

## IMPORTANT:

EMAIL COMPLETED FORM TO: CustomerCare@hdsupply.ca  
SUBJECT: Online Account Request

**SUBMIT FORM**

## NEW ACCOUNT SETUP:

NEW SETUP:

UPDATE ACCOUNT:

PASSWORD RESET:

CUSTOMER NUMBER | ACCOUNT NUMBER

DATE SUBMITTED

COMPANY NAME

ACCOUNT REPRESENTATIVE NAME

ACCOUNT REPRESENTATIVE EMAIL

## USER CONTACT INFORMATION:

USERNAME:

PASSWORD:

FIRST NAME:

LAST NAME:

POSITION/TITLE:

TELEPHONE #:

EMAIL:

CC EMAIL TO:

BCC EMAIL TO:

## USER'S RESPONSIBILITY LEVEL / SHIPTO ACCESS:

ORDERS FOR ALL FACILITIES

ORDERS FOR ONE LOCATION (SPECIFY THE SHIP-TO NUMBER)

ORDERS FOR MULTIPLE LOCATIONS

ACCOUNT WILL HAVE ACCESS TO ALL SHIPTO'S FOR THE ACCOUNT

SPECIFY ALL RELATED SHIP-TO'S IN THE BOX BELOW (MULTIPLE SHIP-TO'S):

## WEB ACCOUNT PROFILE:

1.0 REGULAR ACCESS - Creates Orders & Quotes (Net 30)

1.1 QUOTE ONLY ACCESS - Can Create Quotes Only (Net 30)

1.2 CREDIT CARD PAYMENT - Can Create Orders & Quotes (CIA Credit Card)

2.0 DUAL ACCESS - Same as 1.0 but with both Net 30 and CIA Credit Card payment Options

2.2 AR ACCESS ONLY - Access to AR Information - for Finance Managers (Net 30)

2.1 WORKFLOW MANAGER - Full Access for Workflow Manager/Approver

2.1 WORKFLOW SHOPPER - Same as 1.0 Regular Access (for Workflows)

**PLEASE NOTE:** If you are requesting a setup with Approvers and Shoppers, then you will also need to submit a listing of approvers, their associated shoppers, and the approval limits.

IF YOU REQUIRE ANY ADDITIONAL WEB USER SERVICES PLEASE SPECIFY BELOW:

**THANK YOU FOR YOUR REQUEST**

You can expect a response within 24/48 hours.