



Customer Registration Guide for All Users

Version 2.3
June 24th, 2020

www.finelinetech.com

Customer Support:

US/Canada: support@finelinetech.com
South Africa: swingticket@traderplus.co.za
Hong Kong/Shenzhen: support@finelinetech.com.hk
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USA +1-800-500-8687
Canada: +1-800-465-1890
South Africa: +27-31-5794114
Hong Kong: +852-2156-9788
Shenzhen: +755-2650-1338
Suzhou: +86-512-87181098

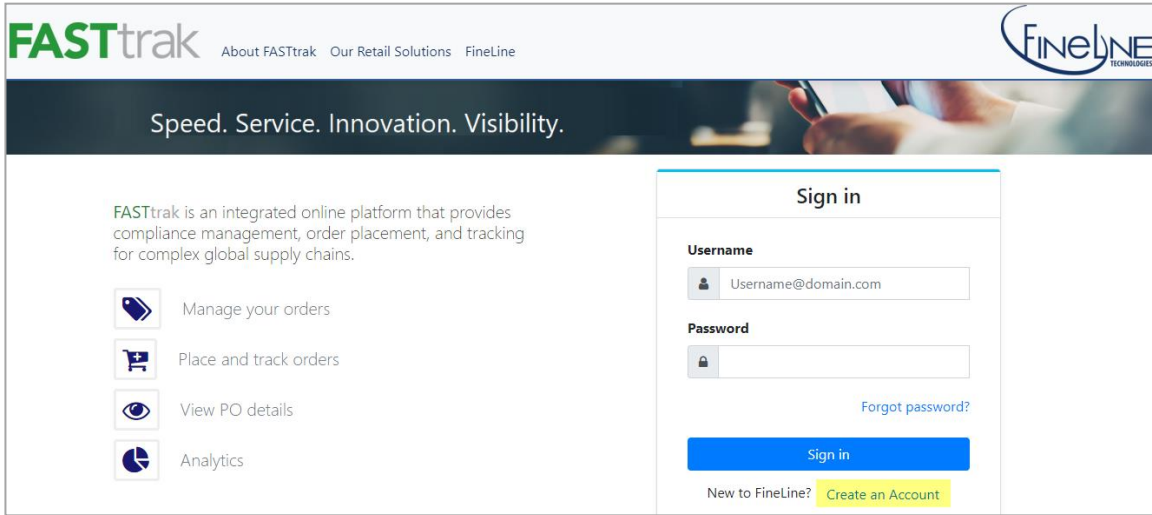
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New Company Registration

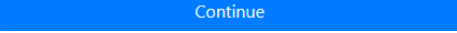
If you are new to the system, please follow the steps listed below.

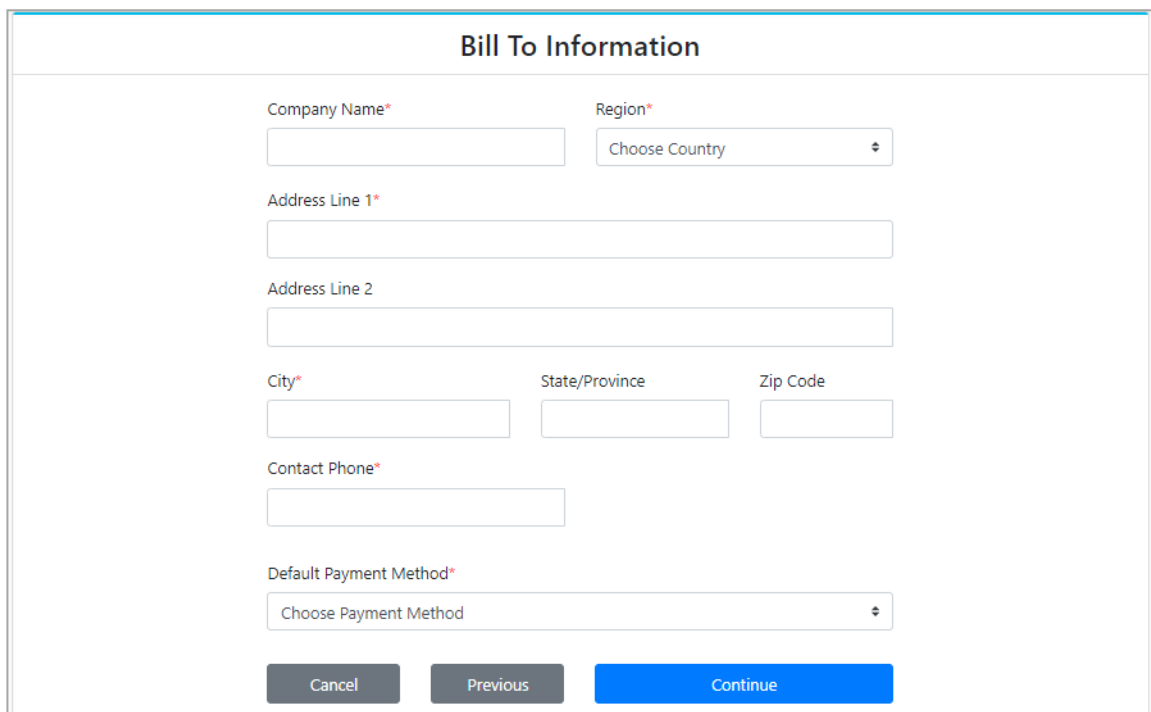
1. Click on '[Create an Account](#)' hyperlink to create a new account.



