

**Who can use this system?**

Any current Parlec Distributor, Customer, or Sales Representative, after they are setup with a username and password.

**How do I get a username and password so I can use the system?**

From the Parlec Website ([www.parlec.com](http://www.parlec.com)) select the “Distributors Login” and click “here” to the question “If you would like to set up an account to access this site, please click [here](#)”. Then just complete the requested information and submit the form. Fields marked with \* are required.

**How do I select a username and password?**

Both should be something that is easy for you to remember. Your username can be your e-mail address – but it does not need to be. In either case, you must enter your e-mail address in the account setup screen, if you want to receive e-mail confirmations. Your password should be a combination of numbers and alpha characters.

**Why do you need this information?**

This information will be used when you place an order request. Many of the fields will be automatically completed from this information, saving you time from having to retype information for each order request.

**How will I know when I can start using the system?**

After you have requested to be setup with an account, you will receive an e-mail from Parlec, letting you know you can begin using the system.

**Can there be multiple users from one Distributor?**

Yes, you can have as many users from one Distributor as you need. Each will have their own username and password.