



## **MyDealer Instructions**

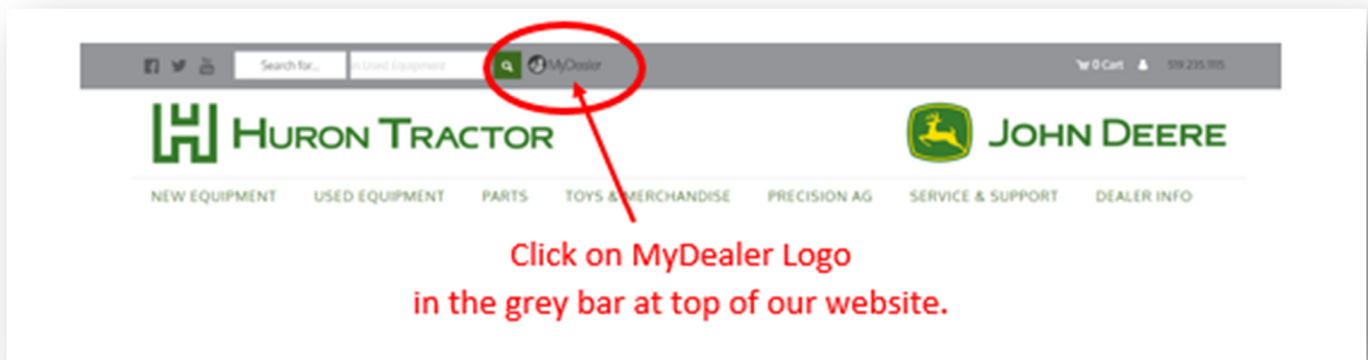
Thank you for choosing to use our MyDealer option.

If you don't already have an account, simply email us at [eaccount@hurontractor.com](mailto:eaccount@hurontractor.com) or if you have any questions, please call Linda or Tara at 519-235-1115 or 1-800-265-4220.

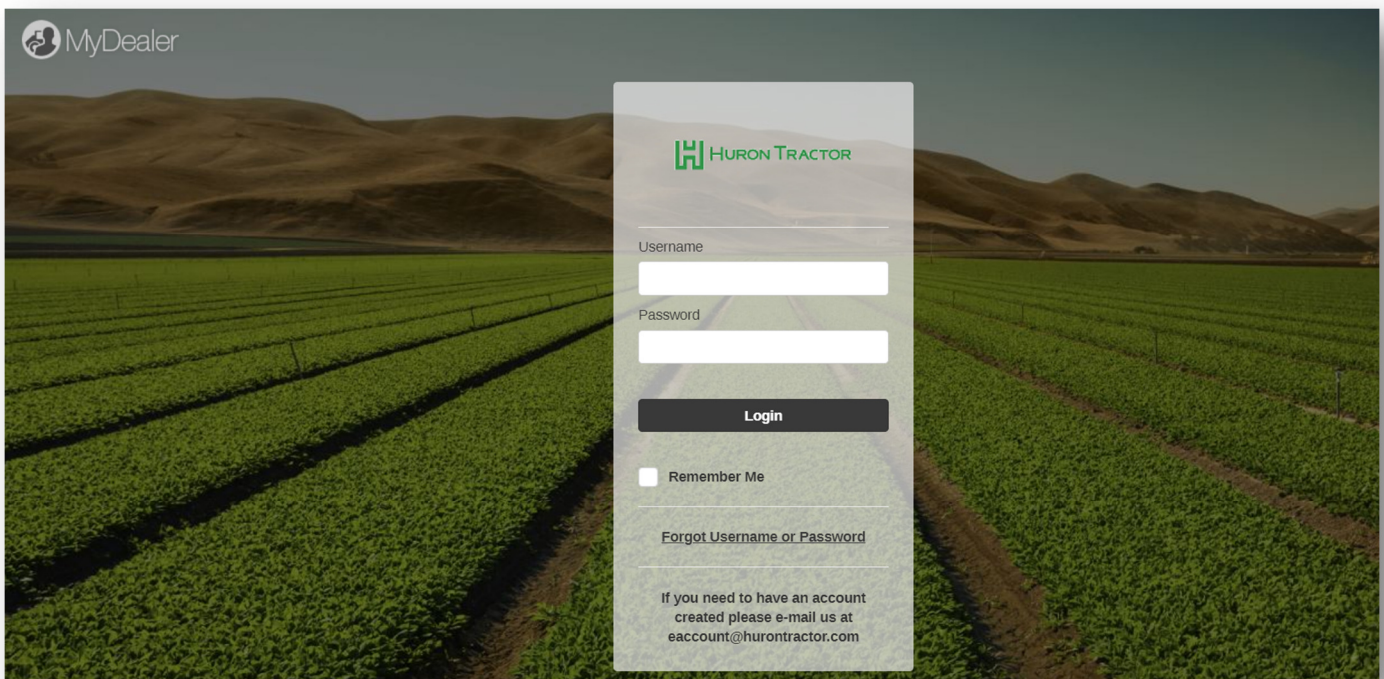
Once you have an account, MyDealer allows you to access your Account Information, Request Service for equipment, and place Parts Orders. Here are a few simple instructions to get you started.

