



## Customer Information Center Registration Procedure

Access to the Customer Information Center is available through the Partner Area on [www.Laars.com](http://www.Laars.com).

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A subsidiary of BRADFORD WHITE Corporation

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You will need a Partner Area login to access the Customer Information Center. If you do not already have a Partner Area login, you can register for that by clicking "Register" at the Partner Area login page.

In the Partner Area, click the link to the Customer Information Center, which will allow you to register.

The Acceptance Agreement will be displayed first. Click "I Agree" at the bottom of this agreement to start the registration process. (If you click on "I DisAgree" you will be sent back to the Laars website home page.)

**LAARS**  
Heating Systems Company  
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## Registration

Acceptance Agreement:

"Unauthorized access to this system is strictly prohibited and is a crime under federal and state laws. Violators will be

[User Agreement](#)

"The Laars Customer Portal is designed to provide web access to certain documents and content that is to be used by Agreement in order to gain access to this site.

**By accepting this User Agreement, you agree that Laars Heating Systems Company may change the terms of this agreement, then you will not be granted access to the system or you will need to discontinue use of the system**

Access and usage by any person or entity implies their consent to monitoring.

The Laars Customer Portal is a secure site with access limited by Laars Heating Systems Company. You agree not to re Laars Heating Systems Company harmless for any improper or illegal use of your account. This includes illegal or impr account.

By content, we mean the site text, documents, images, programs and other information provided online via the Laars C

Some of the content available on the Laars Customer Portal is protected by copyrights, trademarks, and other intellect view, save or print selected documents for your internal business use only.

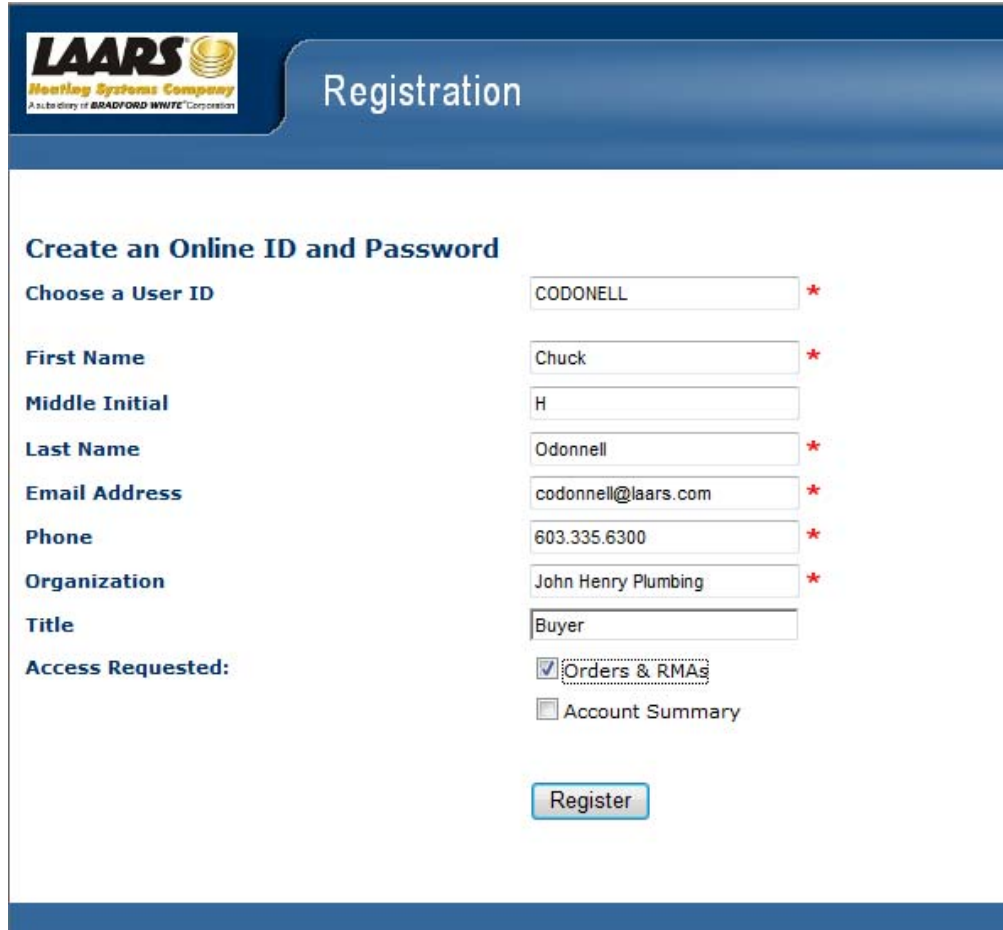
User expressly agrees that the use of the Laars Customer Portal, and the Internet is accessed at the user's sole risk. Th without warranties of any kind, either express or implied.

