CWS ID Creation Manual

Cat® Parts Store

To create new user account, perform the following steps:

1. Enter the following address into web browser: https://parts.cat.com/en/catcorp. The *Parts.Cat.Com login* page is displayed.
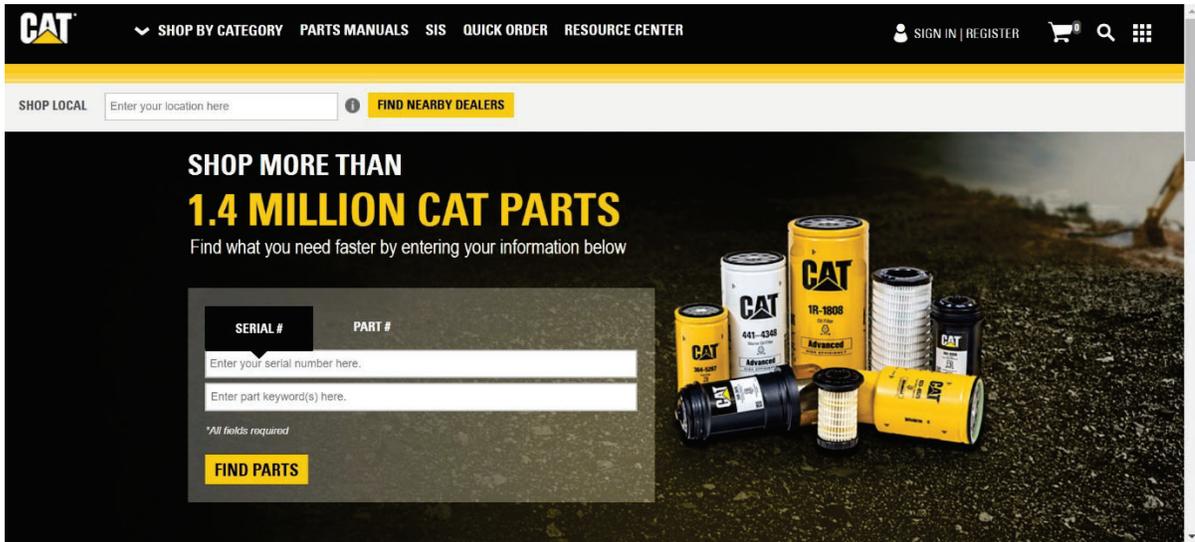
2. Click **Register**. The *Register pop-up* is displayed.

3. Click **Create Account**. The *Create An Account pop-up* is displayed to enter the location for selecting the dealer.
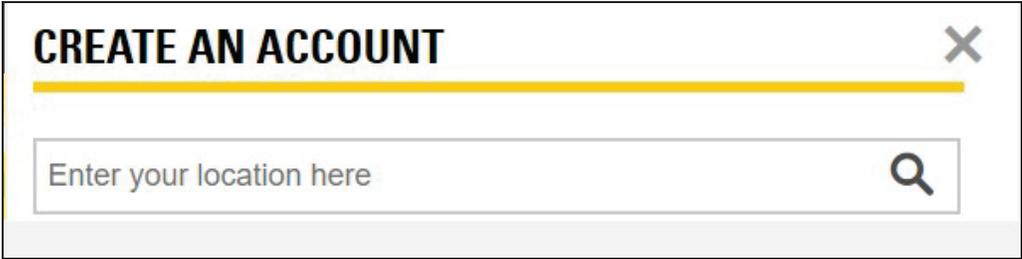
4. Type the address in the **Search field** of Create Account.
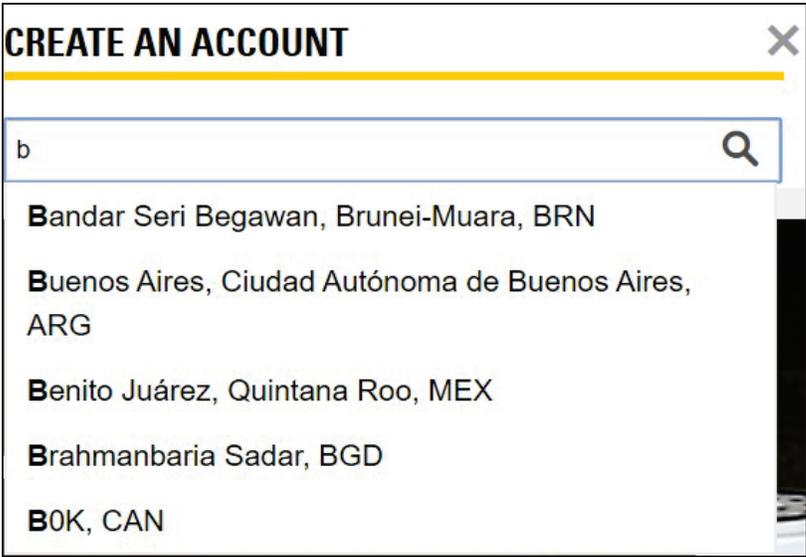
Note:The search results are auto-populated as you type in.

