



Autoweb Registration Instructions NCX (Nissan Motors Cad Exchange 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 page).
2. For NEW customers, 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 Nissan Cad Exchange (NCX) 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 receive the **authorization code**. Hit the “**Submit**” button.
10. Autoweb Enrollment is complete!

Java Runtime Environment (JRE) & Encryption Key Registration

- New customers will be required to verify that the Java plug-in is installed. You may download the latest Java plug-in at <http://java.com>
- Once you have completed your NCX registration, go to Autoweb’s Main Menu page, and you will be prompted to register your NCX 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.*

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.