

New Account Sign-up

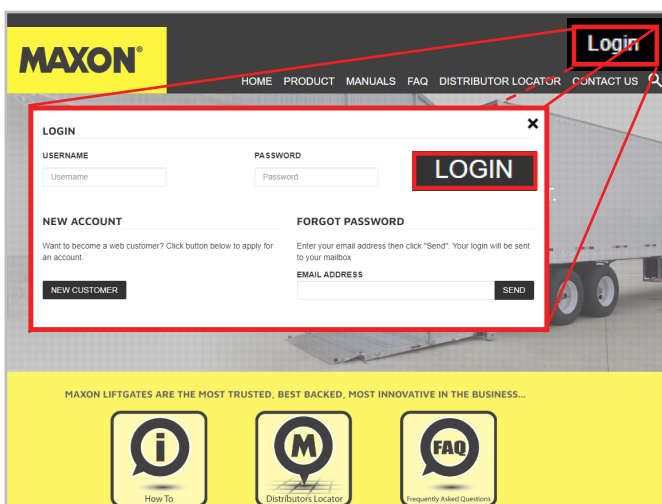
Go to <https://maxonportal.maxonlift.com>

Click on the “Login” link at the top right 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 credential.

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 call Cuong Van at 562-464-4388.



Login to Your Account

Go to <https://maxonportal.maxonlift.com>

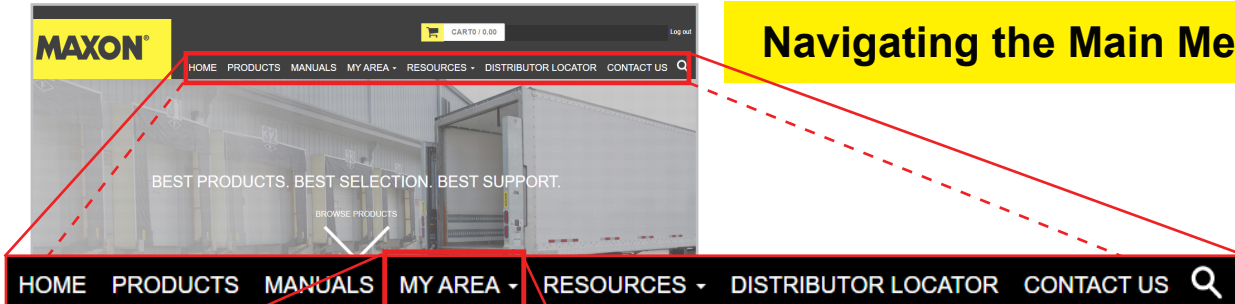
Click on the “Login” link at the top right of the web page.

Enter your user name and password in the field. Then click on “LOGIN”.

M-280-0623



Navigating the Main Menu



MY AREA ▾

- SEARCH ORDER
- SEARCH INVOICES
- CUSTOMER INFORMATION
- ACCOUNT DETAIL
- FAVORITE PRODUCTS
- SHOPPING LISTS

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

MANUALS:

Access manuals for current and previous liftgate models

MY AREA:

> SEARCH ORDER:

- Search open/close orders for your account

> SEARCH INVOICES:

- Search open/close invoices for your account

> CUSTOMER INFORMATION:

- Account information including account number, location and credit limits

> ACCOUNT DETAIL:

