

Daikin City New User

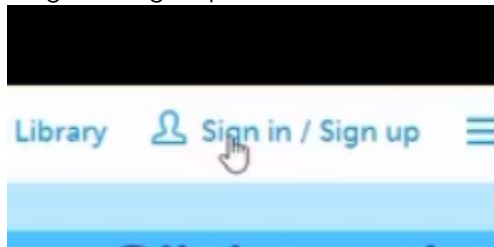
Before you get started, you will need to know if anyone from your company has already registered for Daikin City. If they have, you will need your business ID. If you are unsure of your business ID, please Email Marketing (marketing@stevensequip.com).

In order to set up your Daikin City account, you will need to first set up your Daikin Single Sign-In.

Go to Daikin City

www.daikincity.com

Click on Sign in/ Sign Up

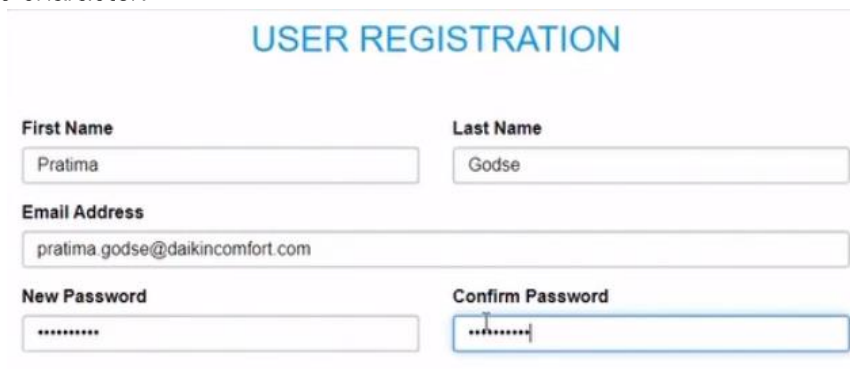


Click on Create Account on the bottom left-hand side of the Sign-In box



Enter your information in the User Registration Screen

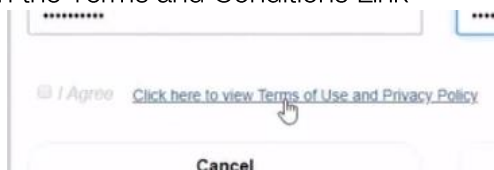
Please note that your password must be at least 6 characters long, have 1 lowercase letter, and 1 numeric character.



USER REGISTRATION

First Name Pratima	Last Name Godse
Email Address pratima.godse@daikincomfort.com	
New Password *****	Confirm Password *****

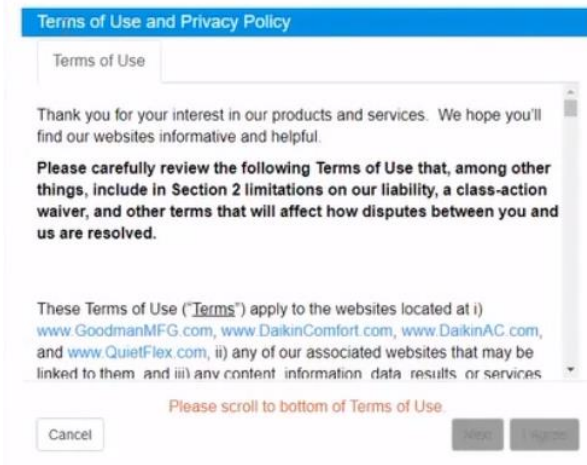
Click on the Terms and Conditions Link



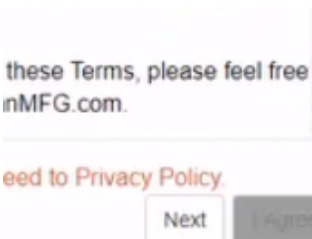
I Agree [Click here to view Terms of Use and Privacy Policy](#)

Cancel

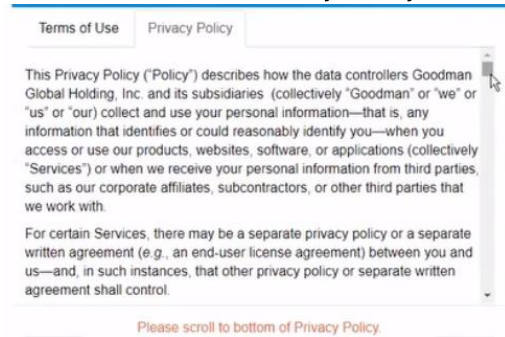
Scroll down to the bottom of the Terms of Use Screen