2. Fill out 'First Name', 'Last Name', 'Username' and 'Password' and select 'No' for 'Do you have a FASTtrak Customer ID?'.

The screenshot shows the 'FASTtrak Registration' form. The form is titled 'FASTtrak Registration' and contains several input fields and a checkbox. The 'First Name' and 'Last Name' fields are highlighted in yellow. The 'Username' field contains 'Username@domain.com' and is also highlighted in yellow. The 'Password' field is labeled 'Password (minimum 8 characters)' and is highlighted in yellow. Below the password field, there is a question 'Do you have a FASTtrak Customer ID?' with two radio buttons: 'Yes' and 'No (or Not Sure)'. The 'No (or Not Sure)' radio button is selected and highlighted in yellow. At the bottom of the form, there is a checkbox for 'I agree to receive new product, promotional and marketing emails from FineLine Technologies. Your contact information will never be sold or provided to any 3rd party.' and two buttons: 'Cancel' and 'Continue'.

3. Fill out your billing information and click on 'Continue'  to move further with your registration process.



Bill To Information

Company Name*

Region*

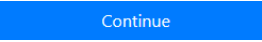
Address Line 1*

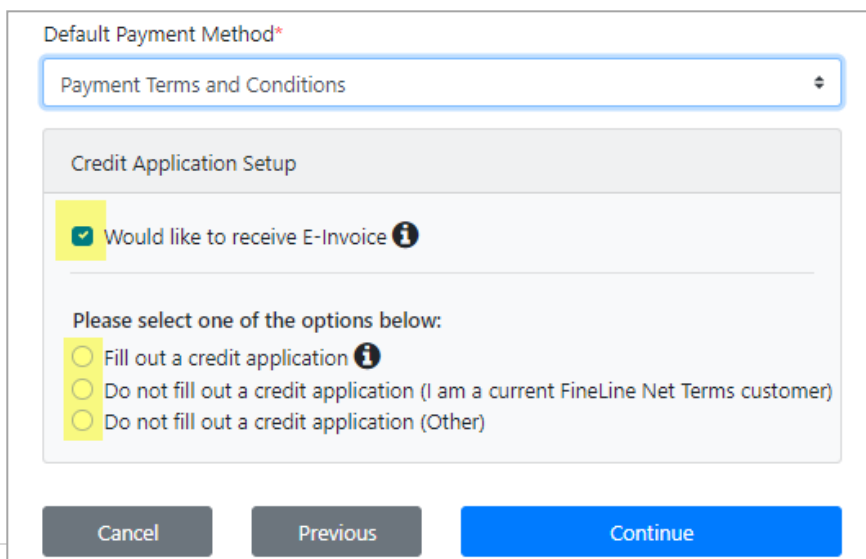
Address Line 2

City* State/Province Zip Code

Contact Phone*


Default Payment Method*

4. If you select 'Payment Terms and Conditions' as an option for Payment method, then you may need to fill out credit application or may not need to fill out credit application. Please select Credit Application setup options as per your need.
- Check the check box for 'Would like to receive E-Invoice' if you would like to receive electronic invoice for your order.
 - Select Credit application options as per your need.
 - Click on 'Continue' .




