Olympus Imported Auto Parts

The Finest In Parts For Foreign Cars

Delivering Legendary Customer Service since 1977

Welcome To WebDocs

A 24/7 online access to Invoice, Proof of Delivery, Credit and Statement Documents.

If you have any questions, please contact our Alexandria, VA corporate office location at (703) 370-0399

Thank You,

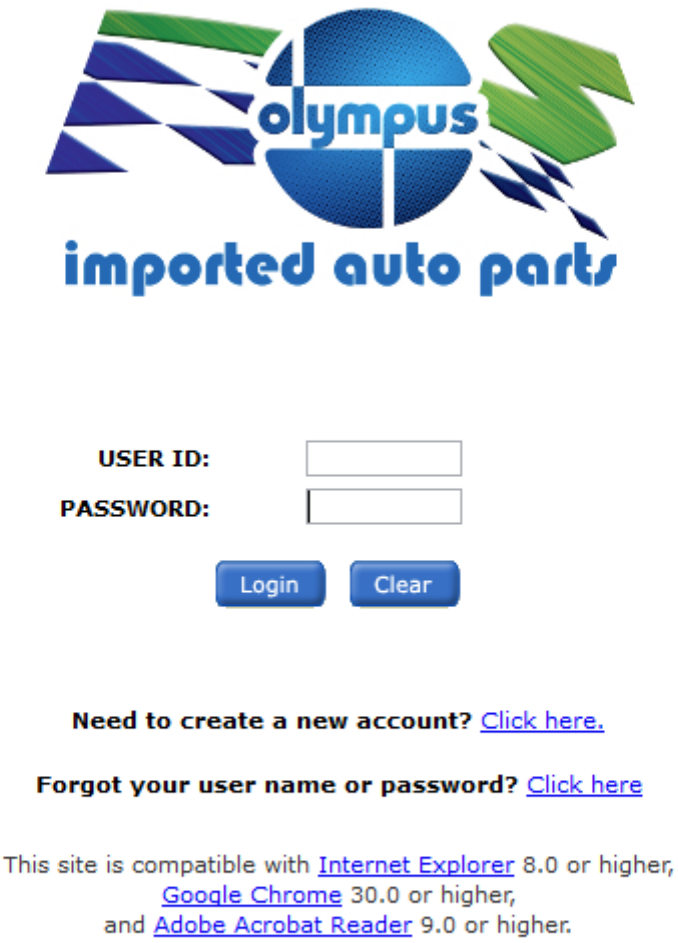
Olympus Imported Auto Parts

5200 Eisenhower Ave – Suite 210 – Alexandria, Virginia, 22304

(703) 370-0399 Fax: (703) 370-8654

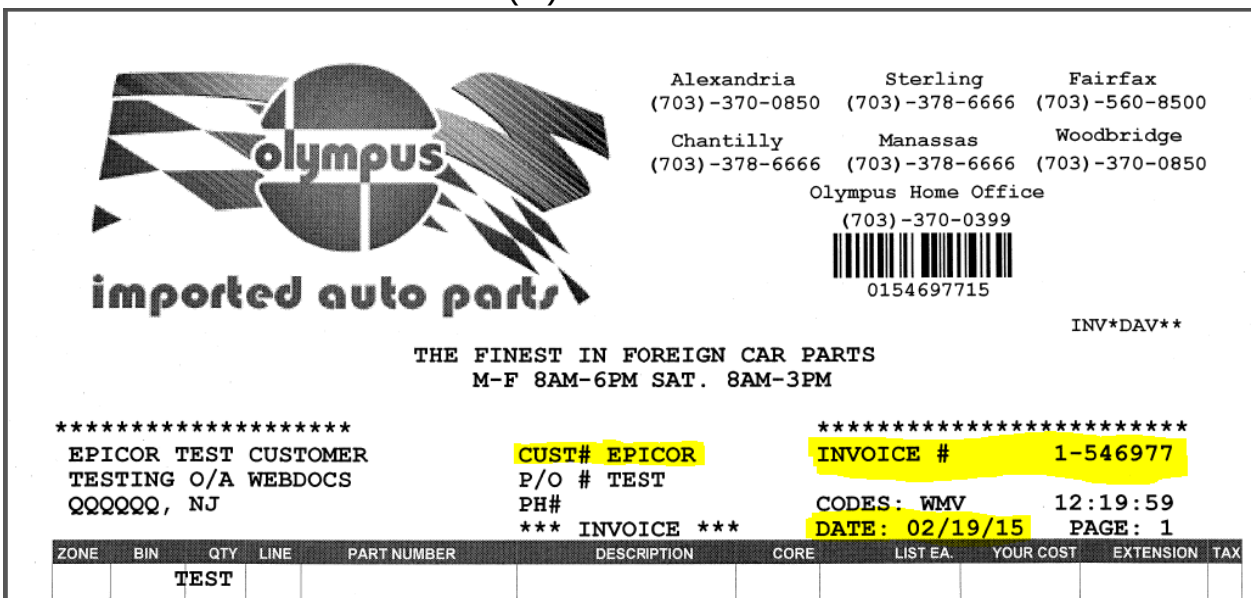
Setting up your account in WebDocs:

To set up access to your account, navigate your browser to either http://www.forparts.com or http://www.olyonline.com and click on the WebDocs link. You will be presented with the page shown below. You will need an invoice dated after January 2nd, 2015.

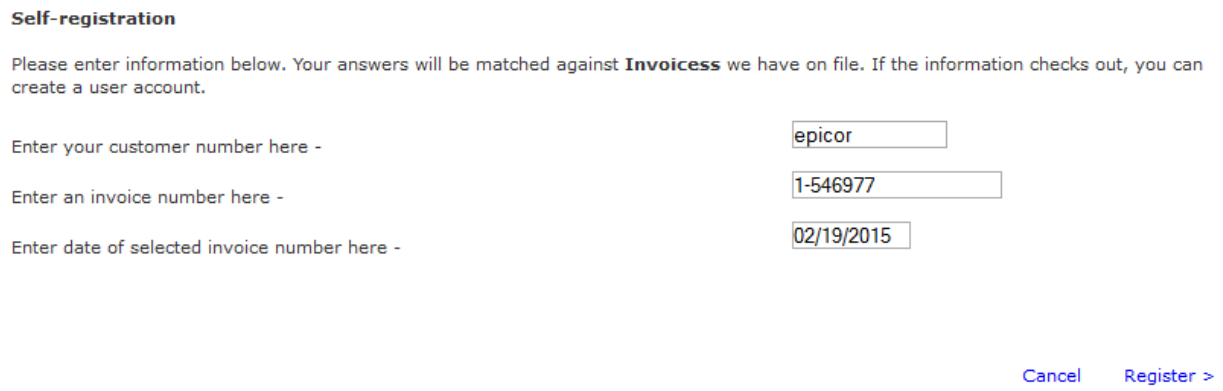


Click the link next to “Need to create a new account?”

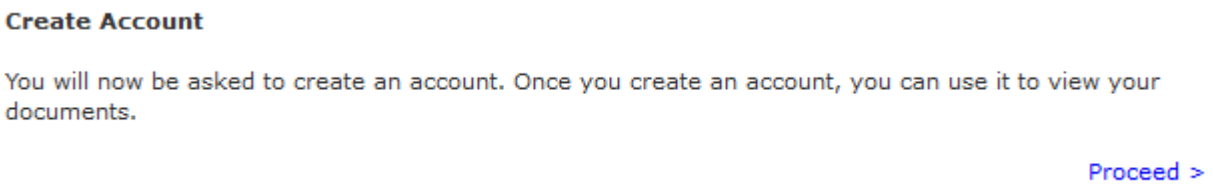
The required information will be on your invoice. You will need to type them exactly as they are on the invoice, including any special characters such as dashes (-).



Your customer number is usually the last seven digits of your telephone number followed by a dash and the location number of the store that services you (xxxxxxx-x). Invoice number is going to be formatted as (x-xxxxxx). Date will be entered in as (MM/DD/YYYY)



Click Register in the bottom right.



Then click Proceed.

Please fill out the following information for your account. Only name is required. The rest of the fields are optional.

*Name	Olympus Customer
Address	5200 Eisenhower Ave
	Suite 210
City	Alexandria
State	VA
ZIP Code	22304 -
Phone:	703 - 370 - 0399
Fax:	703 - 370 - 8654
FEIN:	-

< Previous Cancel Proceed >

Fill out the required account information and click proceed to create your login. Please make a note of what you make your login and password, they are both case sensitive. It is a complex password and must have at least 8 characters, including a capital letter, a number and a special character.

