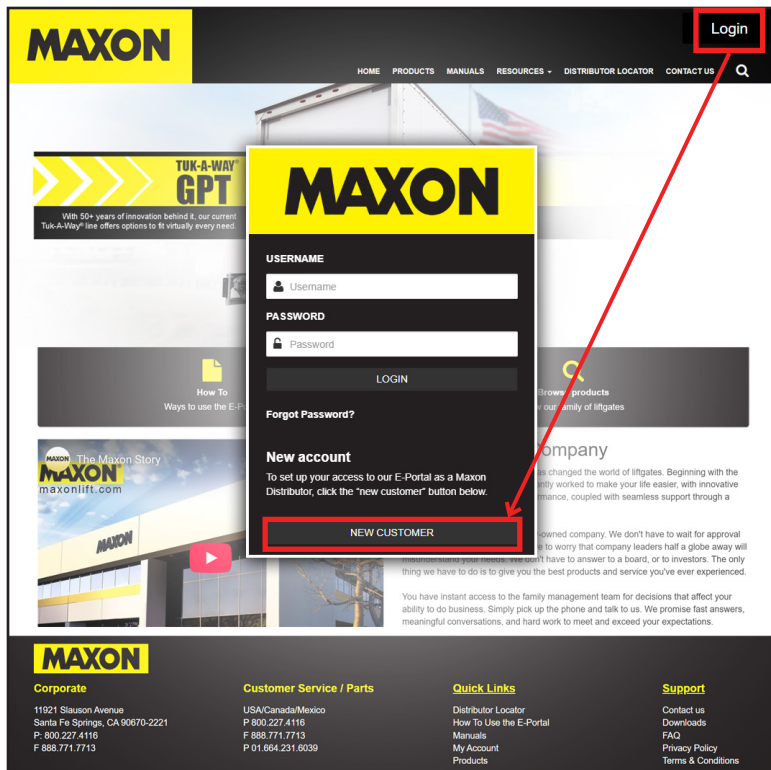


HOW TO USE THE MAXON E-PORTAL

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MAXON®



NEW ACCOUNT SIGN-UP

Click on the “Login” link at the top right hand side of the web page.

Next, select the “**NEW CUSTOMER**” button. Proceed to fill in your information then click on “Send”.

You will receive an email with your login credentials.

If after 24 hours you still have not received your confirmation email, please check your email spam/junk box. If no email received after this wait period, then please email Cuong Van at cvan@maxonlift.com



NAVIGATING THE MAIN MENU

Here’s an overview of the menu items that you will be able to utilize once you’re logged into the portal:

PRODUCTS:

Browse Maxon parts diagram, view parts breakdown, and add parts to cart

MANUALS:

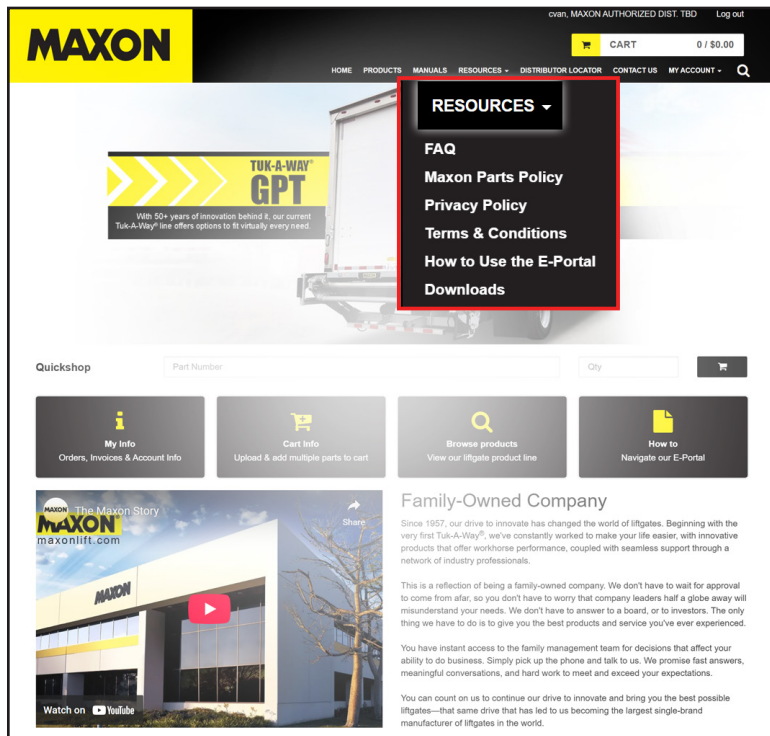
Access manuals for current and previous liftgate models