Default Payment Method*

Credit Application Setup

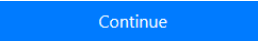
Would like to receive E-Invoice 

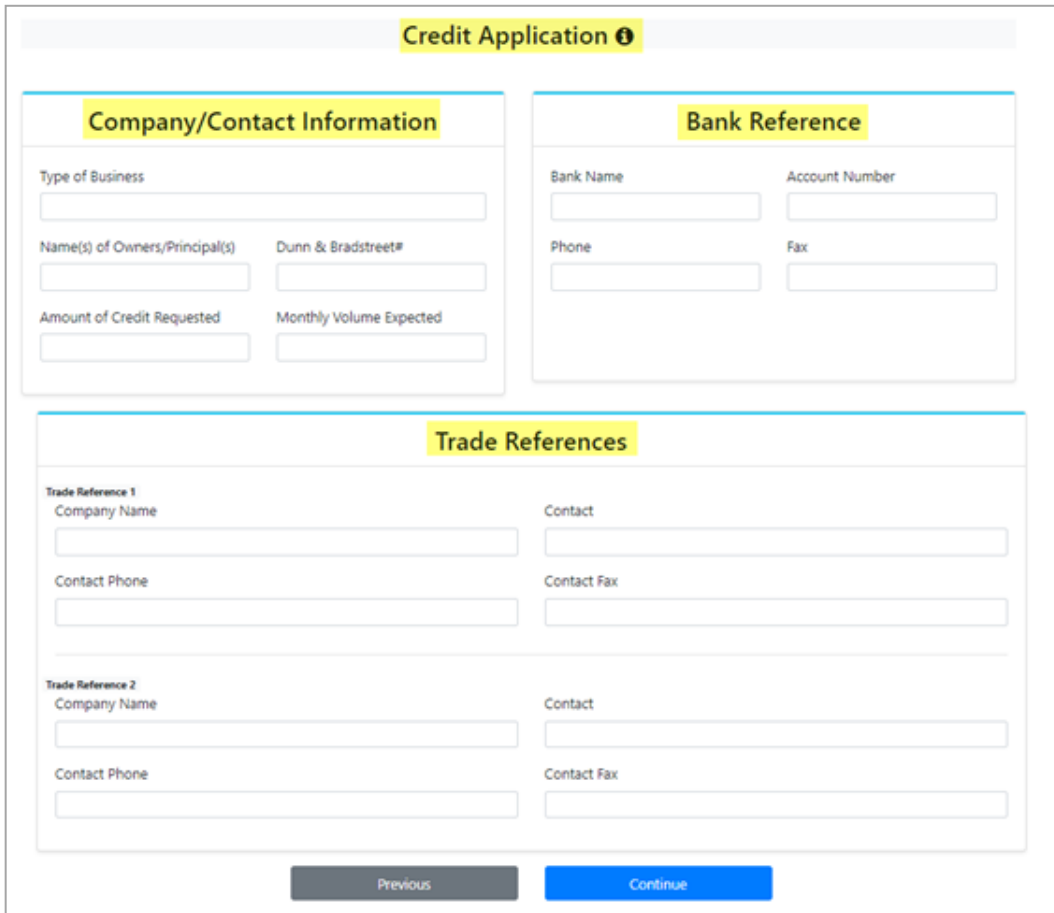
Please select one of the options below:

Fill out a credit application 

Do not fill out a credit application (I am a current FineLine Net Terms customer)

Do not fill out a credit application (Other)

5. If you selected 'Fill out a credit application' and hit 'Continue' then it will walk you through credit application. Fill out your information and click on 'Continue' .

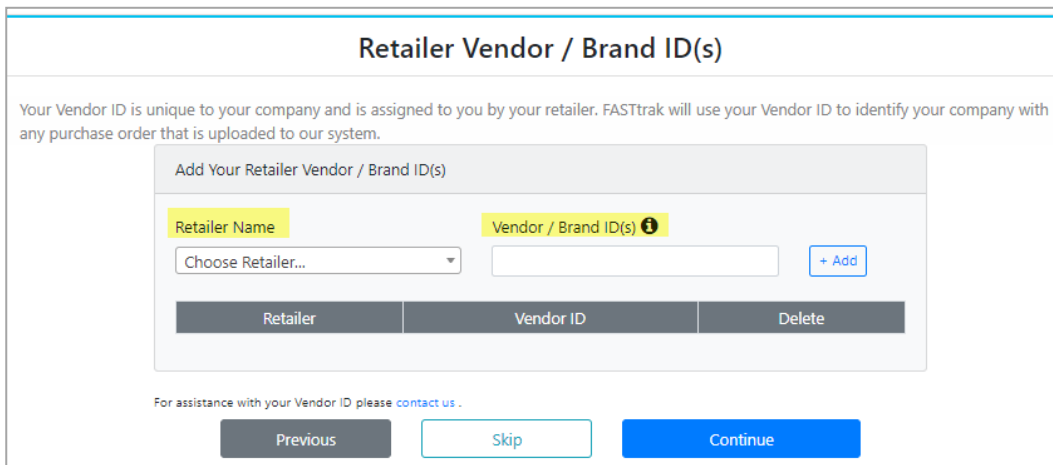


The form is titled "Credit Application" with an information icon. It is divided into three main sections: "Company/Contact Information", "Bank Reference", and "Trade References".

