



## **Autoweb Registration Instructions Ford Data Exchange (FDX)**

### **Registration Preparation**

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

1. Access the following link: <https://adx1.Autoweb.net>
2. Select the “**New Subscribers Click Here**” link
3. On the New User Sign-Up page, select the “**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. View the page “**Your Registration with Autoweb is Complete.**” **PRINT this page** for you own records
7. Click on “**Annual Subscriptions**” link
8. Select the “**Subscriptions**” page from the Main Menu
9. Select the “**Subscribe Now**” button next to the Ford CAD Exchange (FDX) option
10. 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 receive the **authorization code.** Hit the “**Submit**” button.
11. Autoweb Enrollment is complete!

### **To Establish Security/Encryption Keys**

- The first time customers log on to Autoweb’s Main Menu page, they will be prompted to establish security/Encryption Keys 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. When choosing the Encryption/Security 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 & Training**

- Autoweb’s Customer Service is available Monday through Friday 3:00 a.m. EST – 5:00 p.m. EST at +1 248 601 7160.
- Autoweb offers one hour on-line training 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](mailto:Webinars@Autoweb.net). 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.