- Manage your passwords and product tree settings

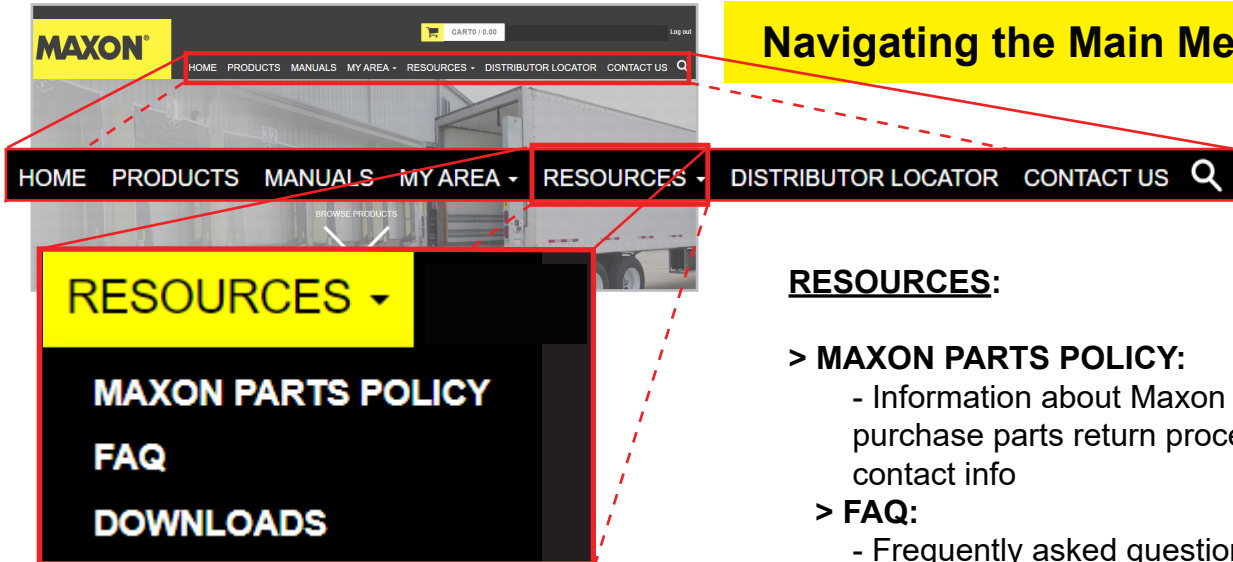
> FAVORITE PRODUCTS:

- Save and archive products for quick access on future orders

> SHOPPING LIST:

- Save parts in lists for quick access on future orders

Navigating the Main Menu



RESOURCES:

> MAXON PARTS POLICY:

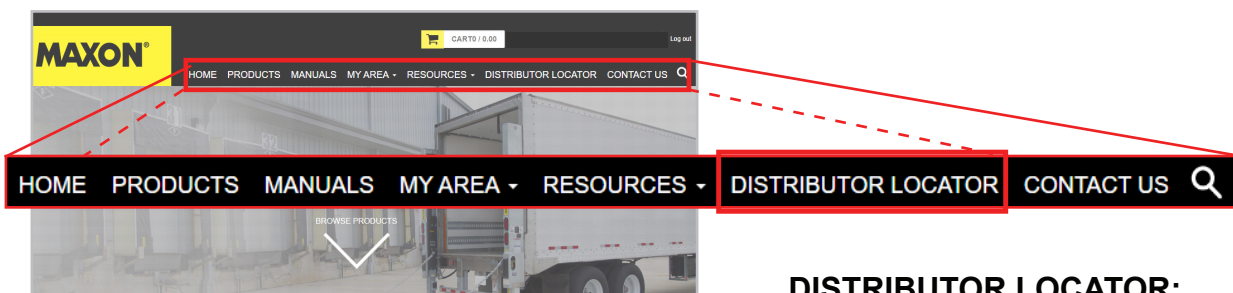
- Information about Maxon parts policy, purchase parts return procedure, and contact info

> FAQ:

- Frequently asked questions are answered here

> DOWNLOADS:

- Downloadable PDFs such as Maxon Price book and Distributor Product Handbook



DISTRIBUTOR LOCATOR:

Search tool utilized to find Maxon service providers in your areas

Ways to Place Your Orders

The screenshot shows the Maxon ePortal website interface. At the top, there is a navigation menu with links for HOME, PRODUCTS, MANUALS, MY AREA, RESOURCES, DISTRIBUTOR LOCATOR, and CONTACT US. A search bar is located in the top right corner, with a magnifying glass icon. Below the search bar, a dropdown menu displays a list of search results for the term 'cylinder'. The results include part numbers and descriptions such as '050122 CYLINDER 3 X 8', '060045 CYLINDER EAR 5-1/2X7-3/4', and '073505 UPPER CYLINDER PIN 5-1/4'. A red dashed line highlights the search bar and the dropdown menu. A yellow box with the number '1' is placed next to the search bar icon.

HOME PRODUCTS MANUALS MY AREA - RESOURCES - DISTRIBUTOR LOCATOR CONTACT US

BEST PRODUCTS. BEST SELECTION. BEST SUPPORT.

