

## INSTRUCTIONS FOR REGISTRATION AND PURCHASE

### 1. Registration

**1.1** For registration on our site click on “Log in” on the top right and a new tab will open.

**1.2** In the window “Create an account” you can click “Do not have an account yet? Create a new one here”.

**1.3** On this page is important to specify the type of customer:

«**DEALERS**» if the customer orders and makes the payment.

«**OFFICIAL FCA IMPORTERS**» when the importer orders and pays;

«**FCA**» when FCA orders and pays;

Then it is necessary to enter the personal data, email and the password that you prefer.

Below you have to check the box to accept the treatment of your personal data and click «Register».

The registration of personal data is completed and an email message will confirm your registration.

**WARNING:** after appropriate checks, the account will be activated within 24 hours.

You will receive the activation by email.

### 2. Log In

**2.1** In the communication email of activation, there is a line with the address to access the site with the account created. You can access the account going to the main page of the site [www.eshopmegaplasworld.com](http://www.eshopmegaplasworld.com) and then to click on the top right on the word “Log in” (**see section 1.1**).

**2.2** On the next page you need to enter your email address and the password used for registration, then to click on the Blue button “Log in”.

After login, enter your company data in the address section (invoice address and delivery address).



## 3. Shopping Cart

**3.1** On the homepage, near to the word "HOME", there are some boxes with categories: by clicking on the relevant box the user will enter on the elements page that he can buy.

**3.2** The KITS and the single optional elements are shown. To do the purchase it is enough click on the product, to read the description and to select "Add to shopping cart".

**NB:** You can order at most n.1 KIT for each site, to order one KIT for additional sites it will be necessary issue a NEW ORDER going in the area "Access" and entering the address of destination site.

## 4. Purchase

**4.1** When you have to put all the elements in the "shopping cart" (icon at the top right), you will find them highlighted with the relevant amounts (supply, shipping and VAT costs). To proceed with the order select the item "Proceed to checkout"; at this point the following pages will open:

**1. Summary** – you find all the elements you want to buy;

**1.1** – It will be possible, if you want, to ask the installation for the elements require it;

**2. Address** – It is possible to check if the address entered is correct and, if it is necessary, you can add another delivery address by clicking on "Add a new address".  
A new page will open, enter the new data and name the file;

**3. Shipping method** – In this page you can choose the shipping method;

**4. Payment** – In this page you can choose the payment method.

**4.2** After confirming the payment method, click on "Send order". An email will be sent to you with all the details about the order.

## 5. Information Notes

After the confirmation of the orders we can proceed with the shipping and the issue of the invoice.

To request information or further clarification, you can send an email or contact us by phone. The telephone numbers are available on our site. It is enough to select the box "Contact" on the top right.