



**SWIFF-TRAIN COMPANY**

# Administrator Sign-Up

For Swiff-Train Company Website

Customer Name: \_\_\_\_\_ Customer # \_\_\_\_\_

Administrator's Name: \_\_\_\_\_

Administrator email: \_\_\_\_\_

User Name: \_\_\_\_\_ Password: \_\_\_\_\_ **\*\*\*\*\***

\*Your password will be your first initial and your last name. We suggest once you log on, you change your password for security reasons. Your password is not case sensitive.

**Instructions:**

1. Go to [www.swiff-train.com](http://www.swiff-train.com)
2. Click on "Dealer Log-In"
3. Enter your Customer Number, User Name, and Password
4. You are now on your home page. Your menu options will be to the left. You also have the same menu at all times on the navigation bar at the top.
5. You may also want to get familiar with the "Manage Users" portion of the site. This enables you to add, change, delete and modify permissions for users on your account.

Beyond this, just simply take advantage of the tools and features that are available and let us know what else we can do to modify this site to further meet your needs.

Should you have any questions or need further information about getting signed up, you may contact us at 800-929-1888 x8157. For help navigating the site, please contact your Territory Manager or Customer Service.

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**RELEASE**

I agree to take full responsibility for any damages resulting from the use or misuse of information made available to any users I add to my account. I agree to carefully analyze the needs of all the users and to grant permissions appropriate for each user. It is my responsibility, the administrator, not Swiff-Train Company, for changes in authority, additions or deletions of users for my account.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator

**Internal Use Only:**

**Fax to 361-883-9653**

Terr Mgr # \_\_\_\_\_ Terr Mgr Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Special requests: