



## **Customer Registration Guide for All Users**

[www.fineline-tech.com](http://www.fineline-tech.com)

Version 1.2



April 30, 2010

Email: [support@fineline-tech.com](mailto:support@fineline-tech.com)

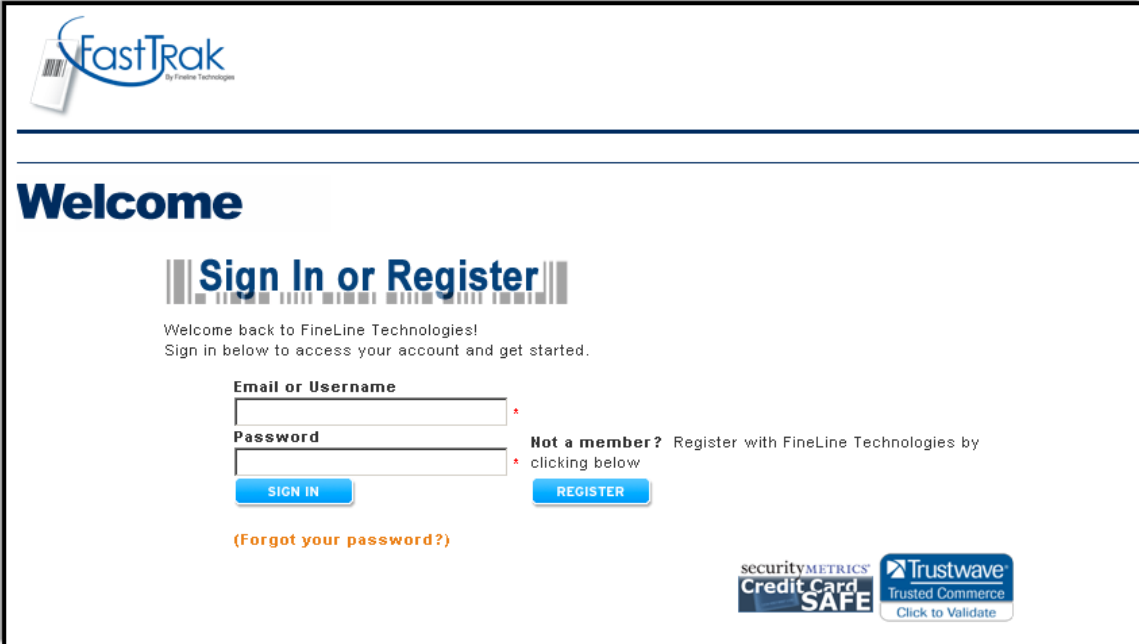
Customer Support:  
USA 1-800-500-8687  
Canada: 1-800-465-1890  
China (HKG): 852-2156-9788

## Account Registration

To access Fineline Technologies online ordering system FastTrak, you will need to register an account with Fineline. Please go to the Fineline website,

[www.finelinetech.com](http://www.finelinetech.com) and click the FastTrak logo  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. If you are new to the system, click on  to create a new account.

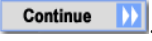
**\*Note: Input boxes with an \* require information to proceed with registration.**