### **To Log in:**

Go to **[www.hurontractor.com](http://www.hurontractor.com)** and click on the MyDealer logo on the top middle of the screen.



Enter your Username and Password provided in the email from us, then click Login.



## **MyDealer Instructions - continued**

The MyDealer home page will appear. Depending on the device you are using and size of your screen, your home page may look slightly different as it will automatically scale to the size of screen. However, the following icons will always be displayed at the top of the application to optimize your navigation experience.



**Menu Icon:** Select this menu icon to display the list of MyDealer applications including My Account, Equipment, Parts, MyQuotes, MyAlerts.



**Message Icon:** Select to email a specific department at the dealership.



**Shopping Cart:** View any items that have been added to the Shopping Cart, which can then be used to place an order with Huron Tractor.



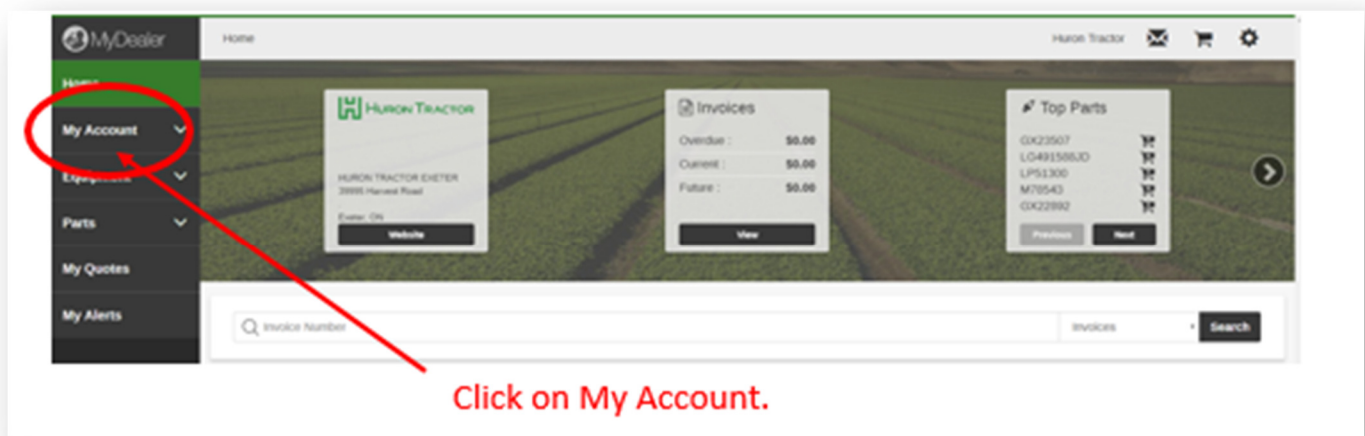
**Settings Icon:** Opens options for Help (MyDealer help manual, About (Huron Tractor website), and Logout (logs you out of your account).

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## **MY ACCOUNT**

### **To see Invoice Details (Current or Historical):**

Click on "My Account" along the left side of the screen (or using the Menu Icon) & then "Invoices".



From here you can view Outstanding or Historical Invoices (there is a toggle button on the right side). There are Date / Department / Location filters which allow you to sort for your invoices. E-Mail or Download one or many invoices by selecting them with a checkmark click & choosing the Email Selected or Download Selected Button at the bottom right of the screen.

