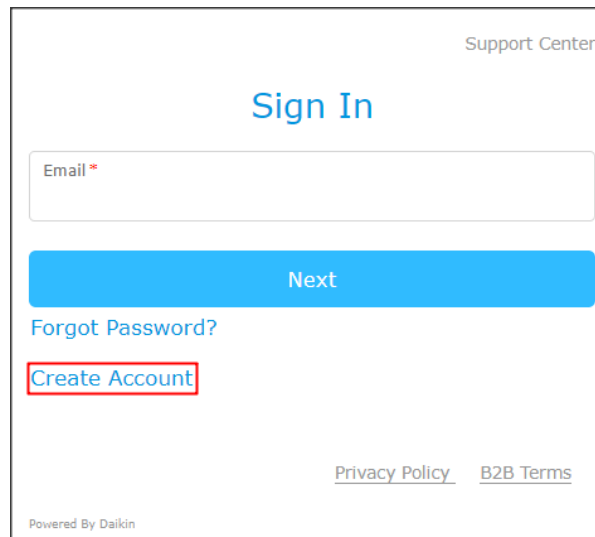


1.To create a new account, go to www.daikincity.com and select **Create Account**.



Support Center

Sign In

Email *

Next

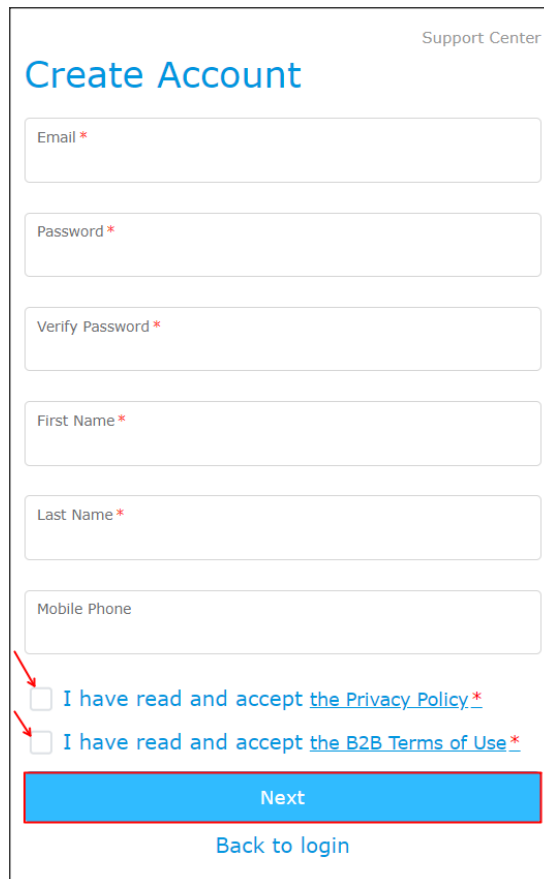
[Forgot Password?](#)

[Create Account](#)

[Privacy Policy](#) [B2B Terms](#)

Powered By Daikin

2. You will be prompted to input your email, password, name, and telephone number. Once you've entered the required details, click the confirmation boxes accepting the Privacy Policy and Terms of Use. Once the confirmation boxes are checked, click **Next**.



Support Center

Create Account

Email *

Password *

Verify Password *

First Name *

Last Name *

Mobile Phone

☐ I have read and accept [the Privacy Policy](#) *

☐ I have read and accept [the B2B Terms of Use](#) *

Next

[Back to login](#)

3. The system will automatically verify whether the email is already linked to another account. If so, you will be notified the email already exists and sent to the login screen to enter your password.

This screenshot shows a login interface. At the top, it says "Welcome" followed by the email address "a.shaw@walleys.com". Below this is a password input field labeled "Password *". A red error message "Email already exists, please enter your password" is displayed below the field. A blue "Next" button is positioned below the error message. Below the button are two links: "Forgot Password?" and "Back to login". At the bottom, there is a footer with "Powered By Daikin" and three links: "Privacy Policy", "B2B Terms", and "Support Center".

4. If your email domain is not found in our system, you will need to enter your postal code and select the **Magnifying Glass**.

This screenshot shows a login interface. In the top right corner, there is a link for "Support Center". The main heading is "Welcome" followed by the email address "tester@distributor.com". Below this, a message states: "To help find your account, please enter your business zip code". There is a "Postal Code *" input field with a blue search icon (magnifying glass) to its right. At the bottom center, there is a "Cancel" button.

5. After entering your postal code, you will find a list of business addresses available. If you do not see your business listed, select **None of the Above** and proceed by clicking **Next**.

