

How to Create a Customer Account

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All customers who purchase from Univair via our website are required to create an account. Due to the number of fake orders we were receiving, we no longer allow guest checkout. Once you create an account on our website, you will be prompted to login every time you place an order.

Your website account has many advantages, including:

- Check out faster by prefilling billing and shipping addresses associated with your account
- Save multiple shipping and billing addresses in your address book
- Save multiple payment methods for faster checkout
- Save items in your shopping cart for future purchase, and access the saved shopping cart from multiple devices
- Access your online order history and check statuses, print invoices, see shipping dates and tracking numbers
- Communicate directly with customer support from the Message Center
- Create multiple wish lists and save items to them for future purchase

Notes

- If you forget your login or password, please **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**, otherwise you will not receive order confirmations, status updates or tracking numbers for your orders.
- Only orders placed through the website can be found in your account. Orders placed by phone, email, fax, etc. are not archived in your online account.

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 and complete the Captcha test 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.