BROWSE PRODUCTS

HOME PRODUCTS MANUALS MY AREA - RESOURCES - DISTRIBUTOR LOCATOR CONTACT US

cylinder

- 050122
CYLINDER 3 X 8
- 060045
CYLINDER EAR 5-1/2X7-3/4
- 073505
UPPER CYLINDER PIN 5-1/4
- 073574
CYLINDER PIN X 4"
- 140054
CYLINDER TILT GPC-33/55
- 140055
CYLINDER LIFT GPC-44
- 140359
CYLINDER TILT GPC-44
- 195654
SEAL KIT TILT CYLINDER GPC-55
- 195759
SEAL KIT CYLINDER GPC-44
- 200037
CYLINDER PIN X 4-3/8"
- 202318
CYLINDER 2 X 28
- 202318-RB
CYLINDER 2 X 28

There are multiple ways to purchase parts

1 SEARCH BOX:

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

Ways to Place Your Orders

2 HOME PRODUCT MANUALS MY AREA ▾ RESOURCES ▾ DISTRIBUTOR LOCATOR CONTACT US 🔍



2 PARTS DIAGRAM:
Refer to the "PRODUCTS" drop down list to select your gate of choice. Selecting a liftgate 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.

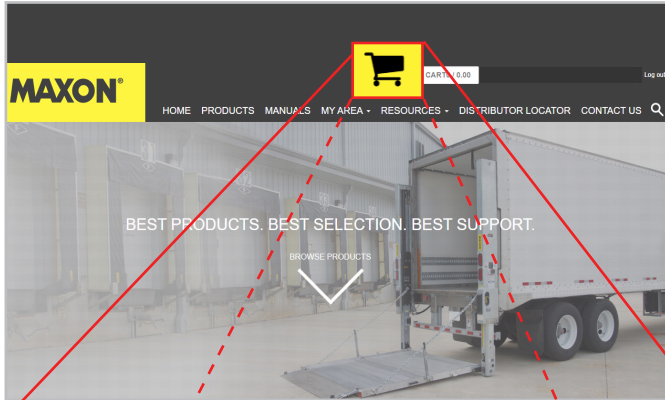
260478, MAXON VERT PLATE 3X10.125X.031

Order by: Select sort order ▾ Page size: 100 ▾ Total: 1

Position: 4

Product	Stock code	Availability	Price	Quantity		
 MAXON VERT PLATE 3X10.12 5X.031 260478	3		\$24.12	1	☆	☰ 1 

Total: 1



Ways to Place Your Orders

3 AT CHECKOUT :

Once you're at the check out stage, you can still add additional parts to your cart without leaving the shopping cart page.

Enter a description or a part number in the "Quickshop" field and add it to your cart. Your cart will automatically update.

IMPORT CART

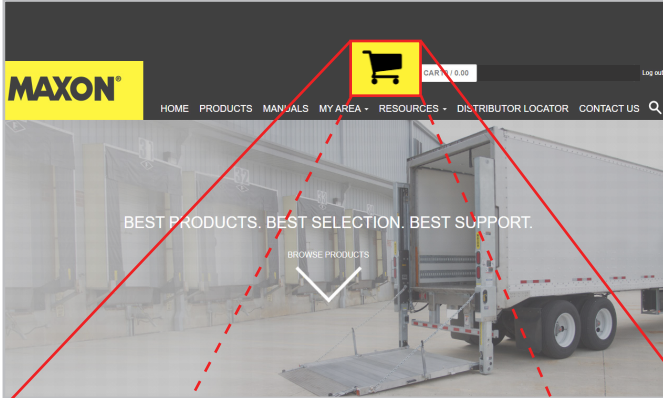
PRODUCT INFORMATION	ITEM STATUS	CONF.DEL DATE	PRICE	QUANTITY	SUM
260478 MAXON VERT PLATE 3X10.125X.031	Shipping next business day	5/26/2023	\$24.12	- 1 +	\$24.12 X

SAVE AS SHOPPING LIST UPDATE QUANTITY

TOTAL: \$24.12

EMPTY CART **3** CHECKOUT

QUICKSHOP Stock code Qty ADD



Ways to Place Your Orders

4 IMPORTING YOUR ORDERS :

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 “Cart” icon to go to the check out 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

IMPORT CART

PRODUCT INFORMATION	ITEM STATUS	CONF.DEL DATE	PRICE	QUANTITY	SUM
260478 MAXON VERT PLATE 3X10.125X.031	Shipping next business day	5/26/2023	\$24.12	- 1 +	\$24.12
SAVE AS SHOPPING LIST UPDATE QUANTITY					
TOTAL:					\$24.12

UPLOAD ORDER FILE

Text file
TextFile format

Excel file
ExcelFile format

EXCEL CSV FILE

#	A	B
1	250073	6
2	139235	2
3	22957	15
4	22957	1
5	<input type="text" value="202322"/>	<input type="text" value="2"/>

Part no
Quantity

TXT FILE

250073;6
139235;2
129423;15
22957;1
;

Part no
Semi-colon
Quantity

Choose File | NO FILE CHOSEN

UPLOAD