- Company/Contact Information:** Includes fields for "Type of Business", "Name(s) of Owners/Principal(s)", "Amount of Credit Requested", "Dunn & Bradstreet#", and "Monthly Volume Expected".
- Bank Reference:** Includes fields for "Bank Name", "Account Number", "Phone", and "Fax".
- Trade References:** Contains two identical reference forms. Each form has fields for "Company Name", "Contact", "Contact Phone", and "Contact Fax".

At the bottom of the form are two buttons: "Previous" (grey) and "Continue" (blue).

6. If you selected any payment method other than 'Payment Terms and Conditions', steps 4. and 5. will be skipped and you jump directly to the 'Retailer Vendor / Brand ID(s)' page where you can assign Retailer Vendor / Brand ID(s) relationship or skip the process and move further with your registration process.



The form is titled "Retailer Vendor / Brand ID(s)". It includes an introductory text: "Your Vendor ID is unique to your company and is assigned to you by your retailer. FASTtrak will use your Vendor ID to identify your company with any purchase order that is uploaded to our system."

The main section is "Add Your Retailer Vendor / Brand ID(s)". It features a "Retailer Name" dropdown menu with "Choose Retailer..." selected, and a "Vendor / Brand ID(s)" text input field with an information icon. An "+ Add" button is located to the right of the input field.

Below this is a table with three columns: "Retailer", "Vendor ID", and "Delete".

At the bottom, there is a note: "For assistance with your Vendor ID please [contact us](#)." and three buttons: "Previous" (grey), "Skip" (white with blue border), and "Continue" (blue).

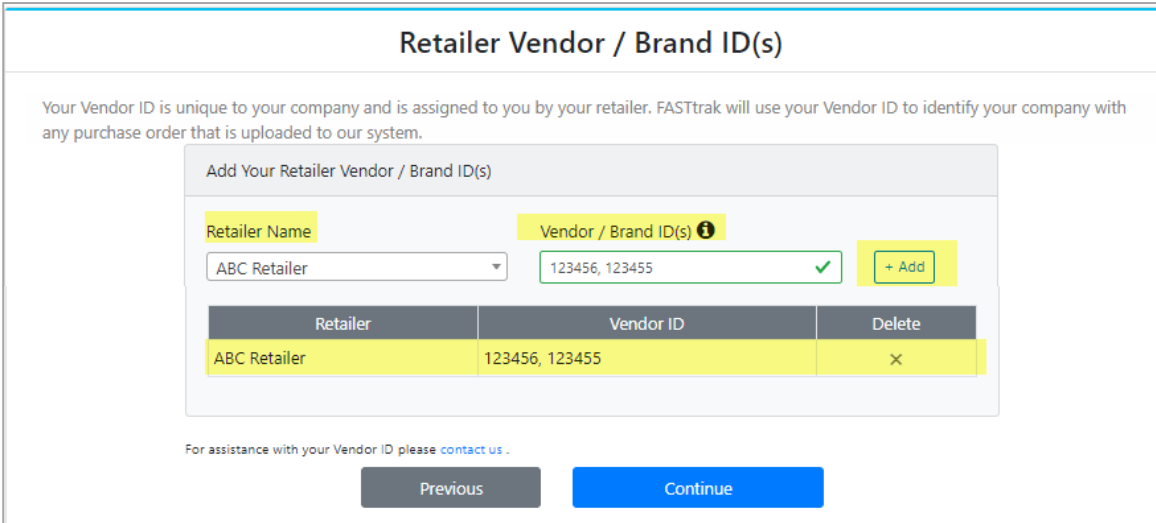
a. To enter new Retailer Vendor / Brand ID(s)

- Select Retailer from the 'Retailer Name' dropdown.
- Enter Vendor ID or Brand ID into 'Vendor / Brand ID(s)' text box.

NOTE: If you have more than one Vendor / Brand ID(s) for a specific retailer, then you can add them all here separated by a comma.

- Click on 'ADD' .
- Once you added all your Retailer Vendor / Brand ID(s) then click on 'continue'

 to move further with process.



Retailer Vendor / Brand ID(s)

Your Vendor ID is unique to your company and is assigned to you by your retailer. FASTtrak will use your Vendor ID to identify your company with any purchase order that is uploaded to our system.

