

What is Andersen Access?

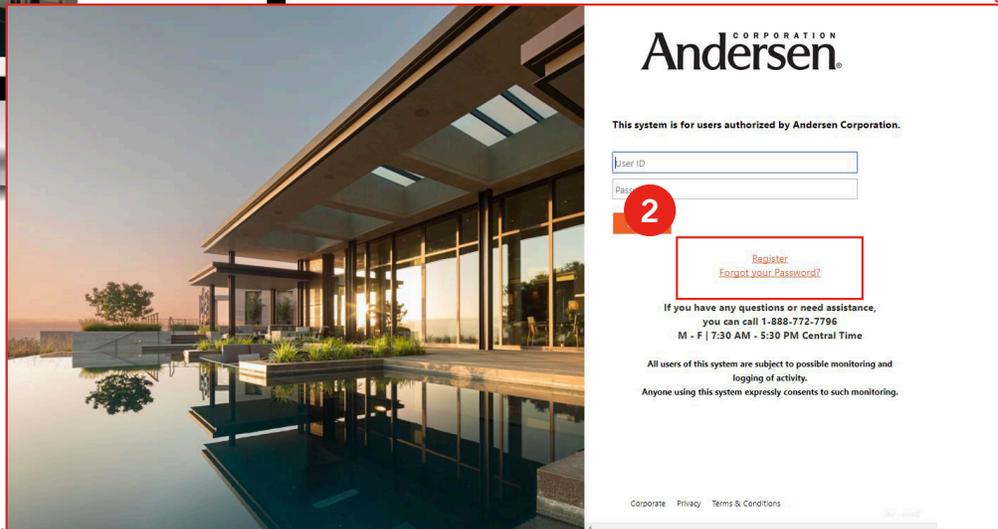
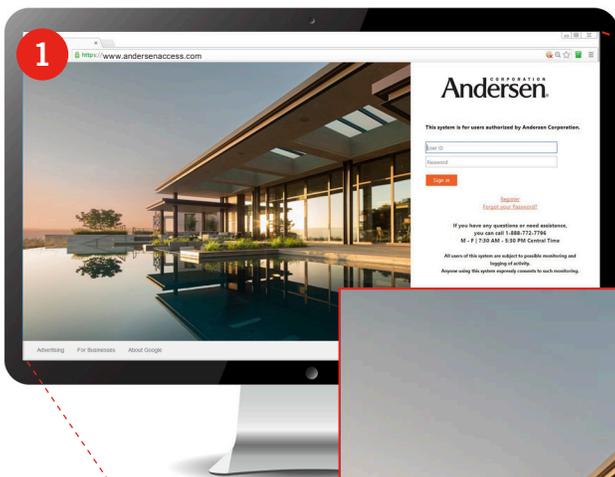
A website that is a single access point for information to help you manage your Andersen business efficiently.

Information found on the site includes:

- Order Information
- Service Tools
- Marketing Tools, including the Marketing Services Center
- Trade Data Management
- Invoices and Credits
- Andersen Academy
- Reference Materials

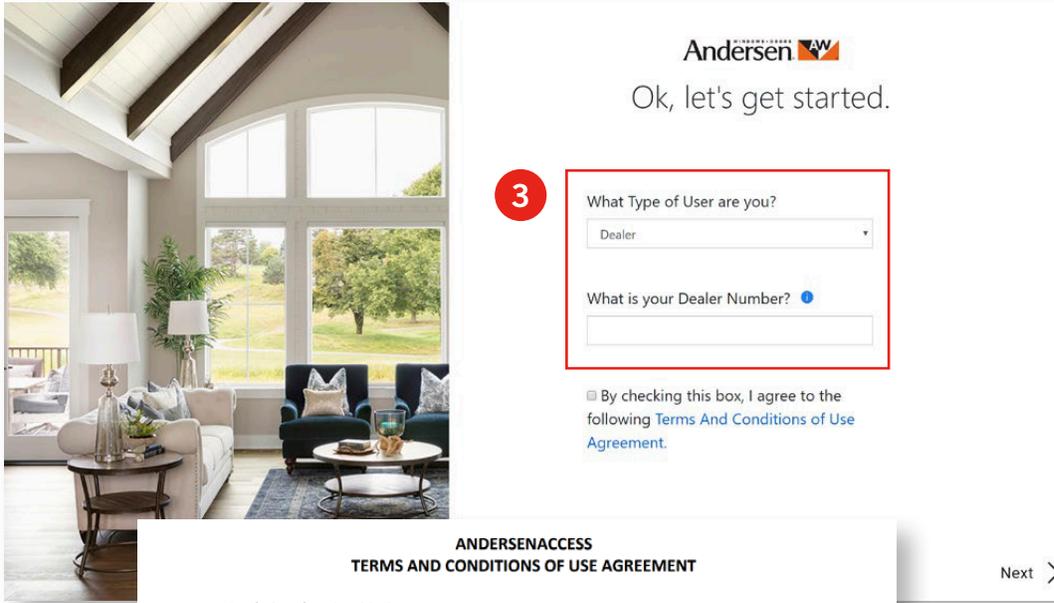
Step 1: Visit **www.andersenaccess.com**.

