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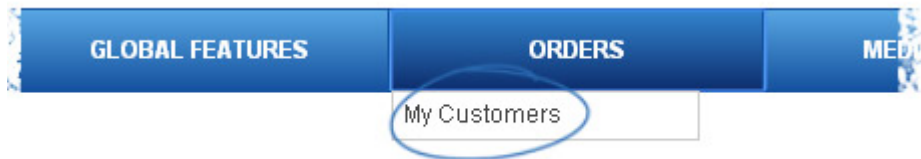
Portal > Knowledgebase > I am a Supplier/Decorator > ESP Websites > Non-Distributor Login

Non-Distributor Login

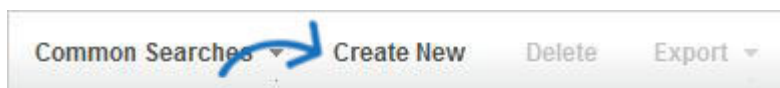
Tamika C - 2017-02-07 - in ESP Websites

ASI Suppliers have the ability to create website accounts on their ESP Websites for customers who are not ASI Distributors. Using this new tool, Suppliers allow access to their site by creating a unique username and password for their customers.

To create an account for a non-ASI distributor, log into the ESP Websites for Suppliers admin. Then, click on Orders from the Management Toolbar and select My Customers from the dropdown.



In the Customer Manager area, click the Create New button.



The Create Customer window will open. Enter the required information: First Name, Last Name and E-mail. You are also able to enter a company name and company ID if you need. Then, select the site(s) you would like the non-ASI distributor or end user to be able to access and click on Create.

Create Customer

First Name* Last Name* E-mail*

Company Company ID

Site Selection
Select the sites you want your customer to have access to.

Allow access to all of my company's sites.

- Supplier eCommerce Platinum(\$5TV) [View](#)
- Supplier eComm Site 1(\$5U3) [View](#)
- Websites for Suppliers(\$68F) [View](#)
- Websites for Suppliers(\$6J9) [View](#)
- Websites for Suppliers(\$6JA) [View](#)
- Promo Supply Line(\$6JC) [View](#)
- Airy(\$6JD) [View](#)

After you click on the Create button, an email will be sent to the new user, congratulating them on their new access to your site(s), as well as include their username and temporary password for your site. The new user can then click on the My Account link on your site.

On the login page, they are able to enter their email address and the temporary password provided in the congratulation email.

About Us **More** **Sign In**

Sign In

ASI Member Non-Member

Username
janedoe@gmail.com

Password
.....

[Forgot My Password](#)

After logging in for the first time, the new user will be immediately prompted to change the password. Passwords must be at least eight (8) characters long and alphanumeric (contain

both letters and numbers).

Once logged in, they'll see protected information and be able to use the shopping cart in the same way an ASI Distributors can.

Non-ASI distributors and end buyers who have an account on your site are able to manage their own account details in the My Account area, such as their contact information, billing and shipping addresses in the Contact & Address tab.

Also in the My Account area, non-ASI distributors and end users may change their password at any time in the Web Site Access tab.