Add Your Retailer Vendor / Brand ID(s)

Retailer Name: ABC Retailer


Vendor / Brand ID(s): 123456, 123455

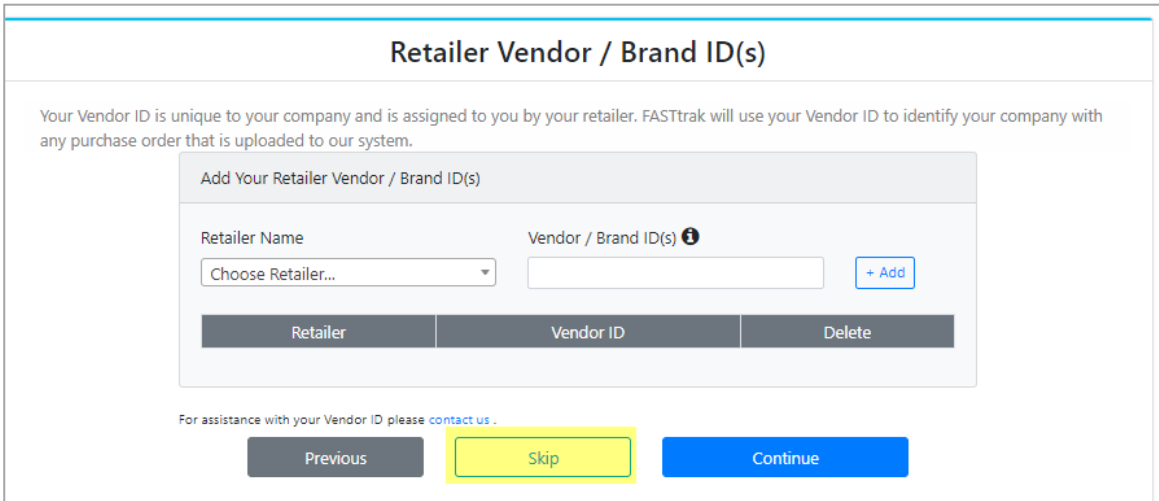
Retailer	Vendor ID	Delete
ABC Retailer	123456, 123455	×

For assistance with your Vendor ID please [contact us](#).

Previous **Continue**

b. To skip Retailer Vendor / Brand ID(s) process

- Click on the 'Skip'  which allows you to move further with your process.



Retailer Vendor / Brand ID(s)

Your Vendor ID is unique to your company and is assigned to you by your retailer. FASTtrak will use your Vendor ID to identify your company with any purchase order that is uploaded to our system.

Add Your Retailer Vendor / Brand ID(s)

Retailer Name: Choose Retailer...

Vendor / Brand ID(s):

Retailer	Vendor ID	Delete
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For assistance with your Vendor ID please [contact us](#).

Previous **Skip** Continue


7. Once you clicked on 'Continue' or 'Skip' on the 'Retailer Vendor / Brand ID(s)' page, it takes you to Registration Summary page where you need to verify the information you have provided is correct. Then Click the [Submit](#) button to complete the registration process.

Registration Summary

👤 Personal Information	🏢 Company / Billing Information
<p>First Name Angela</p> <p>Last Name Yu</p> <p>Email yylin@finelinetech.com.hk</p>	<p>Company Name HKCS testing 123</p> <p>Region Hong Kong</p> <p>Address 123 main street , kowloon , 85235906651.</p>

CancelPreviousSubmit

8. Once the registration is complete, click the [Go To Login](#) button to access the FASTtrak website. It takes you to the 'Log-In' page where you can login to the FASTtrak with your new username and password.



Registration Complete - Thank you!

Thank you for completing the registration process with Fineline Technologies. Please access your account by clicking the Login button below.

[Go To Login](#)

