



Autoweb Registration Instructions Mitsubishi CAD Exchange (MMCXi)

Registration Preparation

Registering with Autoweb is easy. Customers should be prepared with a credit card or purchase order and have internet access. Telephone and fax access are preferred as well. The cost to subscribe to Autoweb's Intellectual Property Exchange for the Mitsubishi CAD Exchange, MMCX application is \$995 for an annual subscription and \$300 per user license annually.

On-line Autoweb Registration

1. Customer logs onto <https://adxi.Autoweb.net>
 - a. Existing Autoweb customers log in with Autoeb ID and password and skip to step #8 (Subscription 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. Select the "Subscriptions" page from the Main Menu, select the "Subscribe Now" button next to the Mitsubishi Motors CAD Exchange (MMCX) option.
9. Once you click subscribe now, a request will be sent to Mitsubishi in order to gain approval for your account. Once you receive your confirmation email containing your conversion code from Mitsubishi, please continue from step 8.
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!

For NEW customers 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, Registration Support & Training

- Autoweb's Customer Service is available to assist with Registration or Security/Encryption Key set up. Please call 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.