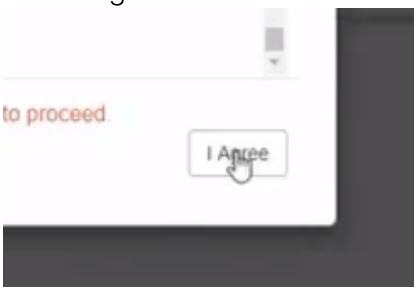
Click Next



Scroll to the bottom of the Privacy Policy statement



Click on the "I Agree" button



Click on the "Continue" Button

I Agree [Click here to view Terms of Use and Privacy Policy](#)

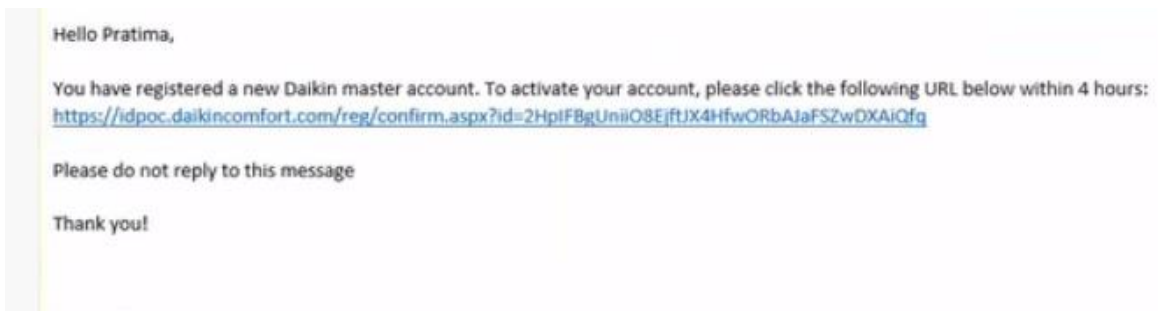
Cancel Continue

A confirmation email will be sent to the email address you provided. It may not come immediately. Please check your junk/spam folders, as it is an automated email.

Confirmation Email Sent
Please follow the instructions in the email sent to pratima.godse@daikincomfort.com to complete the registration.

Go back to the login page

Click the Link in your email within 4 hours



Click "Please Login with your new account"

Registration Successful
Your account has been successfully confirmed and created.

Please login with your new account

Enter your email and click "Continue"

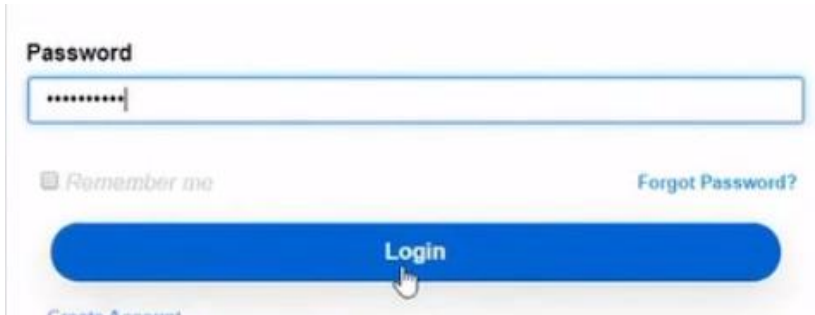
SIGN IN

Email

Remember me [Forgot Password?](#)

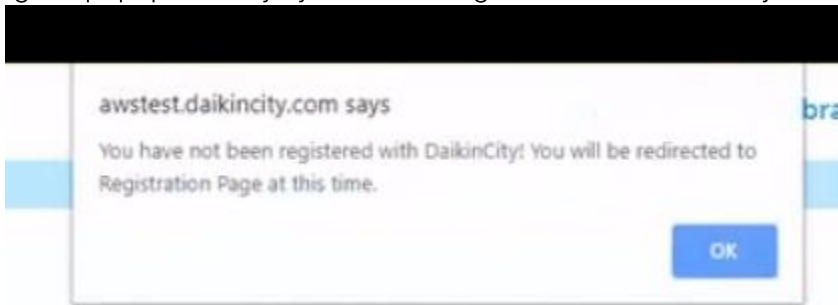
Continue

Enter your password and click "Login"

