

# Account Setup Instruction Sheet

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

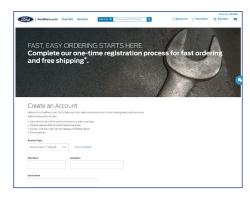
1. Click the link to begin registration process

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 Bay Sourcewe	Documents	Contact Information	Buy Sourcewell
Products & Services	Login to unlock more contract features.		
Sourcewit Castance 191220-FMC gives access I Ford granume parts Ford Rithmake grangmen - tools & equipmen Ford Kahansend - Matoscake Or Jahmman Ford Kahansen - Dukh Kaisk Subiese Gukuka - Umk acus service acress Ford gukung casta - compatible make aftermarkik Gukuka - Umk acus service gilan Ford attended service gilan Ford attended service gilan Ford Statistics - Statistica - Repaired regarity haps sen Ford Statistics - Statistica - Repaired Statistics - Statistics Ford Statistics - Statistica - Repaired Statistics - Sta	nt et parts s rogram óloe	and services:	University University Periadod Periadod Capacity Torg of caerinants of password? Register
<ul> <li>Third-party collaborations for vendor inw</li> <li>Ford Fleet national maintenance pricing prices</li> </ul>			
To use this contract, you must first register at step instructions to get started (PDF).	parts.ford.com 🗹 (non-governm	nent website). Download step	-by-

#### 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 Kevin Naro at knaro@ford.com, or call 440-452-2257 for assistance.

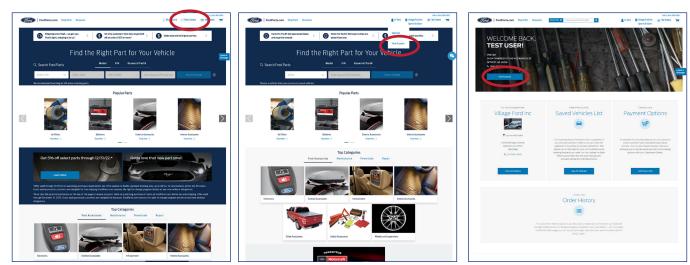
# Sign-up Instruction Sheet

## 4. Set Preferred Dealer

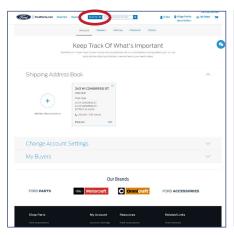
# Click on Find a Dealer and select your preferred dealer

#### Click on View Account

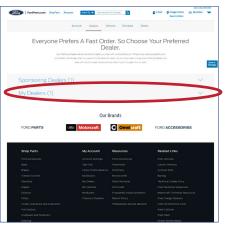
### **Click on Edit Account**



# **Click on Dealers**



# **Click on My Dealers**



# Choose a dealer and click Request Sponsorship'

	Account	Dealers Vehi	cies Checkout	Orders	
Everyor		Dea	ıler.	ose Your Pre	ferred
	promotions will display whe	e the behault dealer you shap in I you search for the parts your In another dealer at any line t	eed. You can also easily share	e your Proteined Dealer and	
Sponsoring Di	ealers (1)				~
Vilage Ford Inc					
Set as Portected					
My Dealers (1)					^
BRONDES					
Brondes.Ford Maumee					
Ship Dealer					