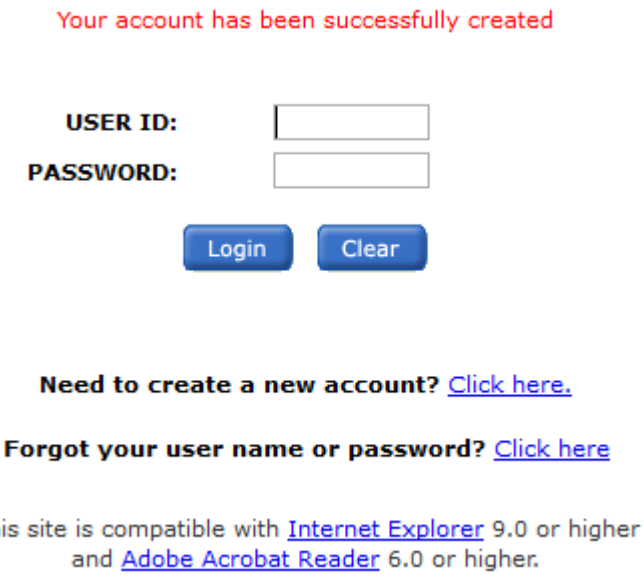
Please fill out the information below for your account.

After registering, you can create other users and groups through the **Manage Users And Groups** wizard. You may change this information, except Login ID, throught the **My Account** screen.

*First name	Olympus
*Last name	Customer
Phone	703 - 370 - 0399
*E-mail	webadmin@olyonline.com
Password hint	WebDocs
*Login ID	olytest
*Password	•••••••••
*Reconfirm Password	•••••••••

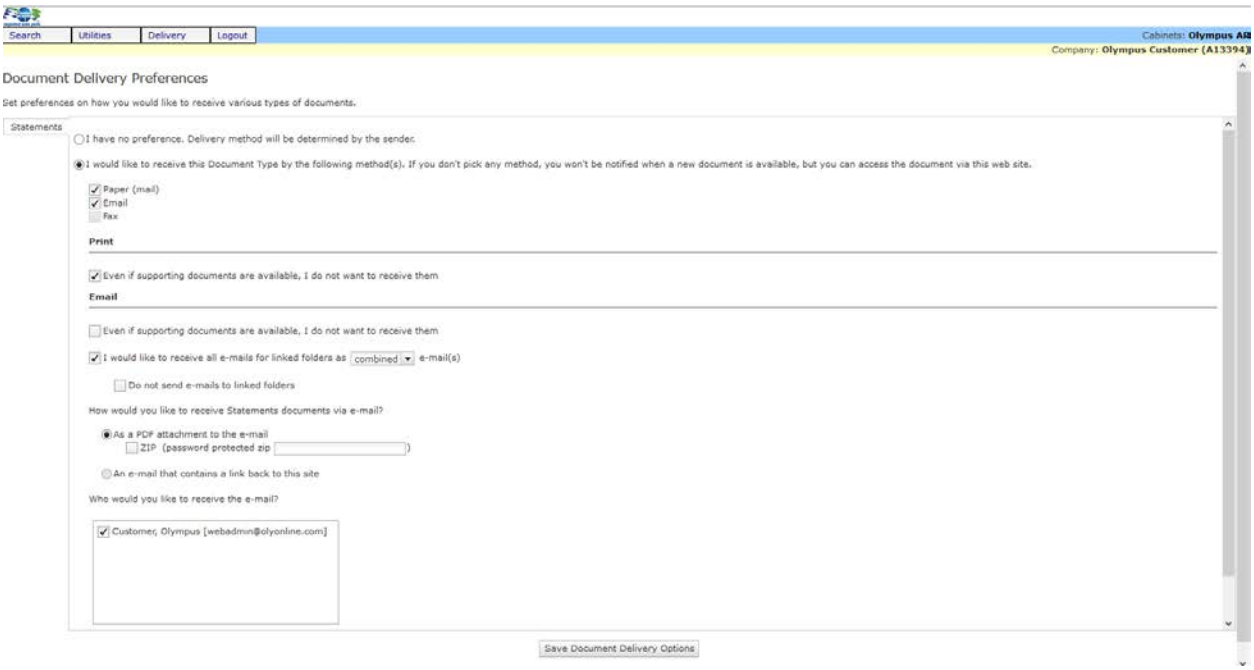
< Previous Cancel Create Account >

Click Create Account, you will be redirected back to the main screen.