Support Center

Welcome

tester@distributor.com

Please select the business you are associated with from the list below.

To choose your business, simply click on the corresponding row.

Highlighted rows indicate the closest match.

		9708 Berger Rd, Columbia, Maryland, CA-21046	
*	<input checked="" type="radio"/>	Distributor HVAC	9708 Berger Road, Columbia, Maryland, CA-21046 Test Distributor
	<input type="radio"/>	Distributor AC	9708 Berger, Columbia, Maryland, CA-21046
	<input type="radio"/>	Distributor PKG	9708 Berger Rd St#210, Columbia, Maryland, CA-21046
	<input checked="" type="radio"/>	None of the Above	-

Back

Next

6. You will be directly taken to select your business type from the drop-down box. Here you will select the option that best describes you.

Support Center

Welcome
TestHVACUser@rungal.net:

To complete the process we require some additional information. Kindly provide the necessary details to ensure a seamless and secure experience.

Business Type
Select Business Type

Select Business Type

- Daikin Branch
- Daikin Employee
- Dealer/Contractors
- Distributor
- Engineer/Architect
- Manufacturer Rep
- Other (Education, Union, Home Owner)

7. Once you have selected your business type, you will enter your businesses account number and click the **Magnifying Glass** for the system to populate your business details. If you do not have an account number, select **No** and proceed by entering your Business name and Postal code.

Support Center

Welcome
TestHVACUser@rungal.net:

To complete the process we require some additional information. Kindly provide the necessary details to ensure a seamless and secure experience.

Business Type
Dealer/Contractors

Do you have an Account Number?

☒ Yes ☐ No

Enter Account Number *

Cancel Continue

8. Dealers/Contractors and Engineering without an account number will need to also enter the Appropriate Distributor/Branch/Rep you do business with or purchase from and click the **Magnifying Glass**. Select the correct account and click **Continue**.

Select Distributor/Rep/Branch *

Mechanical Products

<input type="checkbox"/>	Mechanical Products	Intermountain LLC, Midvale, , US-84047
<input type="checkbox"/>	MECHANICAL PRODUCTS INC PTAC1	3743 WEST ROANOKE, PHOENIX, AZ - Arizona, US- 85009
<input type="checkbox"/>	MECHANICAL PRODUCTS INC *DNU*	3743 WEST ROANOKE, PHOENIX, AZ - Arizona, US- 85009
<input type="checkbox"/>	MECHANICAL PRODUCTS INTERMOUNT*DNU*	8250 S 700 WEST, MIDVALE, UT - Utah, US-84047
<input type="checkbox"/>	MECHANICAL PRODUCTS NSW LLC PTAC1	8250 S 700 W , MIDVALE, UT - Utah, US-84047
<input checked="" type="checkbox"/>	Mechanical Products NSW	8250 S 700 W, Midvale, UT - Utah, US-84047
<input type="checkbox"/>	None of the Above	

9. Enter your business details and click **Continue**.

Please enter your business details

Business Name *

My Cool Hvac Company

Postal Code *

77388

Address Line 1 *

19001 Kermier Rd

Address Line 2

City *

SPRING

State *

TX

Country *

United States

Cancel

Continue

10. A confirmation screen will appear for you to verify the information displayed on the screen is correct before completing registration. If any of the information is incorrect, click the **Back** button to make the necessary changes. If all information is correct, click **Register**.

85009

Support Center

Please confirm the Business Details

First Name: TEST

Last Name: USER

Email: TestHVACUser@rungel.net

Business Name: My Cool Hvac Company

Parent Business Name: MECHANICAL PRODUCTS
NSW

Business Address :
19001 Kermier Rd ,
SPRING
TX-Texas
United States - 77388

Back Register

11. Upon completing registration, you will receive a system-generated email containing a verification link. To finalize your registration, please click on the provided link in the email. Please note: if you do not see the verification email within ten minutes, please check your spam, and/or junk folder.

Support Center

Please verify your email

Thank you for registering with your Daikin Universal Login!

You're almost there! We sent an email to
TestHVACUser@rungel.net

Just click on the link in that email to complete your signup.
If you don't see it, you may need to check your spam folder.

Back To Login

Need help? [Contact Us](#)

For questions or issues related to account registration, please contact the SSO Support Team at SSOSupport@daikincomfort.com you can also visit the Universal Login Support Help/FAQ page at <https://universalloginsupport.helpdocsite.com>

For General Daikin City Questions, please contact the DC Support Team.
DaikinCity@daikincomfort.com