



Autoweb Registration Instructions AFXi (Supplier to Supplier Application)

Registration Preparation

Registering with Autoweb is easy. Customers should be prepared with a credit card or purchase order and have internet access.

On-line Registration

1. Customer logs onto <https://adxi.Autoweb.net>
 - a. Existing Autoweb customers log in with Autoweb ID and password and skip to step #8 (*Subscription Management link*).
2. If NEW customer, select the “**New Subscribers Click Here**” link
3. On the New User Sign Up page, select “**Register a new Company or Site**” link
4. Fill in Company, Contact, and Billing information and then click on the “**Register Site**” button
5. Confirm information is correct and hit the “**Register Site**” button again
6. Customer will see “**Your Registration with Autoweb is Complete**” page, **PRINT this page** for customer records
7. Click on “**Annual Subscriptions**” link
8. On the **Subscriptions page**, select the “**Subscribe Now**” button next to the Autoweb File Exchange (AFXi) option.
9. On the Payment Screen, **select payment type (Credit Card OR Purchase Order)**.
 - a. If paying via Credit Card, **choose the credit card type and hit “Submit.”** The next screen will request your credit card information.
 - b. If paying via Purchase Order, **fax your Purchase Order to Autoweb at 248-601-7177.** Then contact Customer Service at 248-601-7160 to the **receive authorization code.** Hit the “**Submit**” button.
10. Autoweb Enrollment is complete!

Encryption Key Registration

- Once you have completed your AFXi registration, click on Autoweb’s Main Menu page, and you will be prompted to register your AFXi Encryption Key and password. *The Encryption Key password is distinct from the Autoweb log on ID and password and is not recorded by Autoweb for security purposes. So, when choosing the Encryption password, be sure it is a memorable password and documented in a safe place.*
- New customers will be required to verify Java software is downloaded. Links and instructions are automatically provided to download the Java software upon initial log in.

Autoweb Customer Service, Registration Support & Training

- For Registration Assistance, please contact Customer Service at 248-601-7160 Monday through Friday 3:00 a.m. EST – 5:00 p.m. EST.
- Autoweb offers one hour on-line orientation sessions twice weekly (Tuesday’s at 2:00 p.m. EST and Thursday’s at 10:00 a.m. EST). To register for Autoweb training, please submit a request to Webinars@Autoweb.net with contact information and session preferences. Autoweb will reply with on-line meeting invitation information.

Welcome to Autoweb’s Trading Partner Community! Autoweb provides secure and reliable services to 2,800 companies and 20,000+ users in 45 countries worldwide. Autoweb is a wholly owned subsidiary of NTT Communications and is head quartered in Rochester Hills, Michigan. Autoweb is pleased to have you as a customer.