aspx>. The browser's address bar and menu bar are visible. The page content is divided into two main sections, each representing a different fulfillment center. The first section is titled "Fulfillment Center: United States" and contains a text input field with "GEBP0066BOOK BOOK 1" and a list of shipping options with radio buttons. The second section is titled "Fulfillment Center: CSE" and contains a text input field with "JERD2161CD CD 1" and a similar list of shipping options. Both sections include a "Special Instructions" field and a note stating that the information will not be used by Midland to select a shipping carrier. At the bottom of the page, there are "Back" and "Continue" buttons, and a copyright notice for 2014 Midland Information Resources.

**Fulfillment Center: United States**  
GEBP0066BOOK BOOK 1

- \$6.68 UPS Ground
- \$8.78 UPS 3 Day Select
- \$10.03 UPS 2nd Day Air AM
- \$10.99 UPS 2nd Day Air
- \$12.21 UPS Next Day Air Saver
- \$13.90 UPS Next Day Air
- \$59.84 UPS Next Day Air Early AM

[Standard Shipping Times](#)

**Special Instructions**  
This information will appear on your packing list document and is used for your purposes only.

This information will not be used by Midland to select a shipping carrier/method or account number, provide special invoicing or provide special paperwork with your order.

**Fulfillment Center: CSE**  
JERD2161CD CD 1

- \$6.68 UPS Ground
- \$8.78 UPS 3 Day Select
- \$15.03 UPS 2nd Day Air
- \$17.29 UPS 2nd Day Air AM
- \$22.82 UPS Next Day Air Saver
- \$26.69 UPS Next Day Air
- \$59.84 UPS Next Day Air Early AM

[Standard Shipping Times](#)

**Special Instructions**  
This information will appear on your packing list document and is used for your purposes only.

This information will not be used by Midland to select a shipping carrier/method or account number, provide special invoicing or provide special paperwork with your order.

Back Continue

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## Check Out Process: Order Summary

After selecting your shipping method, you're taken to the **Order Summary** screen where you can review the products and other details of your order before submitting it. Choose your payment method from the dropdown in the bottom left, check the box stating that you agree to the terms & conditions, and click **Place Order**.

**Order Summary**

**ALL SALES ARE FINAL - RETURNS ARE NOT ACCEPTED**

**PLEASE REVIEW YOUR ORDER! ORDERS MAY NOT BE CANCELLED ONCE PROCESSING HAS BEGUN.**

1 item(s)  
1 product(s)  
Total: \$20.37

Branch Code: 000  
DT Code:

Shipping Address	Billing Address
ATTN: Susan Collins 123 Example Street sample@email.com Davenport, IA 52807 United States 563-555-1234	Midland Information Resources 5440 Corporate Park Dr mir_systems@midlandcorp.com Davenport, IA 52807 United States 563-359-3898

United States  
Expedite Printing Order?  Yes  No  
Orders received by 2pm CST will ship within 2 business days.

Order Summary:  
Fulfillment Center: United States

Item	Version	Media Type	Qty	Price	Setup Charge
GEBP0066	00	BOOK	1	\$20.37	

Subtotal: \$20.37  
Estimated Shipping: \$10.03  
Setup Charge: \$0.00  
Estimated Tax Total: \$1.42  
Expedited Fee:

**Total: \$31.82**

Shipping Carrier: UPS  
Ship Method: UPS 2nd Day Air AM

Delivery Instructions:

**Grand Total: \$31.82**

Payment Method:

NOTE: These products are Print on Demand (POD) and as such will need time to be processed and manufactured. Please allow 2 days to fulfill expedited orders plus ship time and 3 to 4 days to fulfill standard orders plus ship time.  
If you have questions regarding this order, please contact [Cat\\_Support@ElandersAmericas.com](mailto:Cat_Support@ElandersAmericas.com)

By checking this box you agree to the Terms & Conditions in the document below.  
[Terms & Conditions](#)

**Place Order**

Back

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**Check Out Process: Order Summary, Cont.**

If you'd like to expedite the printing of the order, click the Yes radio button. A **30% rush charge** is applied. Note that this does not refer to the shipping method. It refers only to producing the product.

**United States**  
**Expedite Printing Order?**  Yes  No  
Orders received by 2pm CST will ship within 2 business days.

**Order Summary:**  
**Fulfillment Center: United States**

Item	Version	Media Type	Qty	Price	Setup Charge
GEBP0066	00	BOOK	1	\$20.37	

Subtotal: \$20.37  
Estimated Shipping: \$6.68  
Setup Charge: \$0.00  
Estimated Tax Total: \$1.42  
Expedited Fee:

**Total: \$28.47**

Shipping Carrier:	UPS
Ship Method:	UPS Ground

Delivery Instructions:

The complete tax information, terms, and conditions can be viewed here.

