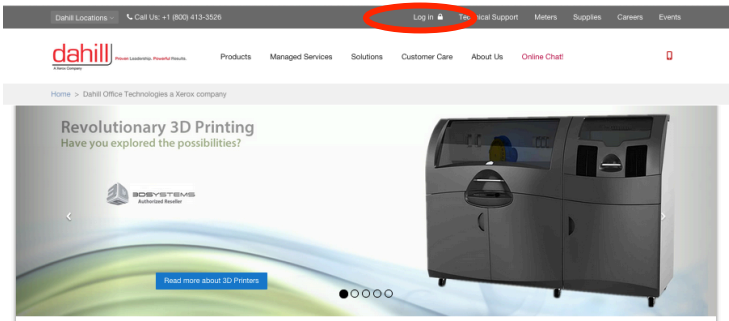


Step 1:

Log on to myDahill account.
Go to www.dahill.com



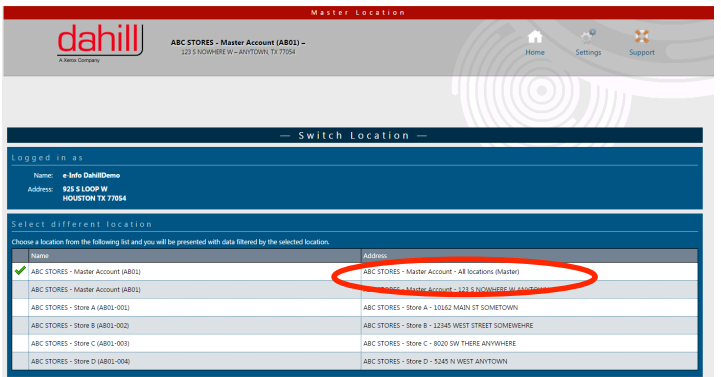
Step 2:

Login Page
Credentials are based on email address.
To reset your password, use the “forgot password” option.



Step 3:

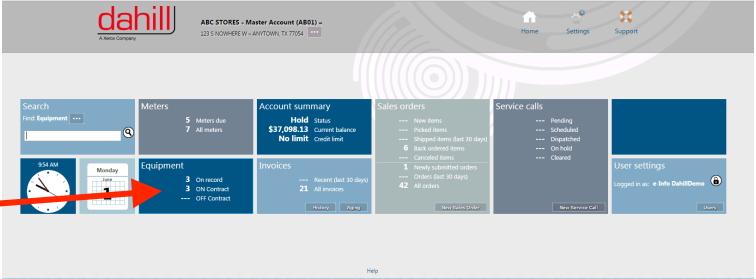
After login, you are directed to a locations page.
If you have multiple locations, the “All Locations – Master” is a summary listing of all devices in all locations
Select location you need to order supplies or service for.



Supply orders are not allowed from “All Locations – Master.” Shipping is associated with the location of device.

Step 4:

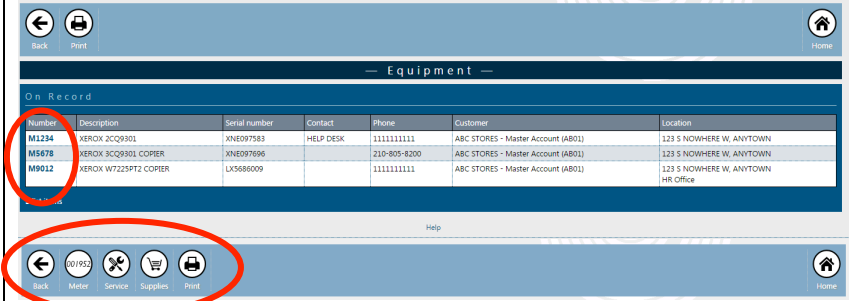
Tiles for each service are listed.
The Equipment tile allows multiple functions based on device.
Click on equipment listing.



Step 5:

Selecting the equipment listing brings up devices on that location.

Select device to request service, order supplies, or submit meters.

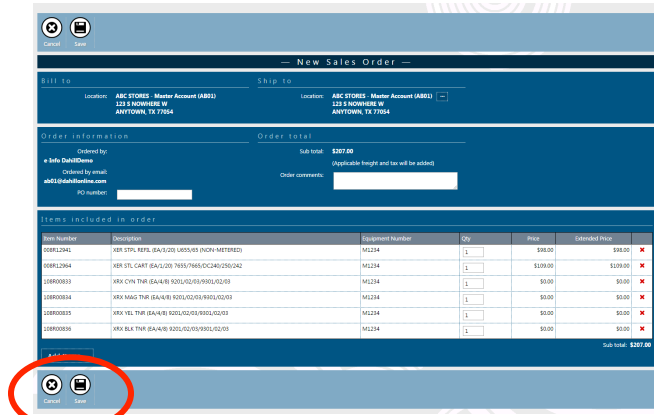


Step 6:

How to Order Supplies

Selecting supplies opens a dialog; please select the order items you need to order. Once added the items are listed in a sales order for confirmation and to save.

Note: You can check the status of your order on the Supplies tile on the home page.

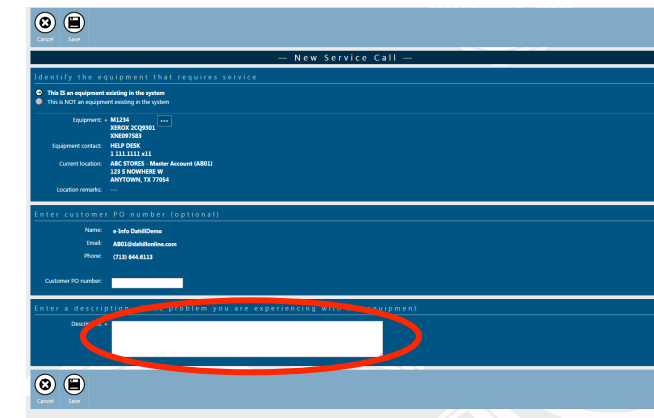


Step 7:

How to Request Service

Selecting "Service" opens the equipment detail page where you can simply indicate the issue with the device.

Note: You can check the status of your service call on the Service Calls tile located on the home page.



Step 8:

How to Submit Meters

Selecting "Meters" opens the equipment meter detail page where you can submit any meters due.