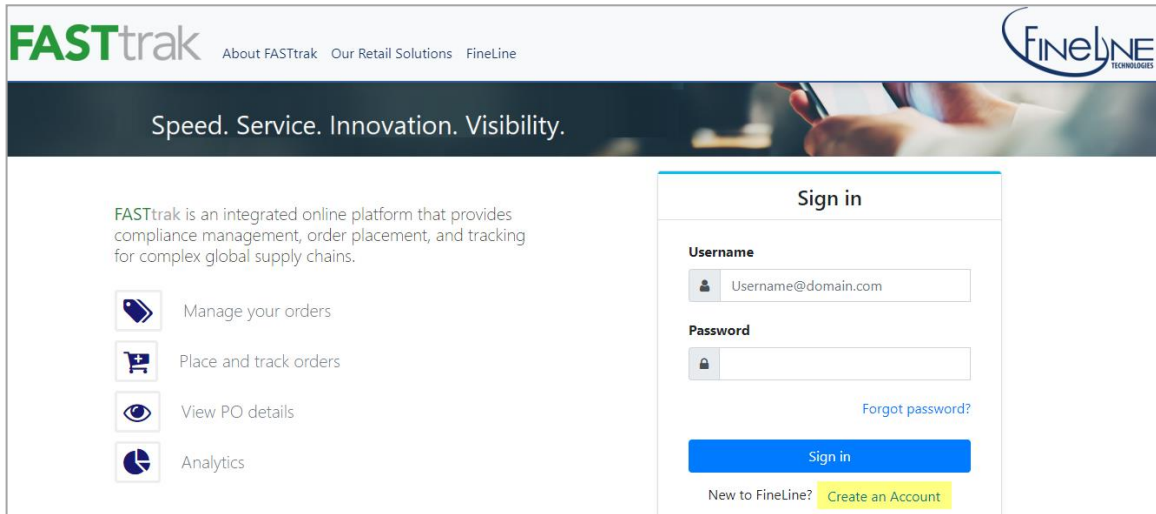
Please contact customer support at +1-800-500-8687 or support@finelinetech.com if you need immediate assistance in the US, or call +852-2156-9788 or support@finelinetech.com.hk in Asia.

New User Registration

If you are an existing FASTtrak customer, you can add a new user to your account by clicking on '[Create an Account](#)' hyperlink. A FASTtrak customer ID number is required to add a new user to an account. If you do not have your customer ID number, please contact customer support at 1-800-500-8687 to obtain this information or reference your billing invoice.

Please follow the steps listed below to add new user to your existing account.

1. Click on '[Create an Account](#)' hyperlink.



2. Fill out 'First Name', 'Last Name', 'Username' and 'Password' and select 'Yes' for 'Do you have a FASTtrak Customer ID?'. 'FASTtrak Customer ID' box will be display where you need to add your FASTtrak Customer ID.

The image shows the 'FASTtrak Registration' form. The title 'FASTtrak Registration' is centered at the top. The form contains several fields: 'First Name' and 'Last Name' (both highlighted in yellow), 'Username' (containing 'Username@domain.com'), and 'Password (minimum 8 characters)' (highlighted in yellow). Below these fields is a question 'Do you have a FASTtrak Customer ID?' with radio buttons for 'Yes' (selected and highlighted in yellow) and 'No (or Not Sure)'. Below this is a 'FASTtrak Customer ID' field (highlighted in yellow). At the bottom, there is a checkbox for 'I agree to receive new product, promotional and marketing emails from FineLine Technologies. Your contact information will never be sold or provided to any 3rd party.' and two buttons: 'Cancel' and 'Continue'.

3. Once the new user information is entered, click on [Continue](#) which will take you to the 'Retailer Vendor / Brand ID(s)' page where user can assign new Retailer Vendor / Brand ID(s) relationship to the customer or you can 'Skip' this process. Also, user can see existing Retailer Vendor / Brand ID(s) relationship assignment.

a. To enter new Retailer Vendor / Brand ID(s)

- Select Retailer from the 'Retailer Name' dropdown.
- Enter Vendor ID or Brand ID into 'Vendor / Brand ID(s)' text box.

NOTE: If you have more than one Vendor / Brand IDs for a specific retailer, then you can add them all here separated by a comma.

- Click on 'ADD' [+ Add](#).
- Once you added all your Retailer Vendor / Brand IDs then click on 'continue' [Continue](#) to move further with process.

Retailer Vendor / Brand ID(s)

Your Vendor ID is unique to your company and is assigned to you by your retailer. FASTtrak will use your Vendor ID to identify your company with any purchase order that is uploaded to our system.

Add Your Retailer Vendor / Brand ID(s)

Retailer Name: Choose Retailer... (Select Retailer)

Vendor / Brand ID(s): [Text Box] (Enter Vendor / Brand ID(s))

+ Add (Click here to add new Vendor / Brand ID(s))

Retailer	Vendor ID	Delete
Christmas Tree Shops	15710	Assigned

For assistance with your Vendor ID please [contact us](#).

Existing Retailer Vendor / Brand ID(s) relationship

Previous Continue

b. To skip Retailer Vendor / Brand ID(s) process

- Click on the 'Skip' [Skip](#) which allows you to move further with your process.

Retailer Vendor / Brand ID(s)

Your Vendor ID is unique to your company and is assigned to you by your retailer. FASTtrak will use your Vendor ID to identify your company with any purchase order that is uploaded to our system.