Maxon Lift Corp. 11921 Slauson Ave., Santa Fe Springs, CA 90670
800.227.4116 Fax 888.771.7713 www.maxonlift.com

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NAVIGATING THE MAIN MENU (continued)

RESOURCES:

FAQ

Frequently asked questions are answered here

MAXON PARTS POLICY:

Overview of Maxon's Parts Policy including purchased parts return procedure

PRIVACY POLICY:

Save and archive products for quick access on future orders

TERMS & CONDITIONS:

Information on Maxon Website Terms and Conditions

How to Use the E-Portal:

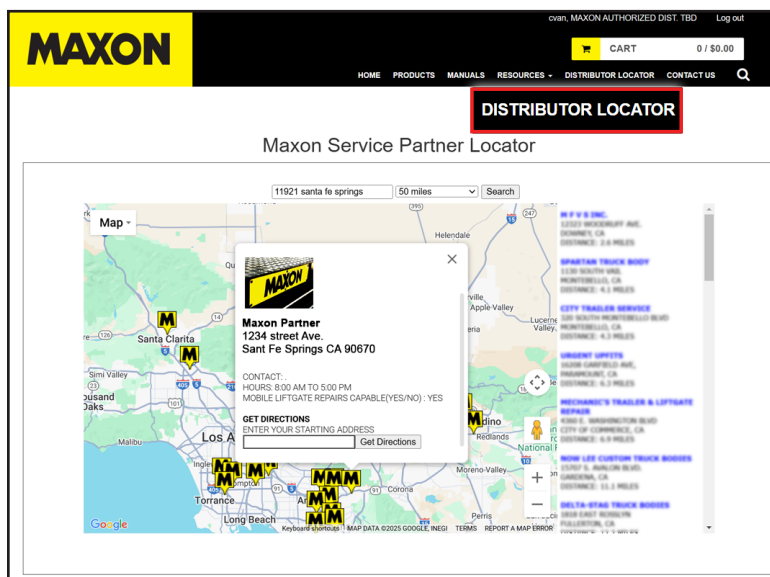
A tutorial on how to use the Maxon E-Portal

DOWNLOADS:

Downloadable PDFs such as Maxon Price book and Distributor Product Handbook

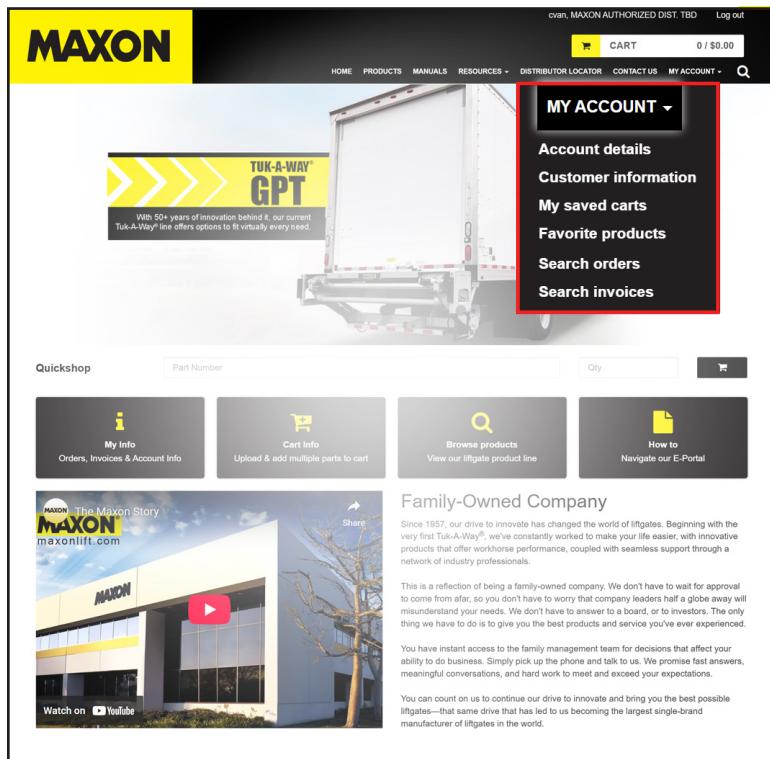
DISTRIBUTOR LOCATOR:

Search tool utilized to find Maxon service providers in your area



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NAVIGATING THE MAIN MENU (continued)

MY ACCOUNT:

ACCOUNT DETAIL:

☞ Manage your passwords and product tree settings

CUSTOMER INFORMATION:

☞ Account information including account number, location and credit limits

MY SAVED CARTS:

☞ Save and archive all products in a cart for quick access on future orders

FAVORITE PRODUCTS:

☞ Save and archive products for quick access on future orders

SEARCH ORDER:

☞ Search open/close orders for your account

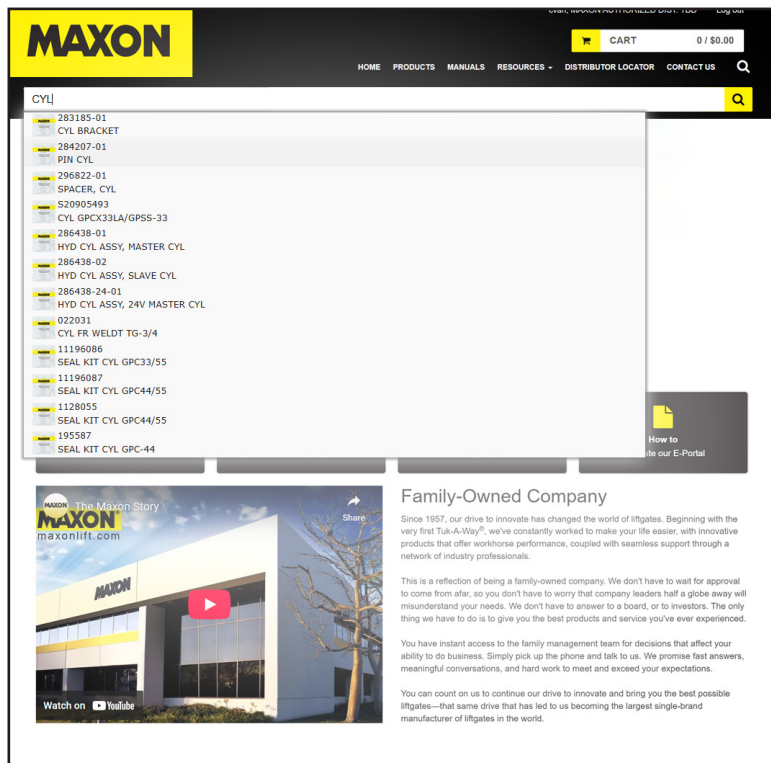
SEARCH INVOICES:

☞ Search open/close invoices for your account



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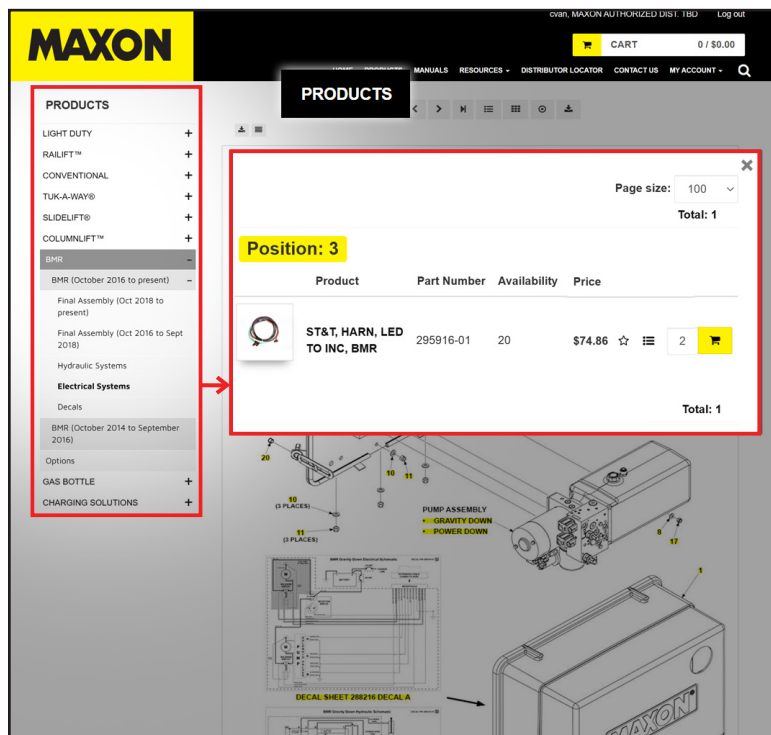


WAYS TO PLACE PARTS ORDERS

There are multiple ways to purchase parts

SEARCH BOX:

- 1 Use the search feature to look up parts. Simply type in a part number or description of a part. The system will display related parts according to entry.