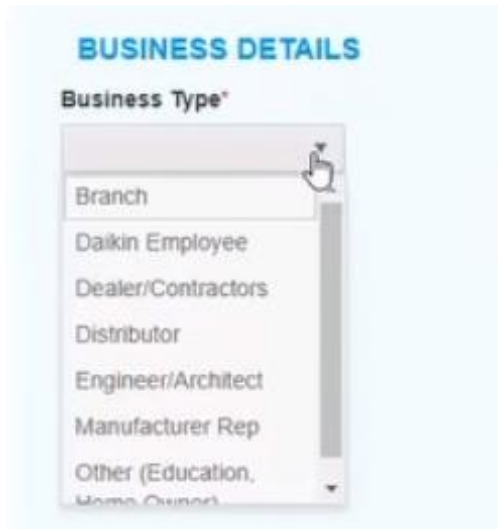


Congratulations! You have successfully set up your Daikin Single Sign In. Next, you will need to set up an account specifically for Daikin City. This is the part of the process where your Business ID will come into play, if you have one.

You will get a popup that says you are not registered with Daikin City. Click OK.



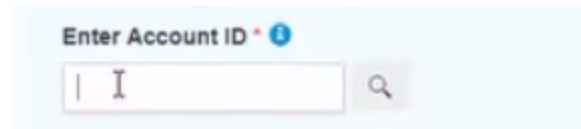
Under the Business Detail Header select "Dealer/Contractors"



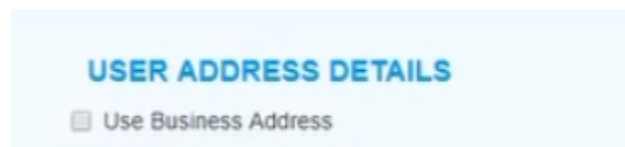
This is where you will need to know your Business ID. If you don't know it, or don't know if you have one, please contact Marketing (marketing@stevensequip.com)

If you have a Business ID
(SOMEONE IN YOUR COMPANY HAS ALREADY REGISTERED FOR DAIKIN CITY)

Enter your Business ID, and click the search button.

A screenshot of a search interface. At the top, it says "Enter Account ID" with a red asterisk and a blue information icon. Below this is a text input field with a vertical cursor and a magnifying glass search icon to its right.

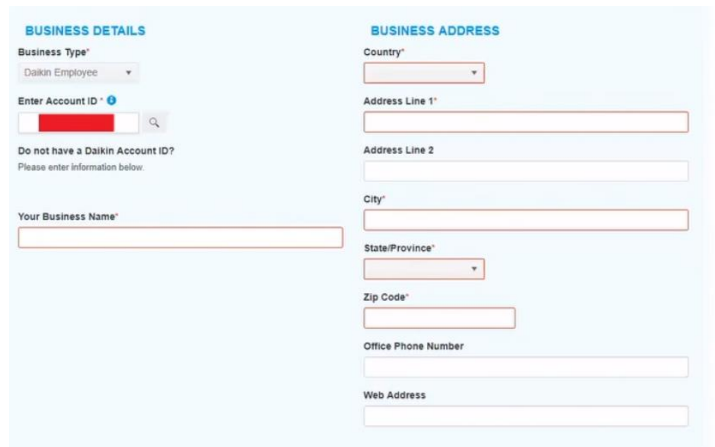
Click "Use Business Address" under User Address Details

A screenshot of a form section titled "USER ADDRESS DETAILS" in blue. Below the title is a checkbox labeled "Use Business Address".

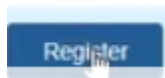
If you do NOT have a Business ID
IF YOU ARE THE FIRST PERSON FROM YOUR COMPANY TO REGISTER FOR DAIKIN CITY:

Search for "Stevens Equipment Supply" for your distributor

Fill in your business's name and address.

A screenshot of a registration form divided into two columns: "BUSINESS DETAILS" and "BUSINESS ADDRESS".
Under "BUSINESS DETAILS":
- "Business Type" dropdown menu with "Daikin Employee" selected.
- "Enter Account ID" field with a red asterisk and a blue information icon, containing a redacted ID and a search icon.
- Text: "Do not have a Daikin Account ID? Please enter information below."
- "Your Business Name" text input field.
Under "BUSINESS ADDRESS":
- "Country" dropdown menu.
- "Address Line 1" text input field.
- "Address Line 2" text input field.
- "City" text input field.
- "State/Province" dropdown menu.
- "Zip Code" text input field.
- "Office Phone Number" text input field.
- "Web Address" text input field.

Click on "Register"



You will receive a message that thanks you for your registration. Your account may need to be verified before you will be able to log in. If you are unable to log in within the next day, please email Marketing (marketing@stevensequip.com).

If you require additional access to functions in Daikin City, such as WebXpress, please email Marketing (marketing@stevensequip.com)