**Grand Total: \$28.47**

NOTE: These products are Print on Demand (POD) and as such will need time to be processed and manufactured. Please allow 2 days to fulfill expedited orders plus ship time and 3 to 4 days to fulfill standard orders plus ship time.  
If you have questions regarding this order, please contact [Cat\\_Support@ElandersAmericas.com](mailto:Cat_Support@ElandersAmericas.com)

Payment Method:

By checking this box you agree to the Terms & Conditions in the document below.

[Terms & Conditions](#)

**Place Order**

Back

**Check Out Process: Order Summary, Cont.**

If an order has been split, you'll see which products will be sent from each fulfillment center. Each of the orders will have its own expedite option. One payment method is applied to all orders.

The screenshot shows a web browser window with the URL <https://oos.midlandcorp.com/CAT/ShoppingCart/Or>. The page title is "Midland Online Ordering Site". The navigation menu includes HOME, PRODUCT SEARCH, ORDER SEARCH, MY ACCOUNT, ADDRESS BOOK, SUBSCRIPTIONS, HELP, and SIGN OUT.

**Development**  
**Order Summary**  
**ALL SALES ARE FINAL - RETURNS ARE NOT ACCEPTED**  
**PLEASE REVIEW YOUR ORDER! ORDER MAY NOT BE CANCELLED ONCE PROCESSING HAS BEGUN.**

Shopping cart icon: 2 items, 2 products, Total: \$520.37

Branch Code: Q160  
 DT Code:

Shipping Address: 123 Example Street, Devanport, IA 52807  
 Billing Address: Q160 M. SZZAT JALLAD & FLS, R/AD BQLH, BBRUT, 1107 2020, Lebanon

**United States**  
 Expedite Printing Order?  Yes  No  
 Orders received by 2pm CST will ship within 2 business days.

**Order Summary: United States**  
**Fulfillment Center: United States**

Item	Version	Media Type	Qty	Price	Setup Charge
GEBP0066	00	BOOK	1	\$20.37	

Subtotal: \$20.37  
 Estimated Shipping: \$12.21  
 Setup Charge: \$0.00  
 Estimated Tax Total: \$1.42  
 Expedited Fee:  
**Total: \$34.00**

Shipping Carrier: UPS  
 Ship Method: UPS Next Day Air Saver  
 Delivery Instructions:

**CSE**  
 Expedite Printing Order?  Yes  No  
 Orders received by 2pm CST will ship within 2 business days.

**Order Summary: CSE**  
**Fulfillment Center: CSE**

Item	Version	Media Type	Qty	Price	Setup Charge
JBR02161CD	1.2	CD	1	\$500.00	

Subtotal: \$500.00  
 Estimated Shipping: \$15.03  
 Setup Charge: \$0.00  
 Estimated Tax Total: \$30.00  
 Expedited Fee:  
**Total: \$545.03**

Shipping Carrier: UPS  
 Ship Method: UPS 2nd Day Air  
 Delivery Instructions:

**Grand Total: \$579.03**

Payment Method:

NOTE: These products are Print on Demand (POD) and as such will need time to be processed and manufactured. Please allow 2 days to fulfill expedited orders plus ship time and 3 to 4 days to fulfill standard orders plus ship time. If you have questions regarding this order, please contact [Cat\\_Support@Elextra.com](mailto:Cat_Support@Elextra.com)

By checking this box you agree to the Terms & Conditions in the document below.  
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**Place Order**

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## Order Search

Here you can view all orders placed by your branch, filtering by order date, tracking number, order number, or payment number. Once your order has shipped, your shipment's tracking number will be displayed. Clicking on the tracking number will take you to the carrier's site (UPS or DHL) so you can view further details.

**Order Search**

Beginning Date:  Ending Date:

Tracking Number:  Order Number:

Payment Number:  Result per page:

Total records found: 1

<a href="#">Order Number</a>	<a href="#">Order Date</a>	<a href="#">Ordered By</a>	<a href="#">Branch Code</a>	<a href="#">Status</a>	<a href="#">Ship Date</a>	<a href="#">Payment Number</a>	<a href="#">Tracking Number</a>
<a href="#">20004612</a>	9/17/2014 11:14 AM	Collins, Susan	000	InProcess		PO1234567	<a href="#">Full Window</a>

Clicking on your order number or the **Full Window** link will show you the details of your order.

