

# Customer Registration Instructions

Click on the “Shops Register Now” Button

## Shops:

**Shops Register Now**

- Free Registration – Easy and fast!
- Online Ordering and Status Updates
- Buy with Confidence
- Reduce Phone Calls to Your Dealer
- 24/7 Access to OEM Parts Ordering

Fill out the information form and click “Complete Registration”

### Company Information \* Indicates Required Field

Company Name \*

Company Type

Country \*

#### Address Information

Street Address 1 \*

Street Address 2

City \*

State \*

Zip \*

#### Phone and Fax Information

Phone \*

Fax

### Primary Contact/Administrator \* Indicates Required Field

First Name \*

Last Name \*

Title

#### Administrator Contact Information

Phone \*

Email \*

### Create Login \* All Fields Required

Username \*  6 to 20 letters or numbers, no special characters, and not case-sensitive.

Password \*  6 to 20 letters or numbers, no special characters, and not case-sensitive.

Retype Password \*

### Registration Submission

I accept terms of use: [Terms of Use](#)

I wish to receive e-mail updates about RepairLink.

**Complete Registration**

The following window will pop up:

## Dealer Search

Search for Dealers Within

Select OEM

Dealer

City

State

Active

 Can't find a dealer you want to use on RepairLink? We will work to get that dealer on the network. **Enter Dealers**

**Start Search**

Enter the following information:

Search for Dealers Within—250 miles

Select OEM—International/IC Bus

City—Georgetown, Somerset, or London

State—Kentucky

Active—Show Active Dealers Only

Click the “Start Search” button at the bottom left corner, and the following

The screenshot shows a 'Dealer Search' form with the following fields: 'Search for Dealers Within' (250 Miles), 'Select OEM' (International/ IC Bus), 'Dealer' (empty), 'City' (Georgetown), 'State' (Kentucky), and 'Active' (Show Active Dealers Only). Below the form is a message: 'Can't find a dealer you want to use on RepairLink? We will work to get that dealer on the network.' with an 'Enter Dealers' button and a 'Start Search' button. The results section shows one dealer: BLUEGRASS INTL TRUCKS - GEORGETOWN, located in GEORGETOWN, KY, with phone (502) 570-5252, supported OEMs International/ IC Bus, active status Yes, and a distance of 4. There is an 'Add' button and a 'Notify When Active' checkbox. A pagination bar shows '1' of 1 total results. An 'Add Selected Dealers' button is in the bottom right corner.

Dealer	Location	Phone	Supported OEMs	Active	Add	Notify When Active	Distance
BLUEGRASS INTL TRUCKS - GEORGETOWN	GEORGETOWN, KY	(502) 570-5252	International/ IC Bus	Yes	<input type="checkbox"/>		4

Select the add button by Bluegrass International and click the “Add Selected Dealers” button in the bottom right corner.

The following green box will pop up at the top of the page:



You will receive an e-mail confirmation shortly after completing the registration process. After receiving this e-mail, you can then begin to shop online!

You are now registered and can search our inventory for parts!

Just click the “Begin Part Search Here” button at the top of the page.