Add Your Retailer Vendor / Brand ID(s)

Retailer Name: Choose Retailer... (Select Retailer)

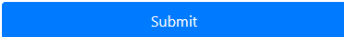
Vendor / Brand ID(s): [Text Box] (Enter Vendor / Brand ID(s))

+ Add (Click here to add new Vendor / Brand ID(s))

Retailer	Vendor ID	Delete
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For assistance with your Vendor ID please [contact us](#).


Previous Skip Continue


4. Once you clicked on 'Continue' or 'Skip' on the 'Retailer Vendor / Brand ID(s)' page, it takes you to Registration Summary page where you need to verify the information you have provided is correct. Then Click the  button to complete the registration process.

Registration Summary

Personal Information	Company / Billing Information
<p>First Name Angela</p> <p>Last Name Yu</p> <p>Email yylin@finelinetech.com.hk</p>	<p>Company Name HKCS testing 123</p> <p>Region Hong Kong</p> <p>Address 123 main street , kowloon, ,85235906651.</p>

CancelPreviousSubmit

5. Once the registration is complete, click the  button to access the FASTtrak website. It takes you to the 'Log-In' page where you can login to the FASTtrak with your new username and password.



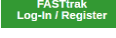
Registration Complete - Thank you!

Thank you for completing the registration process with FineLine Technologies. Please access your account by clicking the Login button below.

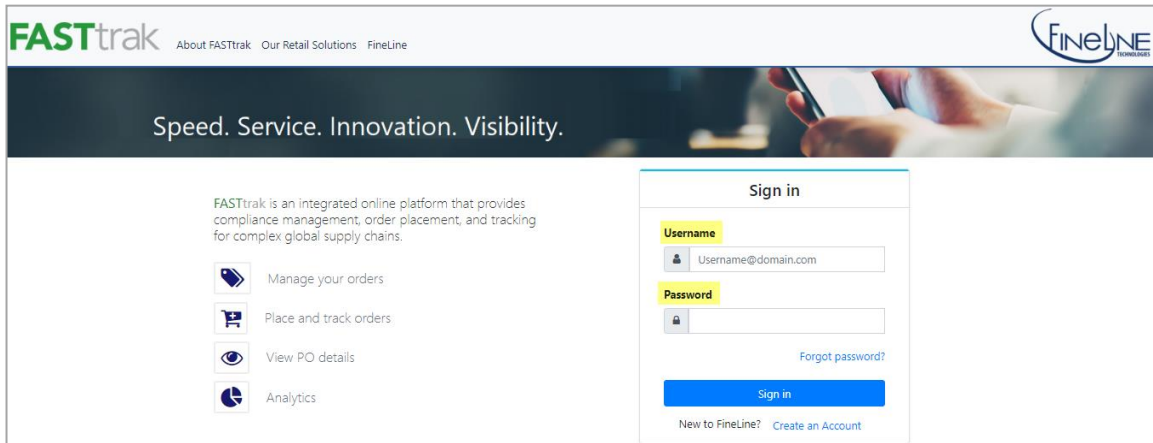
Go To Login

Login to FASTtrak

To access Finline Technologies online ordering system FASTtrak, you will need to register an account with Finline.

Please go to the Finline website, www.finelinetech.com and click the 'FASTtrak Log-In / Register' button  to access the online ordering site.

If you already have an existing FASTtrak account, enter your username (email address) and password to login to the site.



FASTtrak About FASTtrak Our Retail Solutions FineLine **FINELINE**

Speed. Service. Innovation. Visibility.

FASTtrak is an integrated online platform that provides compliance management, order placement, and tracking for complex global supply chains.

- Manage your orders
- Place and track orders
- View PO details
- Analytics

Sign in

Username
Username@domain.com

Password
Forgot password?

