

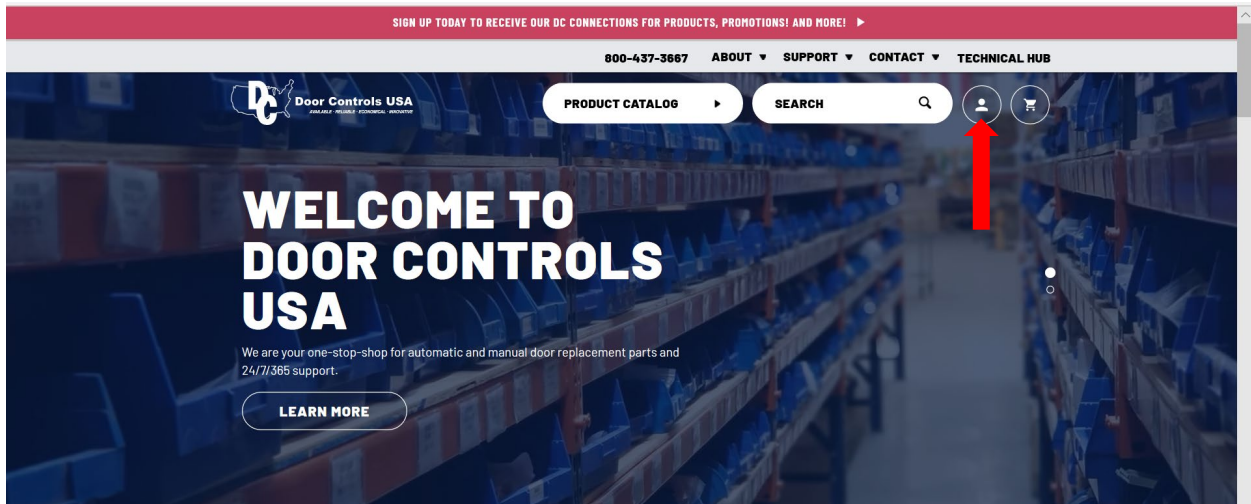


**Door Controls USA, Inc.**

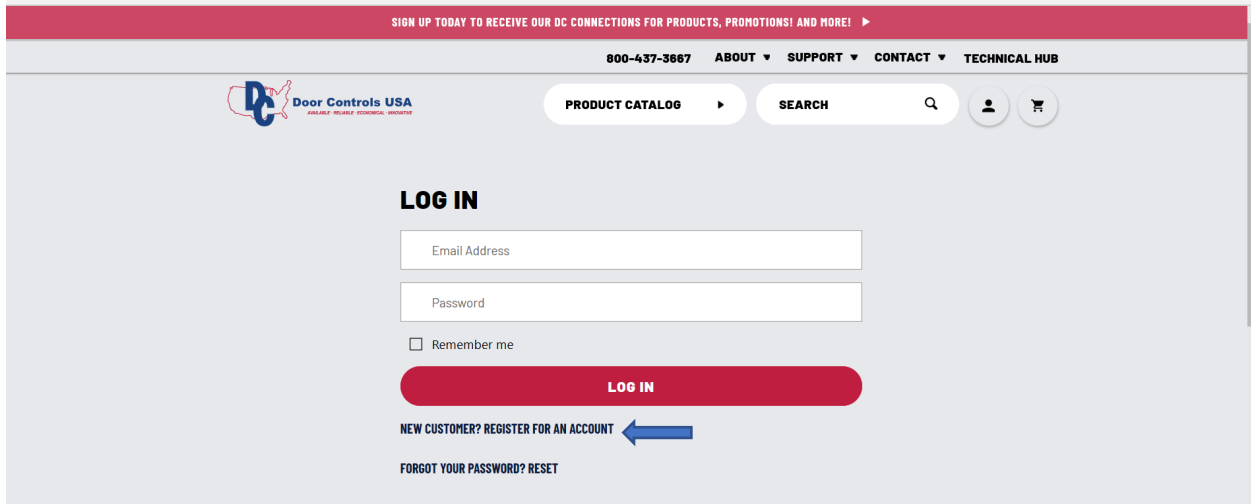
321 VZ County Rd 4500  
Ben Wheeler, Texas 75754  
800.437.3667 Phone  
800.356.8858 Fax

## How to Request a Door Controls USA Online Account

1. Go to [www.DoorControlsUSA.com](http://www.DoorControlsUSA.com) and you will be directed to our Home screen.
2. Click the person icon to the right of the search field.



3. Next, click **NEW CUSTOMER? REGISTER FOR ACCOUNT.**





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4. Fill in all the information. Please note that anything with an \* is required information. If you are an existing customer, your account number will begin with CU. If you are a new customer to DCUSA you will not have a customer number yet.

### CREATE AN ACCOUNT

**EXISTING MEMBER? LOG IN**

Please fill in the information below. A Door Controls team member will review and reach out if there are any issues with creating your account. Once your account has been verified you will receive an email with a link to finish setting up your Door Controls account.

First Name*	Last Name*
Email*	
Company Name*	
Customer Number <small>Leave blank if you do not yet have a customer number in our system. One will be assigned to you.</small>	
Phone Number*	Fax Number
Website	
User Role* Manager	

### BILLING ADDRESS

Address Line 1	
Address Line 2	
City	
State	Zip Code
Country United States	

**REQUEST AN ACCOUNT**

Make sure to select your role within your company under **USER ROLE** by clicking the drill down box. See *the explanation of permissions below.*

Each User Role has certain permissions. Please note that at least one Manager must be set up before any other user roles can be set up.

**Manager** – Assign roles, add/delete users, view order history reports for the company, create an account (with current CU#), request customer number (create account, not yet a customer), add/edit shipping addresses, request billing address changes, place orders, request orders, and approve a requested order (requested by another user role under your account).

**Technician** – Order history for self, add/edit shipping address, and request orders (will be sent to your Manager to be placed).

**Buyer** – Order history for self, add/edit shipping address, place an order, and approve a requested order (requested by another user role under your account).

Once you have filled in all the information, then click **REQUEST AN ACCOUNT**.

5. Once our team has approved your account, you will receive an **ACTIVATE YOUR ACCOUNT** email from Door Controls USA. If you do not receive an email from us within 10 minutes, check your Spam/Junk folder. Click the link in the email as instructed to activate your account. It will direct you to our website where you will be able to choose/set your password.

Should you have any questions, please contact us at 800-437-3667 or email [Parts@DoorControlsUSA.com](mailto:Parts@DoorControlsUSA.com)