In no case shall Laars Heating Systems be liable for consequential damages resulting from your use of the Laars Custc account. Because some states or jurisdictions do not allow the exclusion or the limitation of liability for consequential c Systems liability shall be limited to the extent permitted by law. Laars Heating Systems does not endorse, warrant or g and will not be a party to or in any way be responsible for monitoring any transaction between you and third-parties.

Any document that you access while using the Laars Customer Portal, must be authorized; this means you must have th

[I Agree](#)   [I DisAgree](#)

After clicking “I Agree”, the registration page will be displayed:



The registration form is titled "Registration" and is part of the LAARS Heating Systems Company website. It includes a header with the LAARS logo and the text "A subsidiary of BRADFORD WHITE Corporation". The form is titled "Create an Online ID and Password" and contains the following fields and options:

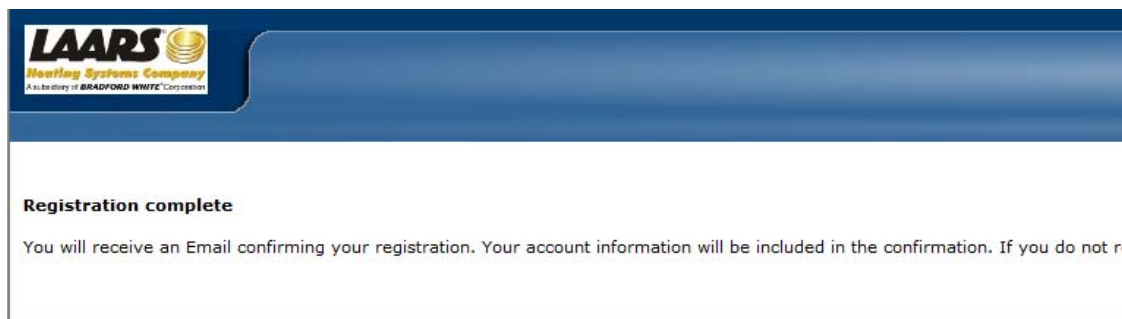
Choose a User ID	CODONELL *
First Name	Chuck *
Middle Initial	H
Last Name	Odonnell *
Email Address	codonnell@laars.com *
Phone	603.335.6300 *
Organization	John Henry Plumbing *
Title	Buyer
Access Requested:	<input checked="" type="checkbox"/> Orders & RMAs <input type="checkbox"/> Account Summary

At the bottom of the form is a "Register" button.

Fill in all of the information, and be sure to choose what access you are requesting (Orders & RMAs or Account Summary or both) and then click on the “Register” button at the bottom.

Notes: Orders allows you to see and search your purchase orders for the last 6 months. RMAs allows you see and search RMAs (Return Material Authorizations) for the last 12 months. Account Summary gives access to your company’s open AR (Accounts Receivable).

After you click the “Register” button, the following page will be displayed:



The confirmation page is titled "Registration complete" and is part of the LAARS Heating Systems Company website. It includes a header with the LAARS logo and the text "A subsidiary of BRADFORD WHITE Corporation". The page contains the following text:

**Registration complete**

You will receive an Email confirming your registration. Your account information will be included in the confirmation. If you do not re

