



## **Autoweb Registration Instructions Pratt & Whitney CAD Exchange (PWX)**

### **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.

### **On-line Autoweb 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 (*Subscriptions 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 Pratt/Whitney CAD Exchange (PWX) option. (*Only after Step #9, enter the conversion code in the “Subscribe Now” field*).
9. Once you click subscribe now, a request will be sent to Pratt & Whitney in order to gain approval for your account. This may take 24-72 hours. Once you receive or if you already have your confirmation email containing your conversion code from Pratt/Whitney, please continue from step 8 (Log back into Autoweb and go to the Subscriptions Link).
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](mailto: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.