

## Welcome to the Emtek | Schaub Customer Portal

To gain access or change access rights to Emtek | Schaub Customer Portal, please complete the following form and send to: **Connect@emtek.com**

Name	E-Mail Address	Check One			
		Limited Access	Limited Upgrade	AP Access	Full Access
Provide valid account numbers:					
<b>For Distributors - Limited (Default):</b>					
This will grant access to all brands. Users are unable to view anything involving pricing or sales information. This level also provides access to price books. <i>Distributor owner/CEO approval is not required.</i>					
<b>For Distributors - Limited Upgrade:</b>					
Same as above, but with Online Order Entry. No access to buying programs. <i>Distributor owner/CEO/president approval is required.</i>					
<b>For Distributors - AP Access:</b>					
Same as Full Access except users have no access to the Monthly Sales graph. This level is intended for distributor Accounts Payable employees who need access to information such as invoices, and credits, accounts receivable statements but not sales. This level also provides access to Online Order Entry and enables you to make online payments. <i>Distributor owner/CEO/president approval is required.</i>					
<b>For Distributors - Full Access:</b>					
Grants access to all information for all brands, including acknowledgments, quotes, invoices, AR statements, credit memos, CCFs, RGAs, monthly sales. This level also provides access to Online Order Entry and enables you to make online payments. <i>Distributor owner/CEO/president approval is required.</i>					
<b>Approval-Distributor/owner/CEO approval-e-mail must be sent by Distributor Owner or President:</b>					
Name:				Date:	