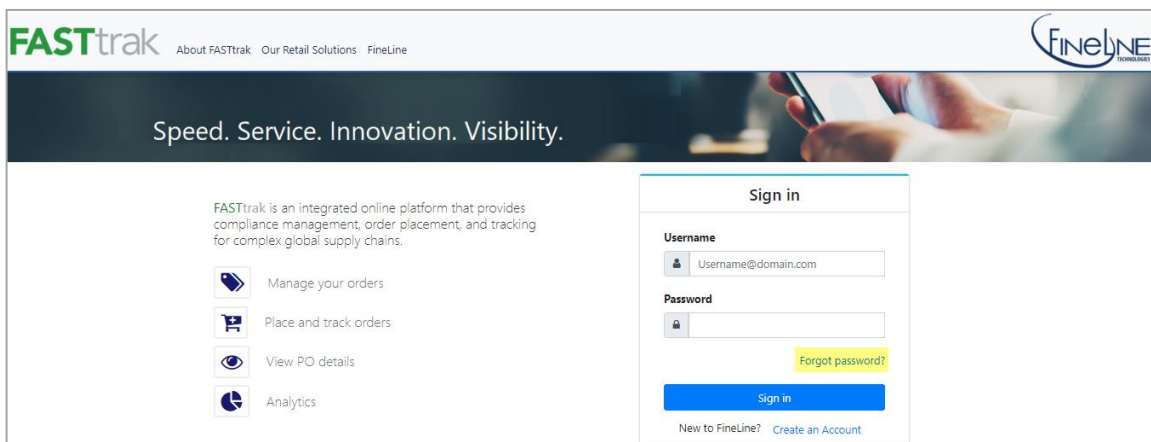
Sign in

New to FineLine? Create an Account

Reset Password for FASTtrak User/Customer

To reset password, please follow the steps listed below.

1. Click on the 'Forgot password?' [Forgot password?](#) link



FASTtrak About FASTtrak Our Retail Solutions FineLine **FINELINE**

Speed. Service. Innovation. Visibility.

FASTtrak is an integrated online platform that provides compliance management, order placement, and tracking for complex global supply chains.

- Manage your orders
- Place and track orders
- View PO details
- Analytics

Sign in

Username
Username@domain.com

Password
Forgot password?

Sign in

New to FineLine? Create an Account


2. Fill out your username, enter code for the CAPTCHA validation and click on 'Continue'

Continue

Reset Password - Step 1 of 3

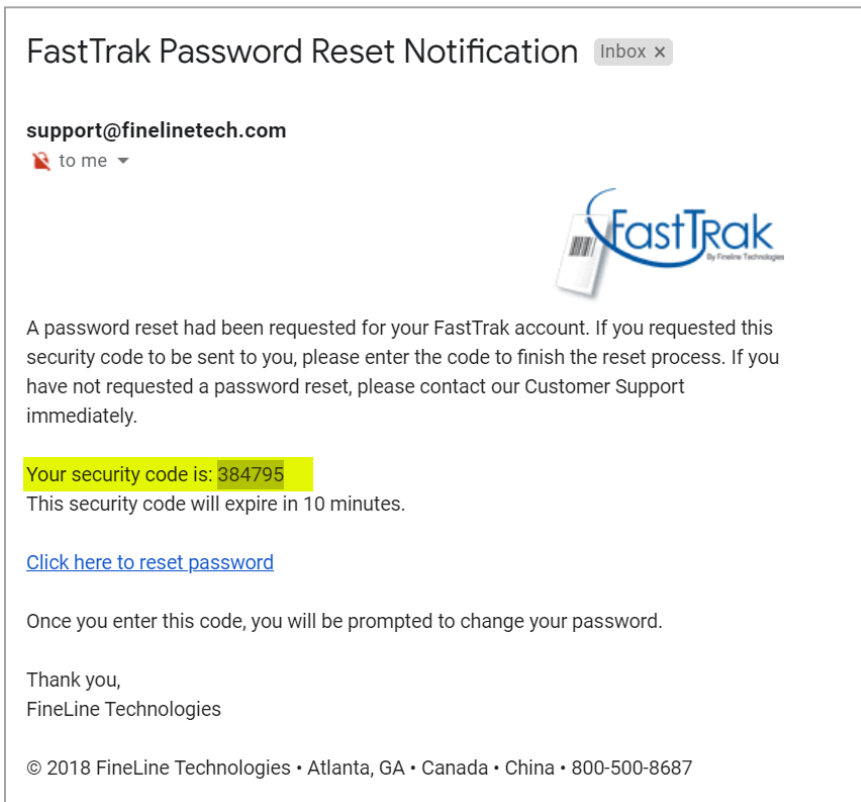
Username

CAPTCHA


Type the code shown:

Cancel Continue

3. Once you click on continue, you will receive an e-mail with 'Security Code' which **will expire in 10 minutes.**



4. Enter security code and click on 'Continue'

Continue

Reset Password - Step 2 of 3

Enter the security code sent via the email address associated with your FASTtrak account and click Continue. This security code will **expire in 10 minutes**.

Security Code

xxxxxx

Cancel Continue

5. Enter new password in 'New Password' and 'Confirm New Password' box, then complete your reset password process by clicking on 'Submit'

Submit

Reset Password - Step 3 of 3

New Password (minimum 8 characters)

Confirm New Password

Cancel Submit