## **MyDealer Instructions - continued**

From this screen, you can also:

- Sort invoices by Date or Invoice Number by clicking the arrow beside that heading
- Display the PDF version of any invoice by just clicking on it

The screenshot shows the 'My Dealer' account page for 'Invoices'. The top summary shows 'Total outstanding \$0.00' with 'Overdue', 'Current', and 'Future' amounts all at \$0.00. Below this is a search bar for 'Invoice Number' and filters for 'Location' (set to 'All'), 'Department' (set to 'All'), 'From' (set to '06-02-2017'), and 'To'. The 'Status' filter is set to 'Outstanding', with a 'Historical' option also visible. A table lists six invoices with columns for 'Date', 'Invoice Number', 'Location', 'Department', and 'Amount'. The first invoice, dated '06-15-2017' with number 'V98093', is selected with a checkmark. At the bottom right, there are buttons for 'Tax Summary', 'Email Selected', and 'Download Selected'. Red annotations include: an arrow pointing to the 'Sort by clicking the arrow.' text; a circle around the 'Department' dropdown; a circle around the 'Status' filter with the text 'Select Outstanding or Historical Invoices'; a circle around the checkmark in the first row of the table with the text 'Select your invoice with a checkmark click then choose Email or Download.'; and a circle around the 'Email Selected' and 'Download Selected' buttons.

**Sort by clicking the arrow.**

**Select Outstanding or Historical Invoices**

**Select your invoice with a checkmark click then choose Email or Download.**

### **To view Previous Statements:**

Click on "My Account" along the left side of the screen & then "Statements". From here you can View / Print / Download / E-mail any statement or range of statements that you want using the same process as invoice search.

### **To view your Parts History:**

Click on "Parts" along the left side of the screen & then "My Parts Purchases". From this screen, you can also:

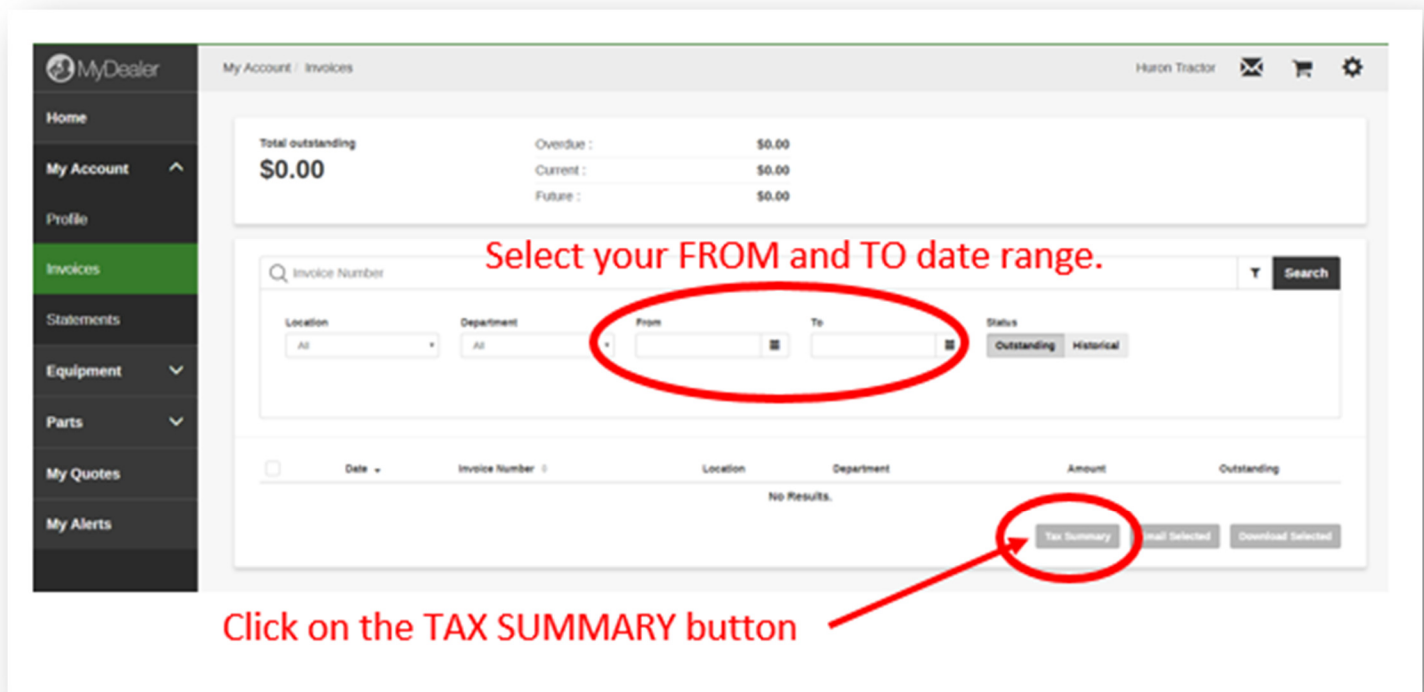
- Sort by the Part Number, Description, Location, Date Ordered, Invoice Number or Quantity by clicking on the up or down arrow beside each column
- Search by the Part Number or Invoice Number

## **MyDealer Instructions - continued**

### **To view your Tax Summary:**

Click on "My Account" along the left side of the screen & then "Invoices".