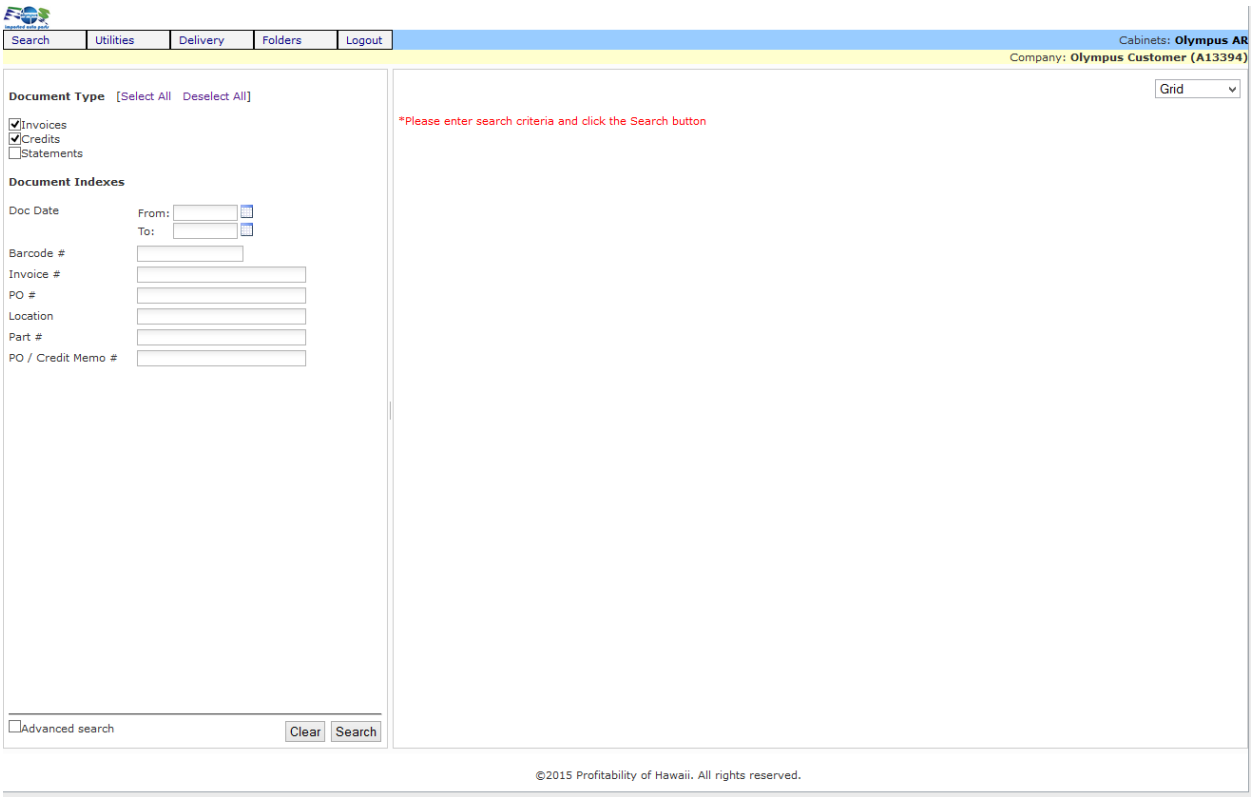
Enter the username and password as you created them and click login.

The first screen you will be presented with lets you choose if and how you would like to receive your statements. You may choose to receive a traditional paper statement by mail, an eStatement by email or both. You may also choose whether or not you would like the supporting documents (Signed invoice copies, credits, Purchase Orders) with either method, as well as other advanced configuration options as a compressed zip file or just an email link back to the site.

