

# Account Setup Instruction Sheet

Please follow these detailed steps to set up your new Ford Parts account.

1. Click the link to begin registration process

From the Ford Products and Services page, click on the parts.ford.com link at the bottom of the page to access the customized registration page

Products & Services Buy Sourcevel Documents Contact Information	Buy Sourcewell
Products & Services	Login to unlock more contract features.
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Awarded Contract
Contract #080124-FMC

#### 2. Register on FordParts.com

Once on FordParts.com complete the registration process. Please note, Government/ Entity is already preselected for user.



## 3. Choose a participating dealer

Visit https://parts.ford.com/content/ford-parts/en/us/participating-dealers.html to see a list of participating dealers. Note the name, city and state of your preferred dealer.



If your preferred dealer is not listed, please email Keith Abarca at kabarca@ford.com, or call 925-351-5607 for assistance.

# Sign-up Instruction Sheet

### 4. Set Preferred Dealer

# Click on Find a Dealer and select your preferred dealer

#### Click on View Account

#### **Click on Edit Account**



## **Click on Dealers**



## **Click on My Dealers**



# Choose a dealer and click Request Sponsorship'

	Account	Dealers Va	ticles Checkout	Orders	
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