- Select the FROM and TO date range (mm/dd/yyyy) of your tax period then click SEARCH
- At the bottom of the list of invoices, click on the TAX SUMMARY button and it will give you the tax amount of the selected invoices



## **PARTS**

### **To Shop for Parts:**

Click on "Parts" along the left side of the screen (or using the Menu Icon) & then "Shop For Parts".

If you know the Part Number, enter it in the Search Bar and click "Search" to see Price & Availability and place your order.

If you have Part Number but it does not generate any results, you can click "Request Part" from the bottom right corner and submit an inquiry to the Parts Department.

## MyDealer Instructions - continued

The screenshot shows the 'Shop for Parts' page. At the top, there's a navigation bar with 'Parts / Shop for Parts' on the left and 'Huron Tractor' with icons on the right. Below this is a sub-navigation bar with 'Shop for Parts', 'My Shopping Lists', 'My Orders', and 'My Parts Purchases'. The main content area has a 'Default Location' dropdown set to 'Exeter'. Below this is a search bar with a magnifying glass icon, the placeholder text 'Part Number', and a 'Search' button. A table header is visible with columns: 'Part Number', 'Description', 'Location Availability', 'Total Availability', and 'Price'. The table body contains the text 'Please Enter a Search Keyword.' At the bottom right, there are two buttons: 'John Deere' and 'Request Part'.

Enter Part# then click Search

No Results for your Part#?  
Submit inquiry to Parts Department

Don't have a Part#? Go to John Deere Parts Catalog

If you do not have the part number, select the "John Deere" button in lower right corner to be directed to the John Deere Parts Catalog where you can search for the part number and add it to your cart, all from the JD Parts Catalog site. Once you are ready to Check Out, you will be brought back into your MyDealer Account to complete the order.

### **To Place a Parts Order:**

Once you have your part number, and have entered it into the search field and clicked Search, you will see the Description, Availability & Price fields fill in. The Availability shows the quantity available across all Huron Tractor locations. To view availability by location click the dropdown arrow next to the quantity.

The screenshot shows the search results for part number 're504836'. The search bar at the top contains 're504836' and a 'Search' button. Below the search bar is a table with the following data:

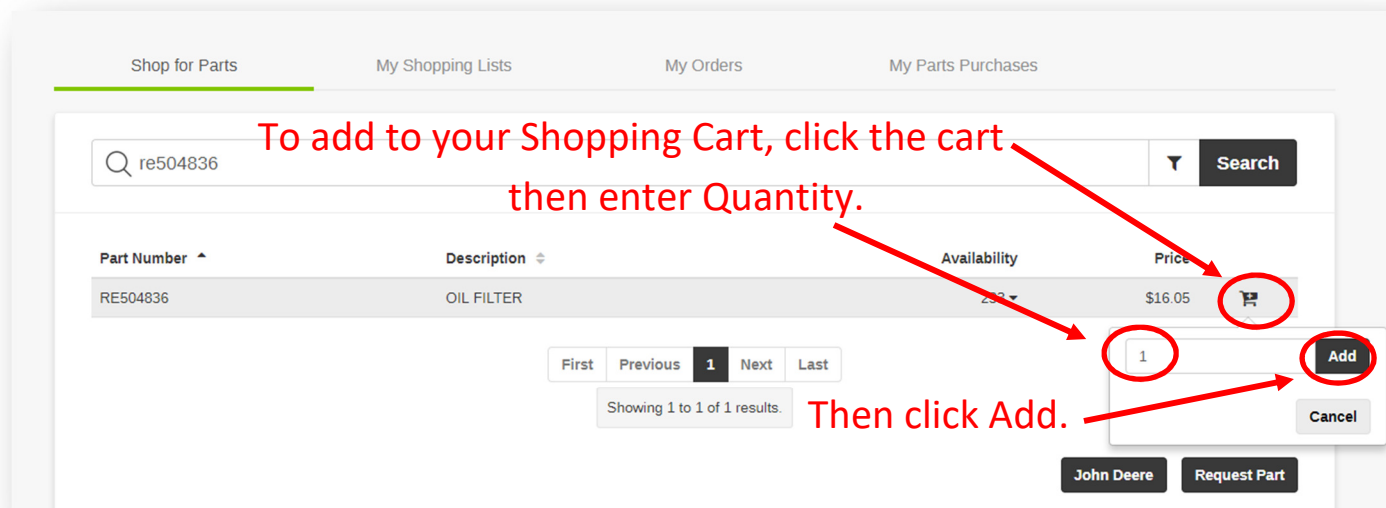
Part Number	Description	Availability	Price
RE504836	OIL FILTER	220	\$16.05