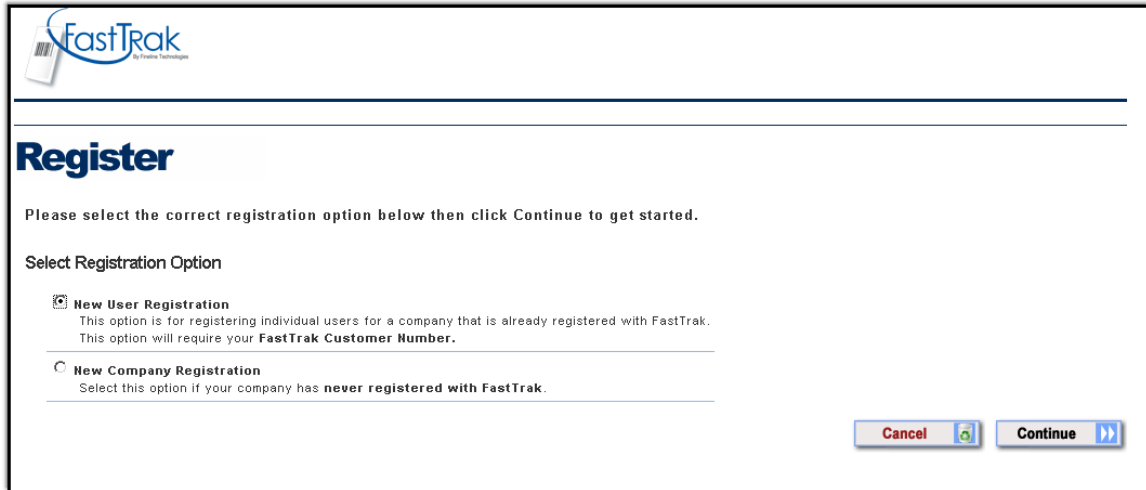


The screenshot shows the FastTrak login and registration interface. At the top left is the FastTrak logo. Below it is a horizontal line. The main heading is "Welcome" in large blue font. Underneath is "Sign In or Register" in a stylized font with vertical bars. A welcome message reads: "Welcome back to FineLine Technologies! Sign in below to access your account and get started." There are two input fields: "Email or Username" and "Password", both with red asterisks indicating required fields. Below the "Email or Username" field is a blue "SIGN IN" button. Below the "Password" field is a blue "REGISTER" button. To the right of the "Password" field, there is a link: "Not a member? Register with FineLine Technologies by clicking below". At the bottom left, there is a link: "(Forgot your password?)". At the bottom right, there are two logos: "securityMETRICS Credit Card SAFE" and "Trustwave Trusted Commerce Click to Validate".


## New User Registration

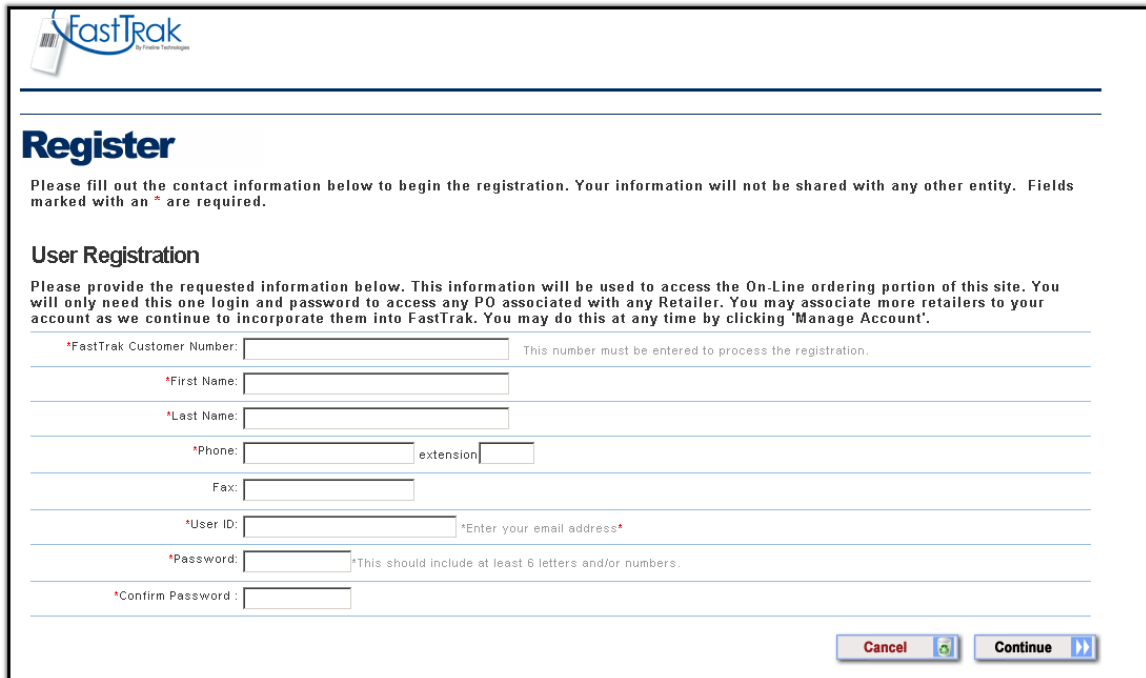
If you are an existing FastTrak customer, you can add a new user to your account by selecting New User Registration. A customer ID number is required to add a new user to an account. If you do not have your customer ID number, please contact customer support at 1-800-500-8687 to obtain this information.

