

How to Create a Customer Account

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By creating an account on our website and you'll be able to:

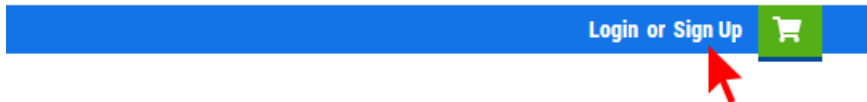
- Check out faster by prefilling the checkout form with billing and shipping addresses saved in your account
- Save multiple shipping and billing addresses in your address book
- Access your online order history and check statuses, print invoices, see shipping dates and tracking numbers (for orders placed through the website only)
- Communicate directly with customer support from the Message Center
- Create multiple wish lists and save items to them for future purchase

Notes

- Once you create an account on our website, you will be prompted to login every time you place an order (you will not be able to checkout as a guest if you have an account).
- If you forget your login or password, **DO NOT CREATE ADDITIONAL ACCOUNTS** to place more orders. We do not have the ability to merge multiple accounts into one.
- Do not use a fake or temporary email to create an account. These accounts will be deleted.
- Make sure the email you are using to create the account is **VALID** and **SPELLED CORRECTLY**.
- Customer accounts on our website are for **retail customers only**. Dealers and Open Accounts who receive special pricing should place all orders via phone by calling your assigned salesperson directly.

How to Create an Account

1. On the Univair website (www.univair.com), click on the "Sign Up" link in the blue navigation bar at the top of any page.



2. On the **New Account** page, fill in the form with all required information. Required fields are marked with a red asterisk (*).

3. Click on the "I'm Not a Robot" checkbox to confirm you are a real person.

4. Click the "Create Account" button. Your account will be created and you can now login with your email and password.
