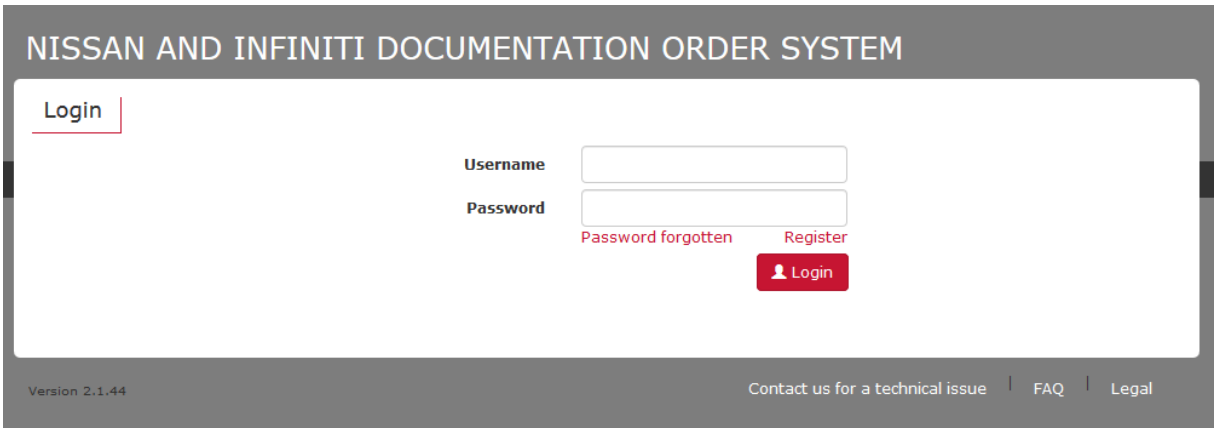
Date: 19/04/2018
Reference: J/VL/1647/MUTI/NISSAN POD

REGISTRATION TO NISSAN AND INFINITI DOCUMENTATION ORDER SYSTEM



Author:
Vincent LEFORT

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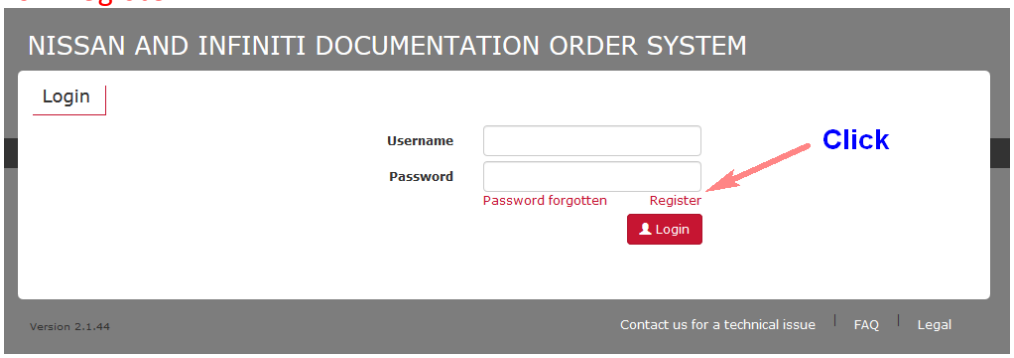
1. Purpose of the guide

The only purpose of this guide is to provide useful information to the NISSAN or INFINITI user to complete the registration form in order to obtain an account to the system.