5. The part store located in the selected address is listed in the **List view**.

a. Click **Expand** icon ⌄ of each store to view detailed information of store address, phone number, email address, map directions, services and store hours.

b.   Click **Collapse** icon   to close the respective store details.

c.   Click **Filter** icon   to filter dealer location based on service offerings. In the filter page, the user can sort based on dealer name and location.

d.   Click **Location** icon   to search part store in Map view.

> *Note*: User can toggle between Map and List View.

6.   Choose the desired store and click **Select**.

SHOPPING AT
Change

REGISTER WITH

STEP 2 OF 2: Complete registration form

In order to purchase parts from _____ NC., you must have an account established. By completing the registration form below, _____ can associate your online activity with your account or create a new account if necessary.

Please allow one or two business days for _____. to set up your account. _____. will contact you once this process has been completed.

CONTACT INFORMATION
In case we need to contact you regarding your orders.

* First Name:

* Last Name:

* Phone number:

* Email:

* Confirm Email:

COMPANY INFORMATION
* Company Name:

* Country/Region:
United States ▼

* Street Address Line 1:

Add another address line
* ZIP code/Postal code:

* City:

* State/Province:
Select your state ▼

Dealer Customer Number (if known) :

PROFILE INFORMATION
* Username / Email Address:

* Create a Password:

* Verify New Password:

* Challenge Question:
--Select One-- ▼

* Challenge Answer:

☐ * I Have Read And Accept The Parts.Cat.Com Terms Of Use And Privacy Notice And The Dealer's Privacy Notice

* Yes, I would like to receive future marketing communications (including email and text messages) from Caterpillar Inc., its affiliates and subsidiaries worldwide and the Caterpillar dealer network. Regardless of whether you decide to receive these marketing communications, Caterpillar will continue to send service/transactional messages, including those that have to do with any accounts that you may have with us.

○ YES   ○ NO

* Required fields

CANCEL   **CREATE ACCOUNT**

Change

Note: Click   *to move the store location. Fields with asterisk are mandatory. The Create*

Account option is enabled only when all the fields are filled in.

a. Enter **First Name** and **Last Name** of the user in the respective fields.

b. Enter **Phone Number** in the respective field.

c. Enter **email ID** of the user in the respective field.

d. Enter same email ID in the **Confirm email** field.

e. Enter name of the **Company** in the respective field.

f. Select the preferred **Country** from drop-down list.

g. Enter the **Address** in the respective field.

The Address field allows a maximum of 40 characters.

h. Enter the **Zip code/Postal code** in the respective field.

The Zip code/Postal code allows a maximum of 10 characters.

i. Enter the **City** in the respective field.

j. Select the preferred **State/Province** from the drop-down list.

k. Enter the **Dealer Customer Name** in the respective field.

l. Enter **Username** in the respective field.

Note:

• *The following criteria is displayed while entering the Username:*

USERNAME REQUIREMENTS ✕

Create a unique username that is between 6-50 characters. Your username can be your email address or contain numbers, letters, or the following special characters : @ . _

• *The following error message is displayed, if the already registered username is entered:*

Sorry, this username is taken. Please enter a different username or Sign In with this username.

m. Enter password for the provided username in the **Create a Password** field.

Note:*The following criteria is displayed while entering the Password:*

PASSWORD REQUIREMENTS ✕

○ **Please create a strong password that does not match your username and is not a common phrase/word that contains:**

▪ At least 8 characters(A-Z,1-9)

○ **And must include at least 1 of each of the following:**

▪ Number

▪ Upper case letter

▪ Lower case letter

▪ One of the following special characters:
~ ! @ # $ % ^ & * ( ) - _ = + [ ] { } | ;
: , . < > / ?

     n.   Re-enter the same password in **Verify New Password** field to validate the password.

     o.   Select **Challenge Question** from drop-down list.

     p.   Enter **Challenge Answer** in the respective field.

     q.   Select **Yes** to receive marketing information and Click **Create Account**..

7. Once the mandatory fields are filled in, read the Parts.Cat.Com Terms of Use and Privacy Notice, and the Dealer's Privacy Notice. After reviewed, the user acceptance is required to create a new account.

8. The *Terms and Conditions* pop-up is displayed. After the parts.cat.com terms of use are read, the user acceptance is required to complete registration. Click **Complete Registration**.

9. A registration email is sent to the customer and dealer administrator. Note the user name for future reference.

> ***Note****: Once the dealership has granted CWS ID and tied to UCID, a notification is sent to the user.*

Glossary

C

CWS ID

Corporate Web Security (CWS) ID is the user ID which Cat employees or dealers use to login their email or other Caterpillar enterprise applications.

D

DCN

Dealer Customer Number (DCN) is a customer account number created and maintained in a dealer's business system.

Dealer Management Tool

Dealer Management Tool is the application that allows authorized dealer personnel to configure and maintain customer registrations and access to Caterpillar digital applications for your dealership.

U

UCID

Universal Customer Identification Number (UCID) is a Caterpillar specific business identification number created by the UCID application on the Cat Dealer Storefront.