Details for Order 20004612

Items:

Item	Version	MediaType	Qty	Price	Setup Charge	Chapter Info
GEBP0066	00	BOOK	1	\$20.37		

Subtotal: \$20.37  
 Estimated Shipping: \$10.99  
 Estimated Tax Total: \$1.42  
 Itemized Taxes:

**Grand Total: \$32.78**

Branch Code 000  
 Fulfillment Center United States  
 Order Date: 9/17/2014 11:14:45 AM

**Shipping Address**  
 ATTN: Susan Collins  
 123 Example Street  
 Davenport, Iowa 52807  
 United States  
 563-555-1234

**Billing Address**  
 Midland Information Resource  
 ATTN:  
 5440 Corporate Park Dr  
 Davenport, IA 52807  
 US

Payment Method: Purchase Order  
 Purchase Order: PO1234567  
 Shipping Carrier: UPS  
 Ship Method: UPS 2nd Day Air

## My Account

On the **My Account** page you can update your name, email address, and you can change your password. Note that your account's user name cannot be changed.

**Media Ordering System** Quick Search  Search

HOME PRODUCT SEARCH ORDER SEARCH MY ACCOUNT ADDRESS BOOK SUBSCRIPTIONS HELP SIGN OUT

Home > My Account

### My Account

You can update your account information here.

**Login:**

User Name:	jexternal
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

**User Information:**

First Name:	Jason
Last Name:	Dlouhy
Email:	sample@email.com
Comments:	<input type="text"/>

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0 item(s)  
0 product(s)  
Total: \$0.00

## Address Book

Use the **Address Book** page to save addresses that you regularly ship to. While placing an order you can choose one of these addresses from a dropdown and it will automatically populate the page with the corresponding information.

The address you supplied when requesting your new account is saved under the name **My Address**. It can be edited, but not deleted.

New addresses can be added using the **Add Address** link.

**Media Ordering System**

Quick Search  Search

HOME PRODUCT SEARCH ORDER SEARCH MY ACCOUNT ADDRESS BOOK HELP SIGN OUT

Home > Address Book

### Address Book

The address book contains a list of addresses that you can use for populating the shipping address for online purchases. You can add/edit those addresses from here.

[Add Address](#)

Name	First Name	Last Name	Address1	Address2	City	State / Province		
My Address	Jason	Dlouhy	123 Example Street		Davenport	IA	<a href="#">Edit</a>	
Florida Dealership	Susan	Collins	123 45th Street		Sarasota	FL	<a href="#">Edit</a>	<a href="#">Delete</a>

0 item(s)  
0 product(s)  
Total: \$0.00

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### Add/Edit Address

Clicking the **Add Address** link or clicking the **Edit** link for an existing address will display the full details of the address.

**Address Book - Edit Contact**

Edit your contact information and click the **Save** button.

Note: Fields identified with an asterisk \* are required.

Address Label:  \*

Company:

First Name:  \*

Last Name:  \*

Full first name and last name must be provided to fulfill shipping requirements.

Address:  \*

City:  \*

Country:

State / Province:

Postal:  \*

Phone:  \*

Email:  \*

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If the address you're saving is for China, you'll also be given a field to save the relevant customs regulation number. Special fields are also provided for Brazil (CNPJ#) and Argentina (DJA#).

Country:

State / Province:

Postal:  \*

Phone:  \*

Email:  \*

**Customs Reg. #:**  \*

## Subscriptions

This page displays all of the subscriptions associated with your branch. Here you can view and change the shipping address for each subscription. During the annual subscription renewal period, January 1<sup>st</sup> through March 31<sup>st</sup>, you can also renew your subscriptions from this page using the **Renewal** checkbox.

**Media Ordering System**
Quick Search

HOME
PRODUCT SEARCH
ORDER SEARCH
MY ACCOUNT
ADDRESS BOOK
SUBSCRIPTIONS
HELP
SIGN OUT

### Subscriptions

To order and manage your SIS, STW, Cat ET media visit the [Service Software Product Ordering System](#).



0 item(s)  
0 product(s)  
Total: \$0.00

The subscription renewal period for 2014 is now closed.

Renewal	Subscribed Quantity	Media Number	Title	Bill to Branch	Subscribed/Renewed Date	Ship to Attention	Ship to Organization	Ship to Address Line 1	Ship to Address Line 2	Ship to City	Ship to State	Ship to Postal Code	Ship to Country	
<input type="checkbox"/>	1	LERQ2015	EDDC INSTALLATION DRWGS CAD FILE DOWNLOAD ACCESS	000	7/22/2014 4:18:36 PM	Jason Dlouhy	Adelaide Co	Sample Address		Forrestfield	WA	6058	AU	<a href="#">Update Shipping Address</a>
<input type="checkbox"/>	1	LERQ2015	EDDC INSTALLATION DRWGS CAD FILE DOWNLOAD ACCESS	000	7/29/2014 12:27:37 PM		Midland Information Resources	5440 Corporate Park Dr		Davenport	IA	52807	US	<a href="#">Update Shipping Address</a>