Select New User Registration and click on continue .

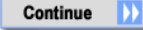



The screenshot shows the 'Register' page of the FastTrak website. At the top left is the FastTrak logo. Below the logo is the heading 'Register'. A message reads: 'Please select the correct registration option below then click Continue to get started.' Underneath is the section 'Select Registration Option'. There are two radio button options: 'New User Registration' (which is selected) and 'New Company Registration'. The 'New User Registration' option includes the text: 'This option is for registering individual users for a company that is already registered with FastTrak. This option will require your **FastTrak Customer Number**.' The 'New Company Registration' option includes the text: 'Select this option if your company has **never registered with FastTrak**.' At the bottom right of the form are two buttons: 'Cancel' and 'Continue'.

Enter the required user information and click on continue .



The screenshot shows the 'Register' page of the FastTrak website, specifically the 'User Registration' section. At the top left is the FastTrak logo. Below the logo is the heading 'Register'. A message reads: 'Please fill out the contact information below to begin the registration. Your information will not be shared with any other entity. Fields marked with an \* are required.' Underneath is the section 'User Registration'. A message reads: 'Please provide the requested information below. This information will be used to access the On-Line ordering portion of this site. You will only need this one login and password to access any PO associated with any Retailer. You may associate more retailers to your account as we continue to incorporate them into FastTrak. You may do this at any time by clicking 'Manage Account'.' Below this message are several input fields: '\*FastTrak Customer Number:' (with a note 'This number must be entered to process the registration.'), '\*First Name:', '\*Last Name:', '\*Phone:' (with an 'extension' field), 'Fax:', '\*User ID:' (with a note '\*Enter your email address\*'), '\*Password:' (with a note '\*This should include at least 6 letters and/or numbers.'), and '\*Confirm Password:'. At the bottom right of the form are two buttons: 'Cancel' and 'Continue'.



Once the new user information is entered, select  and verify the information you have provided is correct.






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## Registration Summary


You are now ready to submit your registration!!! Please review the summary below. You may go back and change any of the information below by pressing the "Previous Step" button. If you are satisfied with the information, press the "Submit" button to complete the registration.

|   |  |
|---|--|
|  <b>Personal Information</b> |  <b>Company Information</b> |
| <b>First Name:</b><br>John  | <b>Company Name:</b><br>FastTrak Master  |
| <b>Last Name:</b><br>Doe  | <b>Country:</b> United States  |
| <b>Email Address:</b><br>jdoe@finelinetech.com  | <b>Address:</b> 3145 Medlock Bridge<br>Norcross, GA 30071<br>404-848-8585                                    |

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Click the  button to complete the registration process.



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## Register


### Thank You!!

You have successfully completed the registration process with FineLine Technologies. With your online account, you will have the ability to submit, track, and view your order history 24 hours a day 7 days a week.

**Contact us**


FineLine Technologies has the fastest turnaround, providing superior service and innovative solutions for the retail supply chain. Please contact our Support Department at 1-800-500-8687 (US) and 852-2-2156-9788 (Asia) for further details. If you need further assistance, please contact us and one of our representatives will help you right away!  
For US, email to [support@finelinetech.com](mailto:support@finelinetech.com) or via phone at (800) 500-8687  
For Asia, email to [support@finelinetech.com.hk](mailto:support@finelinetech.com.hk) or via phone at 852-2-2156-9788



Once the registration is complete, click the  button to access the FastTrak website and immediately place your order online.

## New Company Registration

To register a new company in FastTrak, please select new company registration.



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### Register

Please select the correct registration option below then click Continue to get started.


Select Registration Option

**New User Registration**  
This option is for registering individual users for a company that is already registered with FastTrak.  
This option will require your **FastTrak Customer Number**.

**New Company Registration**  
Select this option if your company has **never registered with FastTrak**.

Click  to proceed with registration.

Enter your personal contact information including your email address and desired password.



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### Register

Please fill out the contact information below to begin the registration. Your information will not be shared with any other entity. Fields marked with an \* are required.

**User ID / Password**

Please enter a User ID and Password you want to use to access the On-Line ordering portion of this site. You will only need this one login and password to access any PO associated with any Retailer. You may associate more retailers to your account as we continue to incorporate them into FastTrak. You may do this at any time by clicking 'manage account'.