Below the table, there are pagination controls: 'First', 'Previous', '1', 'Next', 'Last'. Below these is a message: 'Showing 1 to 1 of 1 results.' At the bottom right, there are two buttons: 'John Deere' and 'Request Part'.

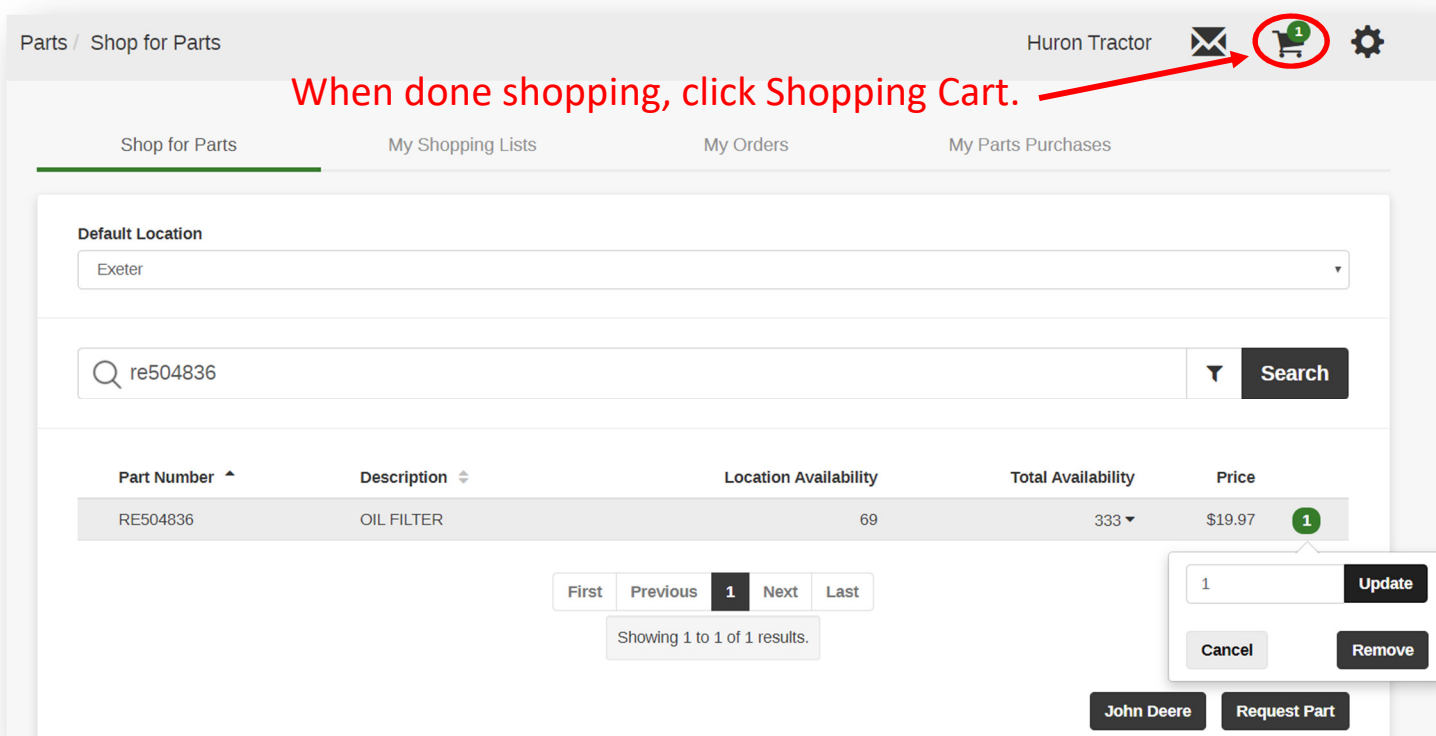
Click the dropdown arrow next to the quantity to view by location.