Step 2: Click on the **Register** link. If you already have an account and know your User ID, but don't remember your password, click on **Forgot your Password** link.



HOW TO REGISTER FOR ANDERSEN ACCESS

Step 3: After entering your Dealer Number, you can review the Terms & Conditions. You must **ACCEPT** the Terms & Conditions to proceed with the registration process.



3 What Type of User are you?
Dealer

What is your Dealer Number?

By checking this box, I agree to the following [Terms And Conditions of Use Agreement](#).

Next >

**ANDERSENACCESS
TERMS AND CONDITIONS OF USE AGREEMENT**

Last revised: October 21, 2019.

Andersenaccess.com or any successor or related website (collectively, this “Website”) is operated by Andersen Corporation (“Andersen”), and Andersen reserves all rights in this Website and its contents. You, as an Andersen® product dealer (referred to below as “You”), are being granted restricted access to this Website. If You are a corporation, company, or other legal entity, the definition of You will include the corporation, company, or other legal entity and all of its employees and agents, and You are liable and responsible for Your employees’ and agents’ use of this Website.

Your use of this Website is Subject to These Terms and Conditions of Use Agreement (this “Agreement”). BY USING THIS WEBSITE YOU AGREE TO AND ACCEPT THE TERMS AND CONDITIONS SET FORTH HEREIN. If You do not agree with this Agreement, then do not use this Website. Andersen reserves the right to update or amend this Agreement at any time, with or without notice. Any amended version of this Agreement will automatically be effective upon posting on this Website. Your continued use of this Website after any posted change constitutes Your acceptance of the amended this Agreement. For this reason, we encourage You to review this Agreement whenever You use this Website. The last date this Agreement were revised is set forth above.

1. **LIMITED LICENSE.** Andersen will provide You a non-exclusive, revocable, non-transferable, and non-sublicensable right to access this Website solely for Andersen’s benefit

HOW TO REGISTER FOR ANDERSEN ACCESS

Step 4: Enter some standard information about yourself to assist in creating your new account.

4



Andersen WOODWORK

Great, now we need some standard information.

Account Name: Test Lumber - Bayport, MN

First Name

Last Name

User Id

Business Phone (Numbers only)

Business Email

Business Email (again)

Job Title

[Back](#) ● ● ● ● ● [Next](#)

Step 5: Enter answers to the two security questions for your account.

5



Andersen WOODWORK

Almost done. This step is important, now let's setup some security.

Just in case you forget your password.

What is your Mother's Maiden Name?

What city where you born in?

[Back](#) ● ● ● ● ● [Next](#)

HOW TO REGISTER FOR ANDERSEN ACCESS

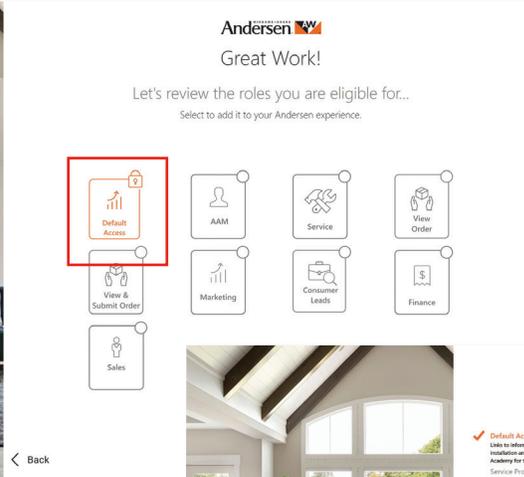
Step 6: The **Default Access** role will automatically be selected, you will need to select any additional roles specific to your job responsibilities.

