

Dealers/Contractors



Video How To: <https://1drv.ms/v/s!AhBAT04sx9mnhJ8MY8FUvbB9WU5t7g>

- **Create New Account** – Fill out all marked mandatory
- **Confirm Registration Email** (link active 72hrs)
- **Sign In** – click ok for business registration page
 - **Business Details** –
 - **Business Type** – select Dealers/Contractors
 - **Selecting “OTHER” as Business Type will be Reject**
 - **SKIP ACCOUNT ID (Do not need Account ID)**
 - **Business Name** – Type in Business Name
 - Automatic gray out Account ID
 - **Reps/Distributors/Daikin Branch Name**
 - Where does your business buy Daikin products??
 - **This would get user approve quicker.**
 - Type the first two letters of the business name and a dropdown name to preselected
 - **Daikin Branch Type “GDI”**
 - **Business Address** – Fill out all marked mandatory
 - **Click Register**
 - **MUST select Reps/Distributor/Branch Name to be approve in Daikin City**
 - **Daikin City Tech Team will approve users within 24 hrs of working day and move user under Reps/Distributor/Daikin Branch group**
 - A systematic email send to user for notification “Access has been approved – welcome to Daikin City”
 - Once approve, a new Business Account ID created in Daikin City – Reps/Distributor to share the Daikin City ID with Engineers/Architecture/Dealers/Contractors within the business to sign up