PARTS DIAGRAM:

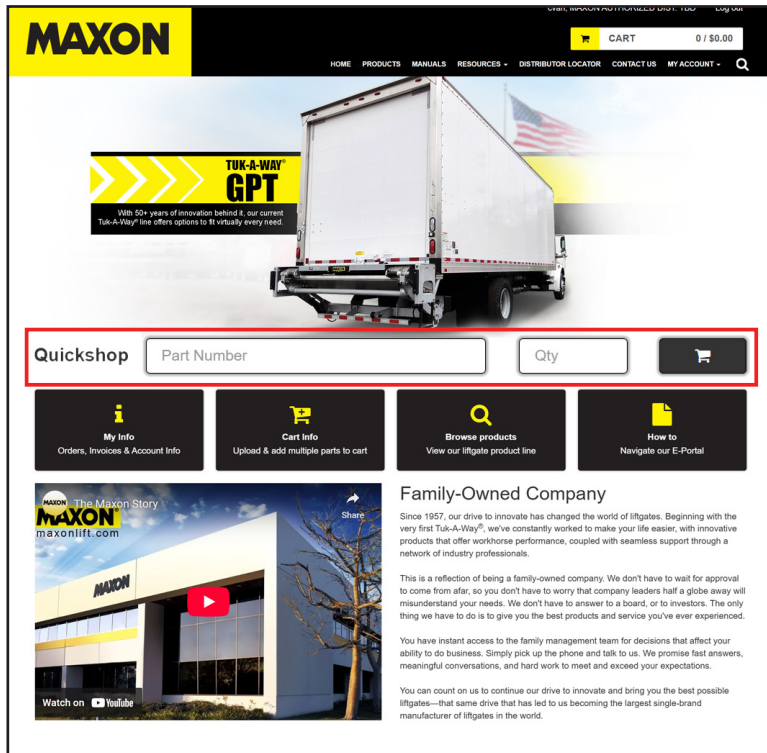
- 2 Refer to the "PRODUCTS" drop down list to select your liftgate of choice. Making a selection will prompt the system to display a diagram of parts.

You can select a part on the diagram and add it to your cart to purchase.



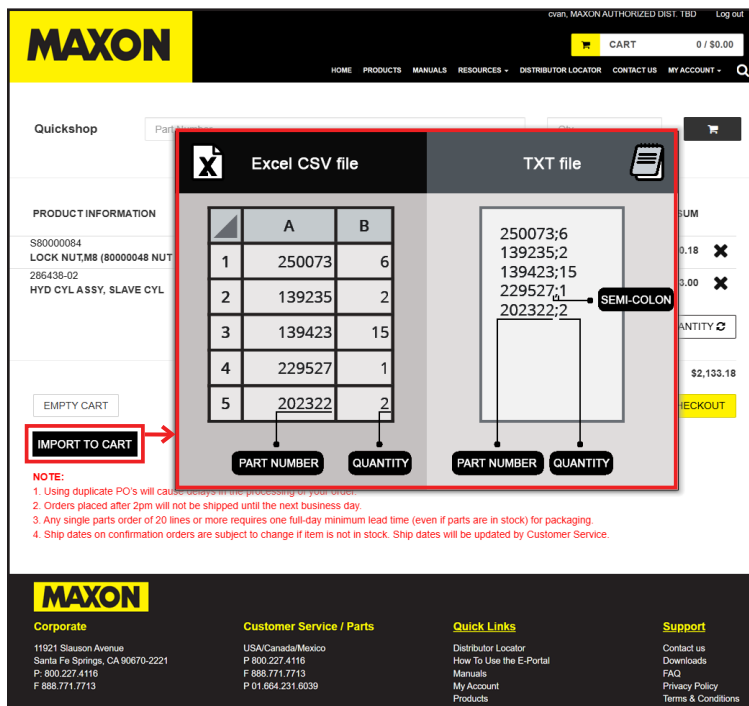
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QUICKSHOP:

- 3 You can utilize the “Quickshop” field that is found throughout the E-portal to quickly look up a specific part by name or number. You will be able to automatically update your cart with that specific part.



IMPORTING YOUR ORDERS:

- 4 Prior to importing your parts list to your cart, you need to create a shopping list. You can create the list in Excel or Notepad. In Excel, create one column for part number and one column for quantity. In Notepad, list your parts and to the right of the part input the quantity. Save your file.

Click on the  icon to go to the checkout page. Then click on the “IMPORT CART” button and upload your saved file to your cart.

The cart will update automatically. Now you are ready to check out.

Please contact our Customer Service department if you need further assistance. (800) 227-4116