\*First Name:

\*Last Name:

\*Phone:  extension

Fax:

\*User ID:  \*Enter your email address

\*Password:  \*This should include at least 6 letters and/or numbers.

\*Confirm Password:

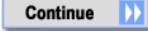
Select the retailers for which you are ordering and enter vendor ID's as required. If you have more than one vendor ID, you may add multiple vendor ID's by entering a comma or space between each ID.

**\*Note: If you do not have your vendor ID, please contact customer service or your retailer to obtain this information. Vendor ID's can also be added under the 'Manage Account' feature in FastTrak after your registration is approved. Not all retailers require a vendor ID to place an order online.**

| Customer Information  |   |
|---|---|
| Retailer/Vendor ID(s)   |   |
| Please select the retailers for which you are ordering. For each selected retailer, please enter one or more Vendor ID(s). If you have more than one Vendor ID for a particular retailer, separate the Vendor IDs by a comma or space. Please note that the Vendor ID is unique to each vendor. This number is used to identify your company with the purchase orders that are uploaded to our system. If you are unsure of your Vendor ID for any associated retailer, please contact your buyer or contact our customer service department at 800-500-8687. *Note: Not all retailers require Vendor Id. |   |
| Retailer  | Vendor ID                                 |
| <input type="checkbox"/> Aeropostale  | <input type="text"/>                      |
| <input type="checkbox"/> Bass Pro   | <input type="text"/>                      |
| <input checked="" type="checkbox"/> BigM Inc.   | 000000 *Enter your 6-Characters vendor id |
| <input type="checkbox"/> Bob's Stores   | <input type="text"/>                      |
| <input checked="" type="checkbox"/> BOLLMAN HAT   | <input type="text"/>                      |
| <input type="checkbox"/> Charlotte Russe  | <input type="text"/>                      |
| <input type="checkbox"/> Citi Trends  | <input type="text"/>                      |
| <input type="checkbox"/> Cost Plus World Market   | <input type="text"/>                      |
| <input type="checkbox"/> Crate & Barrel   | <input type="text"/>                      |
| <input checked="" type="checkbox"/> Deb Shops   | <input type="text"/>                      |
| <input type="checkbox"/> dELiAs   | <input type="text"/>                      |
| <b>*Please note: if you already have a FastTrak account, you may logon to FastTrak and add additional retailers to your existing account.</b>   |   |

Enter your company contact information.

| Contact Information   |   |
|---|---|
| <b>Please enter all required contact information below.</b> |   |
| *Company Name:  | <input type="text"/>                              |
| *Country:   | <input type="text"/>                              |
| *Address Line 1:  | <input type="text"/>                              |
| Address Line 2:   | <input type="text"/>                              |
| *City:  | <input type="text"/>                              |
| State:  | <input type="text"/> (required for United States) |
| *Zip Code:  | <input type="text"/>                              |
| *Contact Name:  | <input type="text"/>                              |
| *Contact Phone:   | <input type="text"/>                              |
| *Contact Fax:   | <input type="text"/>                              |
| *Contact Email:   | <input type="text"/>                              |

Complete payment method information and click  to proceed with the registration.

**\*Note: Selecting payment terms and conditions or wire payment may delay the shipment of your order; however, you will still be permitted to place an order online once your registration is approved.** An accounting representative will contact you once your payment has been approved and to give notice of when your order will ship.

**Credit Card**

Credit Card Type:

Name On Card:

Card Number:

Card Expiration:  Month  Year

**Wire Transfer** \*Payment must be made prior to shipping any orders. A proforma order will be emailed once you complete your order

**Payment Terms and Conditions** \*A credit application must be completed to set up terms. Please select one of the options below.  
Payment terms & conditions customers will receive their invoices electronically via email, which reduces paper, printing and processing time. In addition to the reduction of invoice processing time, the implementation of E-Invoicing will improve service levels by helping to alleviate lost and/or delayed invoices. E-Invoicing ensures that FineLine Technologies and our customers make an invaluable contribution to achieving environmental sustainability. Reducing the number of paper invoices saves trees and reduces disposable waste.

