ACCESS
Elevator & Electric Supply
Expertise and Service
Set US Apart

1302 65th Street
Emeryville, CA 94608
1-800-266-8654 Fax 510-658-5043
Local 510-658-8654
www.aesupply.com

How to Register Online with Your Desktop

1. **Visit our website** https://aesupply.com
2. Click on the ![icon] icon at the top upper right corner.
3. **Create Account**
   a. First Name
   b. Last Name
   c. Email
   d. Phone *(optional)*
4. You will be e-mailed an activation link. Refer to your e-mail and click the activation link. If you did not receive an e-mail link, please check your *Junk Folder*.
5. Once you successfully retrieved the activation e-mail, click on the activation link, and then set your password.

How to Order Online on Your Desktop

1. Visit our NEW website -- https://aesupply.com
2. Click the *"SHOP NOW"* button.
   a. Search by part number at the top right corner.
   or select *"Categories".*
3. Update quantity and add to cart. Continue shopping if needed.
4. Click *Checkout.*
5. **Customer Information**:
   a. Verify if your order is for *in-store* pickup or enter your "Ship-To" address.
6. **Shipping & Payment**
   a. Select shipping method (please note that shipping freight cost may vary, depending on weight, size of the package, and multiple boxes, if needed).
   b. For Special Instructions -- Add your **P.O. # or Job Site/Name** that you would like to reference.
7. **Payment:**
   a. PayPal.
   b. Cash (in-store pick up/Will-Call)/Check for customer with NET terms.
   c. Add your P.O. # or Job Site/Name in the **Special Instructions** field.
   d. ***For Credit Card Customers***--*Please call us at 510-658-8654, or email* sales@aesupply.com *with the following full Credit Card information:*
      I. **Expiration Date. *(For example: 07/2025)***
      II. **The 3-digit CVV code located on the back of your credit card.**
      III. **The Billing Zip Code associated with your credit card.**
         *** *We accept AMEX, Master Card, VISA & Discover.* ***
   e. Click *Checkout* to complete your order.
8. Your online order number will begin with *R*********.*
   The sales team will send you an order confirmation via e-mail or call you if they have any further questions.

Thank You for Choosing ACCESS Elevator & Electric Supply!
We Appreciate and Value Your Business!!

How to Register With Your Mobile Device

1. **Visit Our Website** https://aesupply.com or scan QR code on bottom of page.
2. Click on the ☰ icon at the top upper left corner.
3. Click on Sign In
4. **Create Account**
   a. Frist Name
   b. Last Name
   c. Email
   d. Phone (Optional)
5. You will be e-mailed an activation link. Refer to your e-mail and click the activation link. If you did not receive an e-mail link, please check your Junk Folder.
6. Once you successfully retrieved the activation e-mail, click on the activation link, and then set your password.

How Order Online with Your Mobile Device

1. **Visit Our Website** https://aesupply.com or scan QR code on bottom of page.
2. **Click on** ☰ **for options:**
   - **Home** to view our main page, new and featured products.
   - **Shop** to view all products by categories.
   - **ACCCESS Outlet Store** for our surplus inventory and obsoleted parts.
   - **Search Products** enter part number and press ↵ to view product. Update quantity and add to cart. Continue shopping if needed. **Complete step 3-7 for checkout process**.
   - **Orders** to view your previous order history details.
   - **My Account** to view your account information and edit profile.
3. **Click Checkout**
4. **Customer Information**
   a. Verify if your order is for in-store pickup or enter your "Ship-To" address.
5. **Shipping & Payment**
   a. Select shipping method (please note that shipping freight cost may vary depending on weight, size of the package, and multiple boxes, if needed).
   b. For Special Instructions -- Add your **P.O. # or Job Site/Name** that you would like to reference.
6. **Payment**
   a. PayPal.
   b. Cash (in-store pick up/Will-Call)/Check for customer with NET terms.
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      IV. **The full sixteen-digit card number.**
      V. **Expiration Date. *(For example: 07/2025)***
      VI. **The 3-digit CVV code located on the back of your credit card.**
      VII. **The Billing Zip Code associated with your credit card.**
         *** We accept AMEX, Master Card, VISA & Discover. ***
   f. Click *Checkout* to complete your order.
7. Your online order number will begin with R*********.
   The sales team will send you an order confirmation via e-mail or call you if they have any further questions.