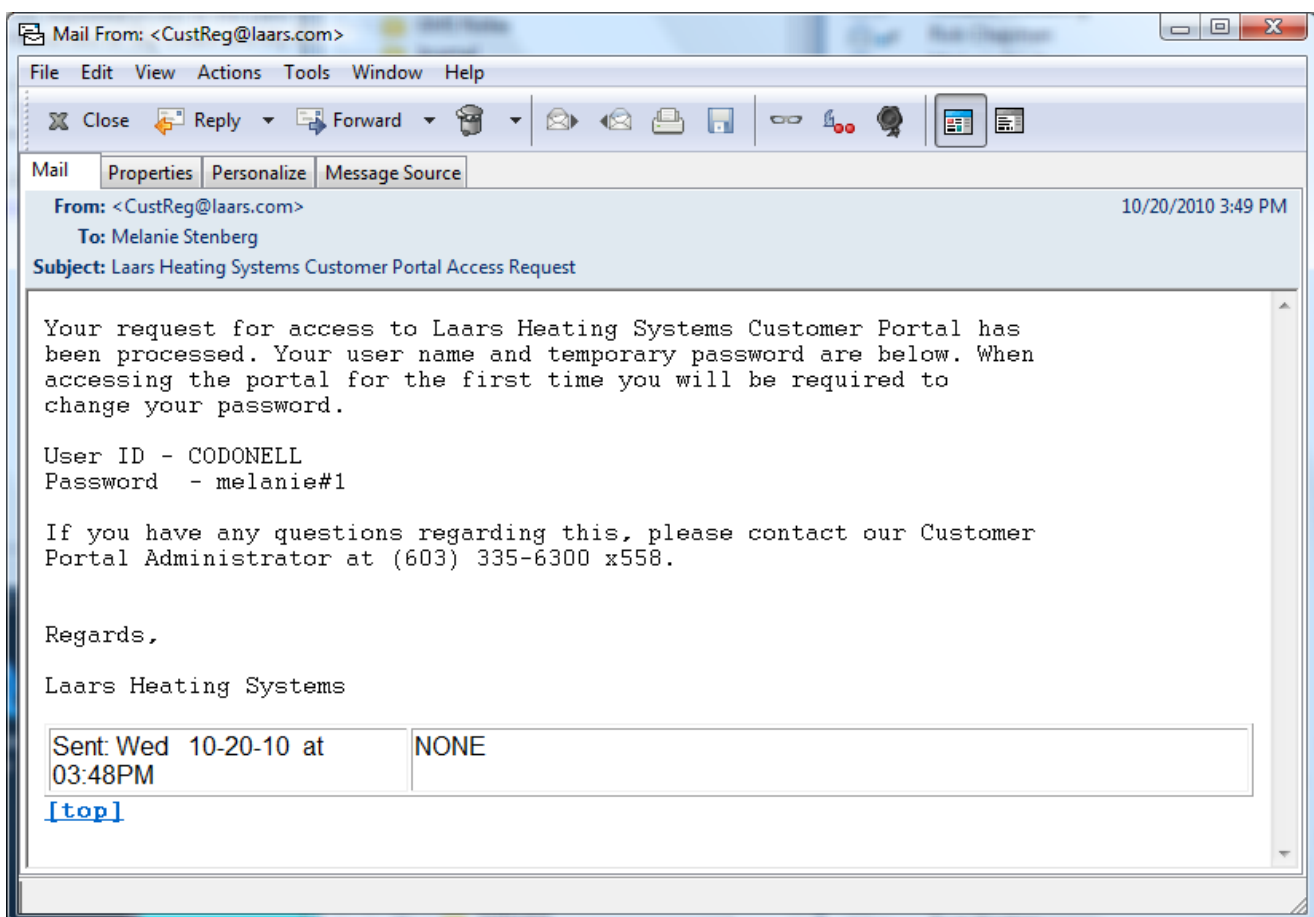
An email will automatically be sent to the Laars Customer Service Manager for review. Your company will be contacted to verify that the person who registered should be allowed access to what has been requested. Your access will then be set up, and a temporary password will be assigned.

After your registration has been approved, you will receive an email message, similar to the following, which will contain your username and temporary password. (You will be forced to change your password the first time you access the information center).

Be sure your email filter is set to allow messages from:

In the U.S.: CustReg@Laars.com

In Canada: CustRegCDN@Laars.com



If you have questions about registering for the Customer Information Center, please contact:

In the U.S., Joan Mishou at 603-335-6300 x558 or Jmishou@Laars.com

In Canada, Carol Myers at 905-238-0100 x4257 or Cmyers@Laars.com

In other areas, Joan Mishou at 603-335-6300 x558 or Jmishou@Laars.com

If you have questions about registering for the Partner Area, please contact:

Chuck O'Donnell at 603-335-6300 x590 or Codonnell@Laars.com