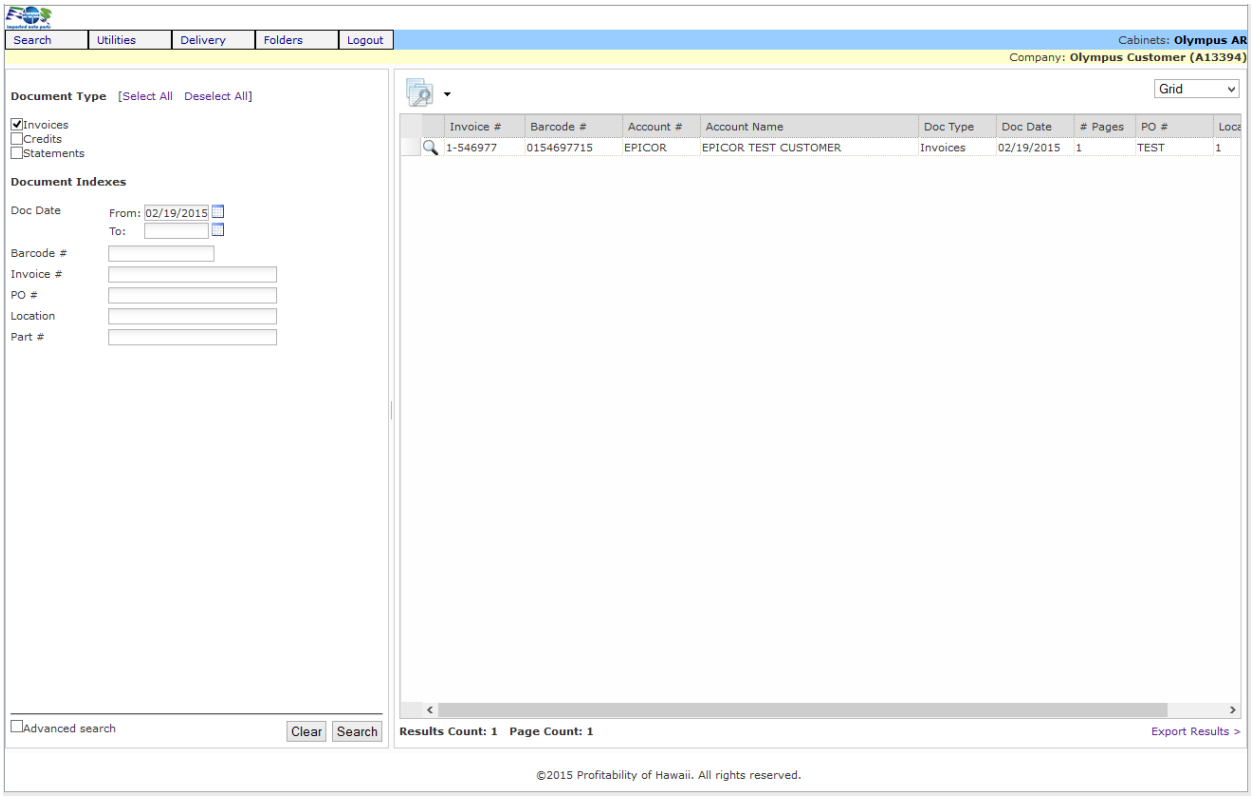


Make your selections and click Save Document Delivery Options. These settings can be changed at any time from within your account by clicking on “Delivery” in the menu at the top.

You are now at the heart of WebDocs. From this screen you can search by document type, date, details or any combination of the above.



For this example we are just going to search all invoices on a specific date.



The results from the search will appear on the right. Any documents that we scan in such as credit memos, signed copies, purchase orders or credits will be attached here. If something has been scanned in you will see the number of pages listed under the “# pages” column. You may view the document directly by clicking the magnifying glass to the left of the invoice number. The list can also be sorted, similar to a spreadsheet by clicking any of the field labels at the top.

If you multi-select and highlight multiple documents using either “Shift+Click” or “CTRL+Click” you can open them all as one PDF by clicking the magnifying glass over paper at the top , you can also click the down arrow next to it and choose from other view options.

Depending on your browser choice and your PDF reader settings the document will open either in a new browser tab or window, or in the pdf reader itself. You can print or save as needed.

You may add other users or change your account info in the “Utilities” menu. Linking Folders under the “Folders” menu is only supported if you have multiple accounts under one A/R account.

If you require any assistance or have any questions or concerns please contact us.

Thank you.

Olympus Imported Auto Parts.

5200 Eisenhower Ave.

Suite 210

Alexandria, VA 22304

703-370-0399