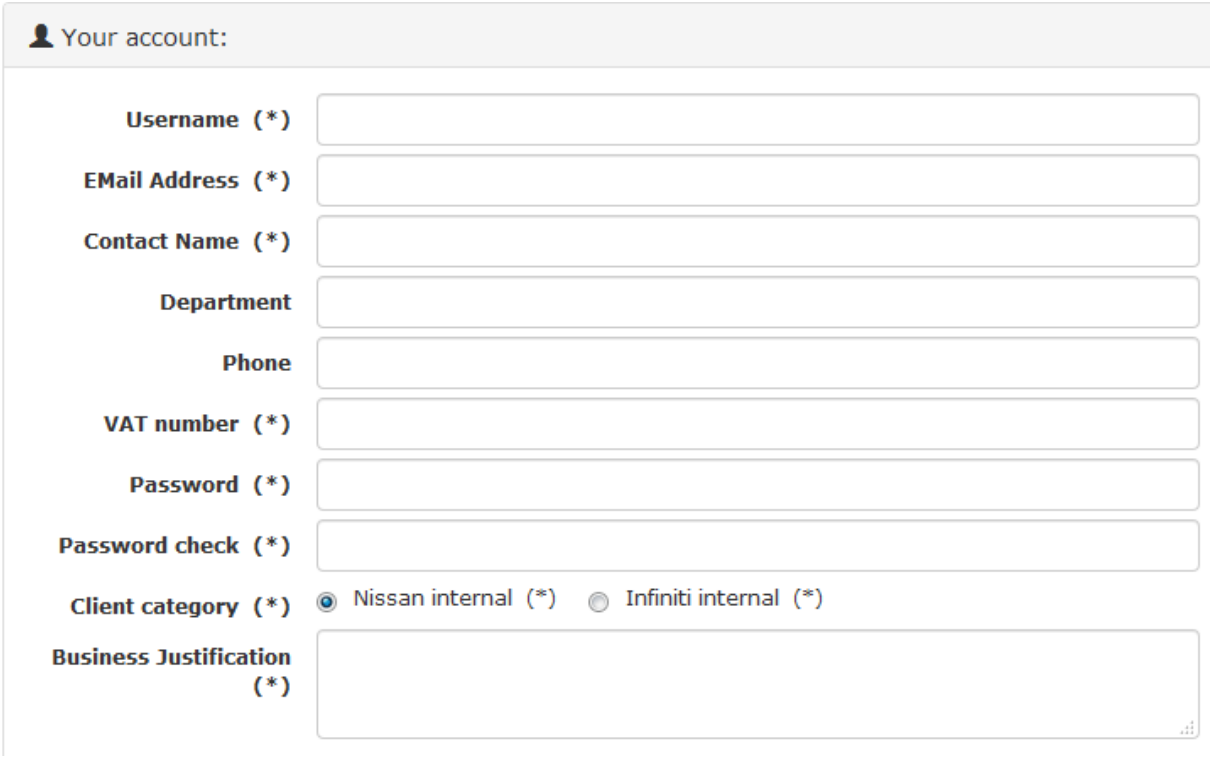
2. Register

Click on Register



This is the interface which allows the user to provide all needed information.

2.1. Part I: Your account



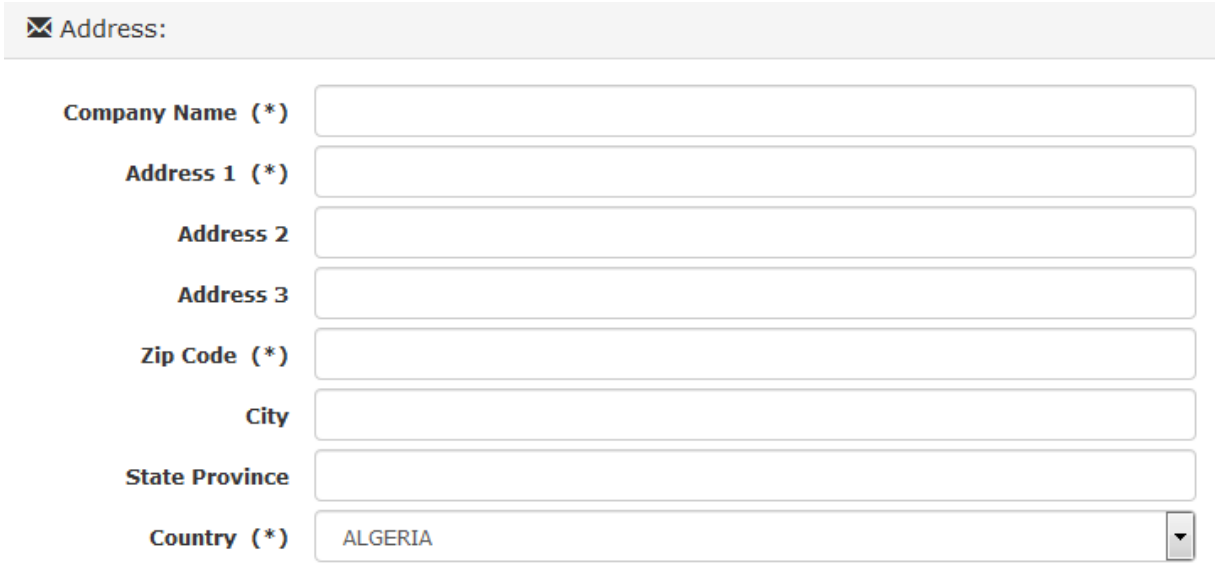
- **Username**: The username is the login you will use for the connection to the system.
- **Email Address**: The email address which will be used by the system to send notifications.
- **Contact name**: The name of the person who will use the system.

- **Department**: Department.
- **Phone**: Phone.
- **VAT number**: Value Added Tax identification number (or VATIN).
- **Password**: The password you will use.
- **Password check**: Repeat your password for checking.
- **Client category**: Either Nissan or Infiniti.
- **Business Justification**: The business justification for requesting an account.

A single account can only use the system either for NISSAN publications or for INFINITI publications. If you need to use the system for both brands, you must register for 2 separate accounts with 2 different emails.

2.2. Part II: Address

This part is very important. The address you are filling will be the address for **invoicing**. This address will be printed in your invoices.



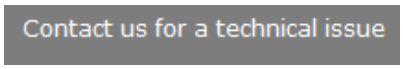
- Cancel: Cancel all changes and come back to the login screen.
- Validate : Validate your information

3. After the registration

Once you have validated your request, a notification is sent to the administrator. The administrator analyses your request and accept or refuse your registration. You receive a notification whatever the decision is accepted or refused.

4. Password forgotten

In the event that you have forgotten your password, click on Password forgotten.

Put either the username or the email corresponding to your account. The system will send you an email with a link to click. You will be able tochoose a new password.

If you do not receive the mail, check your spam section. If you cannot deal with the problem, you can click on