Note: To participate in **Andersen Rewards Promotions**, the **Sales** role must be selected.

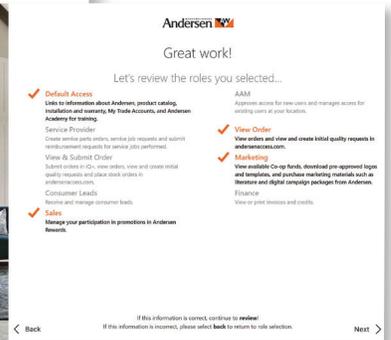
To access the **Marketing Services Center**, the **Marketing** role must be selected and approved in your profile.

To view **Invoices and Credits**, the **Finance** role must be selected and approved in your profile.

6

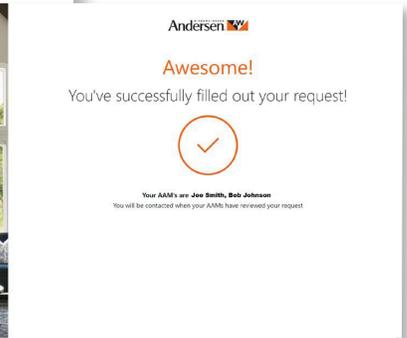
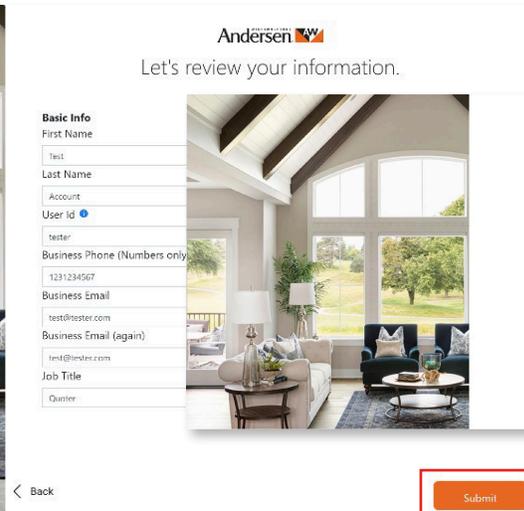


See page 5 for more information about Andersen Access user roles.



Step 7: Review your registration information and click **Submit**.

7



Your submission will be sent for approval and you will receive an e-mail notification once your account is approved and ready for use.

ANDERSEN ACCESS USER ROLES

- 1. Andersen Access Manager (AAM)** – Approves access for new users and manages access for existing users at your location.
- 2. Quote** – Ability to quote. Your AAM will be able to select from the following types of quote roles for your access.
 - a. Create & View Quotes (Base price only)** – Allow user to see Andersen’s base price only and restricts the user from viewing dealer location pricing.
 - b. Create & View Quotes (Dealer price)** – Allow user to see both Andersen base price as well as dealer location pricing.
 - c. Access to User Quotes Only** – Restricts dealer to only have the ability to see their own quote.
- 3. View Orders** – View orders and view and create initial quality requests in andersenaccess.com.
- 4. View & Submit Orders** – Submit orders in iQ+ and place stock orders in andersenaccess.com.
- 5. Marketing** – View available co-op funds, download pre-approved logos and templates and purchase marketing materials such as literature and digital campaign packages from Andersen.
- 6. Sales** – Manage your participation in promotions in Andersen Rewards.
- 7. Service** – Create service parts orders, service job requests and submit reimbursement requests for service jobs performed.
- 8. Consumer Leads** – Receive and manage consumer leads.
- 9. Finance** – View or print invoices and credits.
- 10. Default Access** – Access to links to information about Andersen, product catalog, installation and warranty, My Trade accounts and Andersen Academy for training.

