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## How Do I Get Started Using **PowellPRO**

### What are the benefits?

- Easy and simple way to place orders.
- Early access to promotions and specials.
- Access to open order status and inventory information.
- Receive order confirmations and shipment notifications via email.
- Can integrate with your company's website.

### New Accounts

- Apply for new account status. Minimum order of \$2,000 (for new accounts)
- Once account has been approved, Powell will e-mail your login information.

### Existing Accounts

- In order to setup a new account, send your request via email to [webadmin@powellcompany.com](mailto:webadmin@powellcompany.com). Don't forget to reference your Powell Customer Number and to include your full name and contact information in the email.

### What to expect?

- You will receive an e-mail confirming your application.
- You will receive a temporary password via e-mail.
- Your username will be the e-mail address you registered with.
- Login with your temporary password.
- You'll be asked to assign a permanent password. Please write this down in a safe place and change it frequently.
- Start using **PowellPRO** immediately!
- See the Frequently Asked Questions in the site, or contact your sales representative with any questions.

Thanks for your interest in the **PowellPRO** system!