## MyDealer Instructions - continued

If the part is available and you would like to add to your shopping cart, click the shopping cart icon beside the price. You will then be prompted to enter in the Quantity and then **Add**.



At this time you can continue shopping for parts by putting a new part number in the Search field or you can Check Out by clicking on the "Shopping Cart" icon in the top right corner.





## MyDealer Instructions - continued

Review the items in your Shopping Cart, if all looks good you can click "**Checkout Items**" button in the lower right corner.




Quantity	Part Number	Description	Availability	Extended Weight	Price	Extended Price
1	RE504836	OIL FILTER	233 ▼	0.73	\$16.05	\$16.05 ✕
<input type="text"/>	<input type="text"/>					

Total Weight : 0.73    Total : \$16.05

[Continue Shopping](#) [Save to Shopping List](#) [Empty Cart](#) [Checkout Items](#)

You can now enter:

- Order Details including, PO's or Comments for Huron Tractor.
- Confirm Billing Info, and Select Ship or Pick-Up Location.
- Select to either pay Cash, or charge to your Account.

Shopping Cart / Checkout Huron Tractor   

### 1. Order Details

Reference Number  Purchase Order

Description

Comment

### 2. Billing and Shipping Information

Shipping / Pickup

Pickup Location \*

Billing Address

Jane Smith  
123 Road  
Exeter, ON N0M 1S3  
Canada

### 3. Payment Information

**Confirm your order information, then Submit Order.**

[Previous Screen](#) [Submit Order](#)

Once you have filled out/confirmed your info, you can "Submit Order". The Order will then be sent to Huron Tractor and you will receive a confirmation email.

You will receive another email/notification when your order is ready for pick-up.

## **MyDealer Instructions - continued**

## EQUIPMENT

### To view your Equipment:

View the equipment inventory we have on file for you, select "Equipment" then "My Equipment" from the Menu options. It's a convenient location to find serial numbers when you need them.

Equipment / My Equipment

Home

My Account

Equipment

My Equipment

Equipment for Sale

Parts

My Quotes

Description *	Make	Model	Serial Number	Fleet	Hours	As of	
BG 55 BLOWER	ST	BG55	28805026		10	02-01-2018	>
COMMANDER XT 800R-FIROW	BO	600R	33884391234567890		1306	07-14-2017	>
HONDA 500 RUBICON	HO	500	6781234567890123		0		>
JD42" SWEEPER	JD	42	1010794		0		>
JS36 CANADA WRM	JD	JS36	040536A02000	188749	0		>
MM 55 YARD BOSS	ST	MM55	288450428		0	05-22-2012	>
MM 55C YARD BOSS	ST	MM55C	288467753		0	07-07-2012	>
MS 170 CHAIN SAW 15"	ST	MS170	286430006		0	09-09-2011	>
STIHL TRIMMER	ST	FS38	287572844		0		>

Click into the piece of equipment and you can

- Request Service
- Update Hours
- Add Service/History
- Send us a message indicating you are Ready To Sell/Trade or No Longer Own
- View Work Orders and Service History

If you've purchased a 'new-to-you' piece of John Deere equipment, you can also add your new purchase to your My Equipment list so we have all the information on it when you need a service, by simply clicking on the "Add" button in the lower right corner, fill in the fields, and click "Submit".

## MY QUOTES

On the main menu, "My Quotes" will display any quotes that are awaiting your approval and allows you to:

- Search for a specific Quote
- Download/Email a Quote
- Accept a Quote



# MyDealer Instructions - continued

## MY ALERTS

The “My Alerts” option on the main menu, will displays any alerts that have been pushed to you by Huron Tractor. Simply click to view the Message.

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Thank you again for choosing to use our MyDealer option - and more importantly, thank you for choosing Huron Tractor.

If you have any questions, please don’t hesitate to call your local store. We appreciate and value your business.

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**HURONTRACTOR.COM** | The right choice.

<b>BLYTH</b>	519-523-4244	<b>HYDE PARK</b>	519-666-2300	<b>ST. THOMAS</b>	519-631-7230
<b>CHATSWORTH</b>	519-794-2480	<b>LONDON/THAMESFORD</b>	519-285-3845	<b>STAYNER</b>	705-466-6232
<b>EXETER</b>	519-235-1115	<b>MITCHELL</b>	519-347-2251	<b>WALKERTON</b>	519-881-2231

