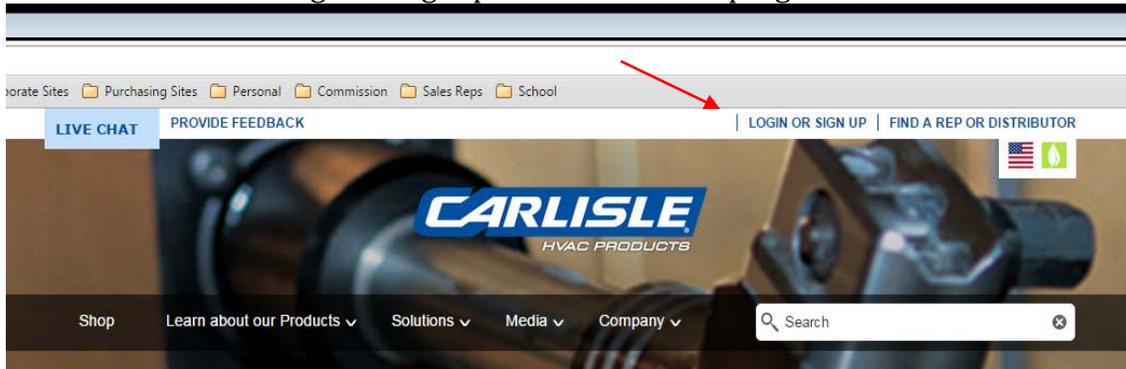
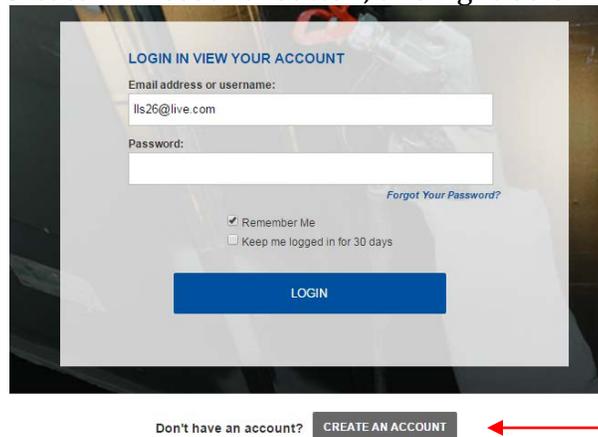


How to Create an Account with Hardcast

1. Go to www.carlislehvac.com
2. Click the “login or Signup” button on the top right of the screen



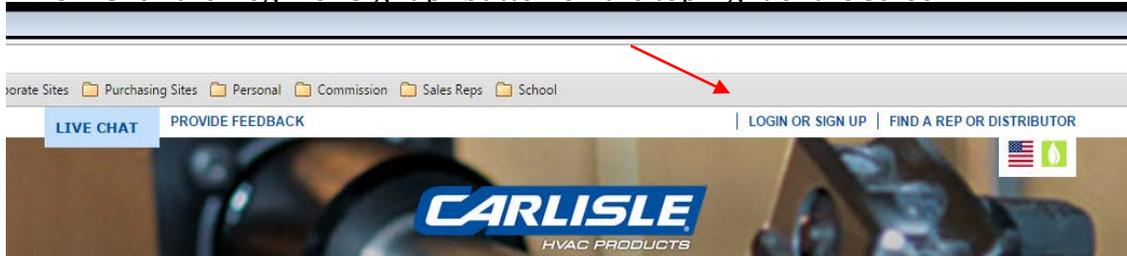
3. Click the “Create An Account” button, this right below the login area



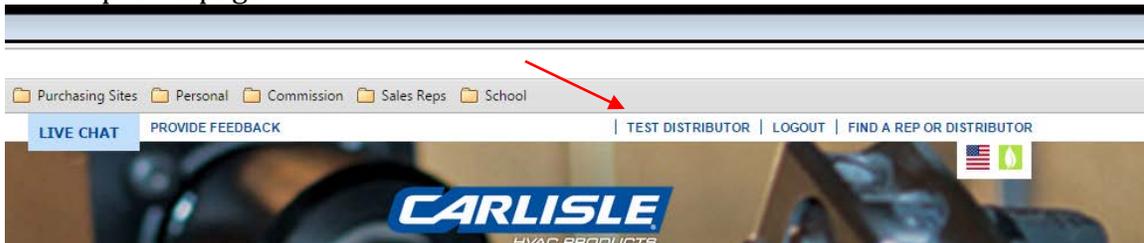
4. Change the Account Type to “Authorized Distributor”
 - a. Complete all required fields
 - b. Also include your title so we can correctly identify your pricing file requirements as your account is finalized.
 - c. Click Signup
5. You will receive an email to create your password and complete the signup process.
6. Once you have been assigned to distributor status you will receive an email from our IT Team.

How to Access your Customer Specific Pricing Files

1. If you already have an online account with Hardcast please reach out to our customer service department to ensure that you are assigned to your pricing group.
2. Go to www.carlislehvac.com
3. Click the “login or Signup” button on the top right of the screen



4. Login to your account – you will not be able to see any pricing files if you are not logged in to www.carlislehvac.com
5. Click on your name on the top right of the screen – this takes you to your profile page.



6. You will have 5 selections, directly under the My Profile text.
 - a. Click on File Distribution
 - b. Click on the file you wish to open.

