



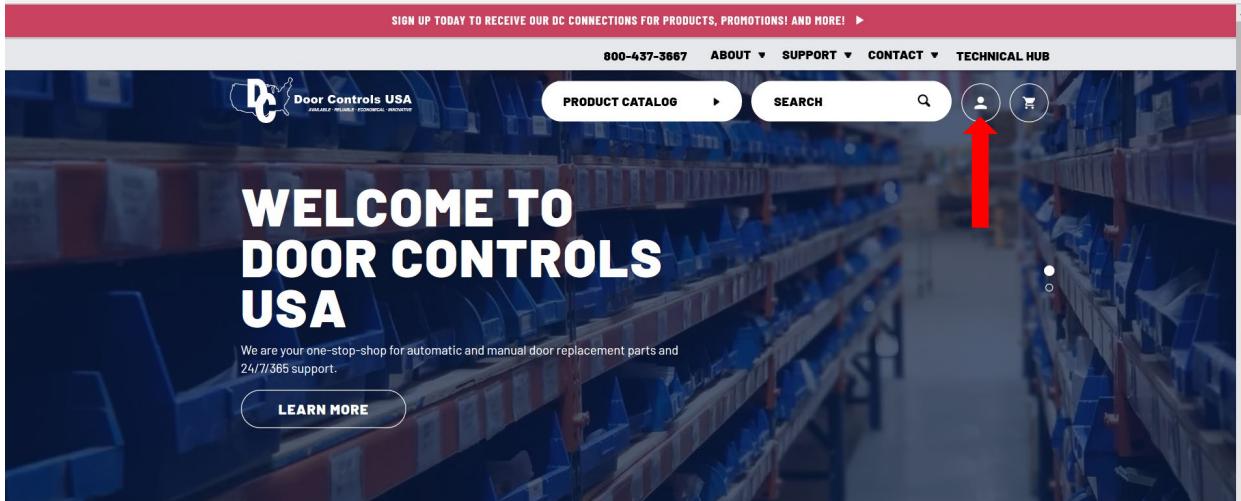
Door Controls USA, Inc.

321 VZ County Rd 4500  
Ben Wheeler, Texas 75754  
800.437.3667 Phone  
800.356.8858 Fax

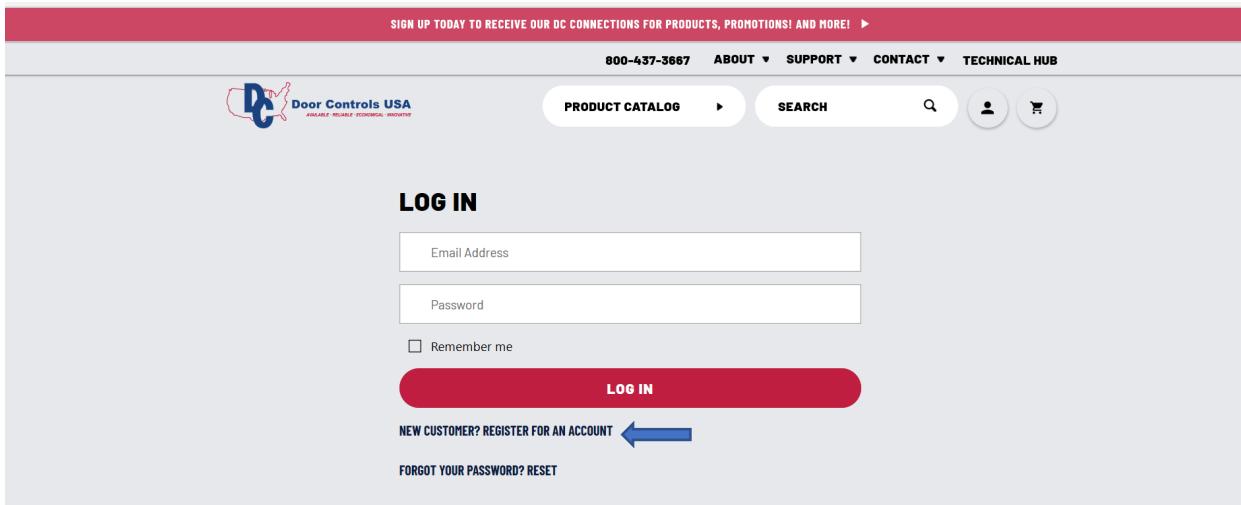
## How to Request a Door Controls USA Online Account

1. Go to [www.DoorControlsUSA.com](http://www.DoorControlsUSA.com) and you will be directed to our Home screen.

2. Click the person icon to the right of the search field.



3. Next, click **NEW CUSTOMER? REGISTER FOR ACCOUNT.**





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4. Fill in all the information. Please note that anything with an \* is required information. If you are an existing customer, your account number will begin with CU. If you are a new customer to DCUSA you will not have a customer number yet.

**CREATE AN ACCOUNT**

**EXISTING MEMBER? LOG IN**

Please fill in the information below. A Door Controls team member will review and reach out if there are any issues with creating your account. Once your account has been verified you will receive an email with a link to finish setting up your Door Controls account.

First Name\*  Last Name\*   
Email\*   
Company Name\*   
Customer Number   
Leave blank if you do not yet have a customer number in our system. One will be assigned to you.  
Phone Number\*  Fax Number   
Website   
User Role\*  Manager

**BILLING ADDRESS**

Address Line 1   
Address Line 2   
City   
State  Zip Code   
Country  United States

**REQUEST AN ACCOUNT**

Make sure to select your role within your company under **USER ROLE** by clicking the drill down box. See the *explanation of permissions below*.

Each User Role has certain permissions. Please note that at least one Manager must be set up before any other user roles can be set up. There can be more than one Manager role.

**Manager** – Assign roles, add/delete users, view order history reports for the company, create an account (with current CU#), request customer number (create account, not yet a customer), add/edit shipping addresses, request billing address changes, place orders, request orders, and approve a requested order (requested by another user role under your account).

**Technician** – Order history for self, add/edit shipping address, and request orders (will be sent to your Manager to be placed).

**Buyer** – Order history for self, add/edit shipping address, place an order, and approve a requested order (requested by another user role under your account).

Once you have filled in all the information, then click **REQUEST AN ACCOUNT**.

5. Once our team has approved your account, you will receive an **ACTIVATE YOUR ACCOUNT** email from Door Controls USA. If you do not receive an email from us within 10 minutes, check your Spam/Junk folder. Click the link in the email as instructed to activate your account. It will direct you to our website where you will be able to choose/set your password.

Should you have any questions, please contact us at 800-437-3667 or email [Parts@DoorControlsUSA.com](mailto:Parts@DoorControlsUSA.com)