If you wish to opt out of E-Invoicing please click the opt out box here. Opt-out:

**Fill out a credit application** (CREDIT APPLICATIONS WILL NOT BE PROCESSED OR APPROVED UNTIL THE 1ST ORDER IS PLACED. PLEASE THEN ALLOW 4-5 DAYS FOR REVIEW AND APPROVAL.)

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

**Do not fill out a credit application** (Other)

**COD** \*Only available for orders shipping within USA



**ACH Account Debit** \*For US customers only

Bank Account Number:


Bank Routing Number:

**Pre-Pay** \*Pre-Pay by check/Alipay is available. For Pre-Pay payment method, your order will not ship until payment is received. Alipay is for non-US customers only.

PrePay-Type:

Enter Bill To information as required.



## Register

Please provide your Bill To and Ship To information below.

### Bill To Information

Please enter all required Bill To information below. Once registered, you can add more Bill To addresses to your account profile. Fields marked with an \* are required.

\*Company Name:

\*Country:

\*Address Line 1:

Address Line 2:

\*City:

State:

Zip Code:

\*Accounts Payable Contact:

\*Contact Phone:

Contact Fax:

\*Contact Email:

Select the checkbox if Ship To Information is same as Bill To Information

Select the checkbox if the Ship to Information is the same as the Bill to Information. A new shipping address can be added with each order if necessary.

**\*Note: You can also add multiple shipping addresses to your account by selecting the 'Manage Account' feature upon registration approval and login.**

Please click on  to review registration.

### Ship To Information

Please enter all required Shipping information below. Once registered, you can add more Shipping addresses to your account profile. Fields marked with an \* are required.

\*Company Name:

\*Country:

\*Address Line 1:

Address Line 2:

\*City:

State:


Zip Code:


\*Contact Name:

\*Contact Phone:

Contact Fax:




Contact Email:





Please review the registration summary to confirm all of your information is correct. Click on **Submit**  to complete the registration process.




## Registration Summary


You are now ready to submit your registration!!! Please review the summary below. You may go back and change any of the information below by pressing the "Previous Step" button. If you are satisfied with the information, press the "Submit" button to complete the registration.

|   |  |   |
|---|--|---|
|  <b>Personal Information</b> |  <b>Company Information</b> |  <b>Payment Information</b> |
| <b>First Name:</b><br>Jane  | <b>Company Name:</b><br>Example  | <b>Payment Method:</b><br>COD   |
| <b>Last Name:</b><br>Doe  | <b>Country:</b> United States  |   |
| <b>Email Address:</b><br>janedoe@finelinetech.com   | <b>Address:</b> 3145 Medlock Bridge Rd.<br>Norcross, GA 30071<br>800-500-8687<br>800-500-8687                |   |

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|  |  |
|--|--|
|  <b>Bill To Information</b> |  <b>Ship To Information</b> |
| <b>Company Name:</b><br>Example  | <b>Company Name:</b><br>Example  |
| <b>Address:</b> 3145 Medlock Bridge Rd.<br>Norcross, GA 30071<br>800-500-8687<br>800-500-8687                | <b>Address:</b> 3145 Medlock Bridge Rd.<br>Norcross, GA 30071<br>800-500-8687<br>800-500-8687                |

[Cancel](#)  [Previous](#)  [Submit](#) 



## Register

### Thank You!!

You have successfully completed the registration process with FineLine Technologies. With your online account, you will have the ability to submit, track, and view your order history 24 hours a day 7 days a week.

Your account will be activated within the next 24 hours. You will receive a confirmation Email within the next 24 hours that will enable you to access your account and begin ordering!!


**Contact us**

FineLine Technologies has the fastest turnaround, providing superior service and innovative solutions for the retail supply chain. Please contact our Support Department at 1-800-500-8687 (US) and 852-2-2156-9788 (Asia) for further details.

If you need further assistance, please contact us and one of our representatives will help you right away!

For US, email to [support@finelinetech.com](mailto:support@finelinetech.com) or via phone at (800) 500-8687

For Asia, email to [support@finelinetech.com.hk](mailto:support@finelinetech.com.hk) or via phone at 852-2-2156-9788

[Home](#) 

Please allow Fineline Technologies 24 hours to review your new company registration. You will receive an automatic email confirmation advising permission to login once your registration has been approved.

Please contact customer support at 1-800-500-8687 or [support@finelinetech.com](mailto:support@finelinetech.com) if you need immediate assistance.