

Dealer Services Area Tutorial

For HorsLic Supplements (horslic.com)

This guide will explain how to register an account, log in, and retrieve a lost username and password for the HorsLic Dealer Services login area.

1. Register an Account

Accessing the Dealer Services area requires a username and password, both of which can be obtained by going through the registration process.

First, **navigate to the Dealer Login page** on the HorsLic Supplements website, or by clicking on the URL below.

URL: <http://horslic.com/dealer-login/>

Next, scroll down the page until you see the “Register Now” section. **Click on the orange “Registration Form” button** (outlined in red in Figure 1).

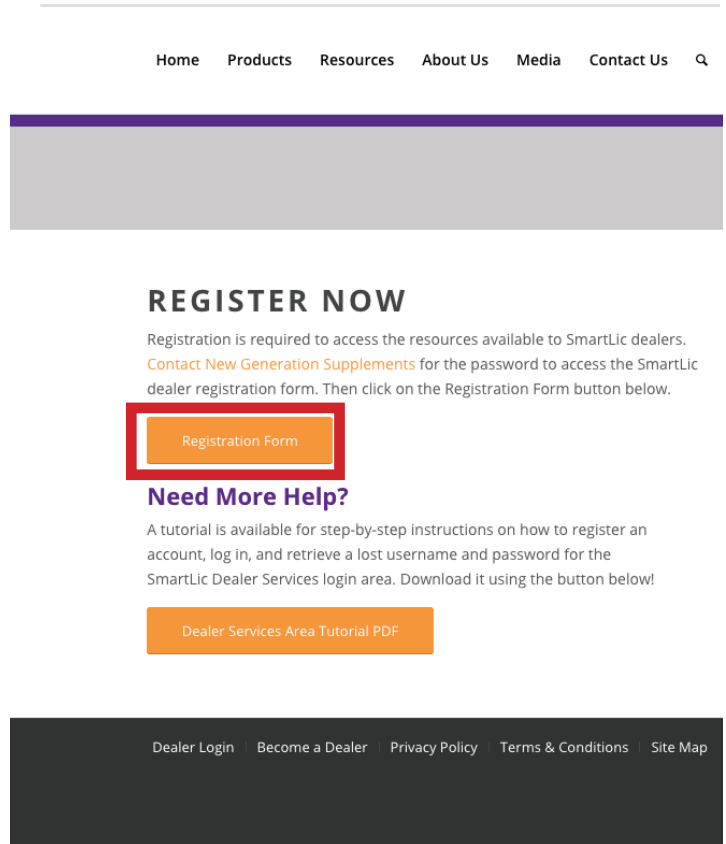


Figure 1

Enter the Protected Area

For security purposes, the Dealer Registration page is password protected (Figure 2). Obtaining the password requires contacting New Generation Supplements and first receiving approval to register. Contact New Generation Supplements using either the following phone numbers:

Toll Free: (888) 571-3421

Once you have the password, enter it into the “**Password**” field and hit the “**Enter**” button.

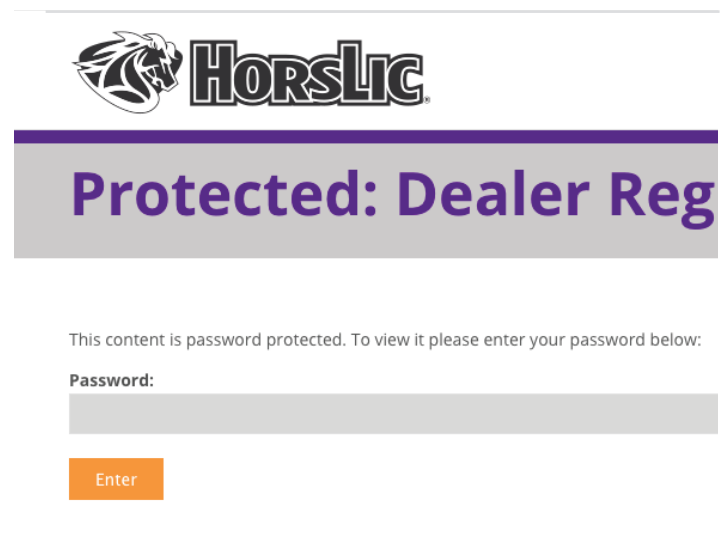


Figure 2

Fill out the Dealer Registration Form

Once inside the Protected: Dealer Registration page, **fill out the form** with your information. All fields are required.

Registration Tips:

- Usernames are case sensitive and can only contain letters (a-z), numbers (0-9), spaces (), at signs (@), periods (.), dashes (-), and underscores (_).
- The e-mail address you provide will be utilized for sending you your password and for retrieving lost passwords.
- An e-mail address cannot be used for a new account if it's already in use with another Dealer Services account. Attempting to register with a duplicate e-mail address will cause the registration form to malfunction. (If your e-mail is already in use but you don't remember your username or password, reference the "Retrieve Lost Username/Password" section on page 4.)

Once all the fields are filled, **click the orange "Register" button** at the bottom of the page.

If the registration was successful (Figure 4), you will **receive an e-mail with your account username and password**. Keep this e-mail for your records.

If the registration was not successful and you receive an error message, use your browser's back button to return to the Protected: Dealer Registration page and try again. Verify that all the information you entered is correct.

If the error persists, try using a different username and/or e-mail address, or reference page 4 for retrieving lost usernames and passwords.

The screenshot shows the registration form on the HorsLic website. At the top, there are social media icons for Facebook, Twitter, and LinkedIn, followed by the HorsLic logo. The page has a navigation bar with 'Home' and 'Pr'. The main content area contains the following text: 'Please enter your contact information in this short form to gain access to the Dealer Services section of the HorsLic site.' and 'All fields are required.' Below this are several input fields, each with an asterisk indicating it is required: Username*, Full Name*, Street Address*, Street Address 2*, City*, State / Province*, Postal Code*, and Country*. There is also a checkbox labeled 'Please include my dealership location in the HorsLic Supplements dealer locator.' followed by an 'E-mail*' field and a 'Confirm Email: *' field. At the bottom of the form is an orange 'Register' button. On the right side of the page, there is a 'REGIS' section with a list of requirements: 'Userna (0-9), sp', 'The e-n passw', and 'An e-m with an duplica (If your or pass'. Below this is a 'Having t' section with the text 'Please contac' and an orange 'Return to' button.

Figure 3

The screenshot shows the successful registration confirmation page on the HorsLic website. At the top, there are social media icons for Facebook, Twitter, and LinkedIn, followed by the HorsLic logo. Below the logo is a large purple banner with the text 'Registration Successful' in white. Underneath the banner, the text reads: 'Congratulations, you are now registered as a dealer on the SmartLic website!' and 'You will receive an email shortly with your username and password.' At the bottom of the page is an orange 'Dealer Login' button.

Figure 4

2. Log In

If you are in possession of a username and password, you may enter the Dealer Login area at any time.

Navigate to the **Dealer Login page** on the SmartLic Supplements website, or by clicking on the URL below.

URL: <http://horslic.com/dealer-login/>

Locate the “Login” section (Figure 5). **Enter your username and password and click the orange “Login” button.** This may take several seconds to redirect.

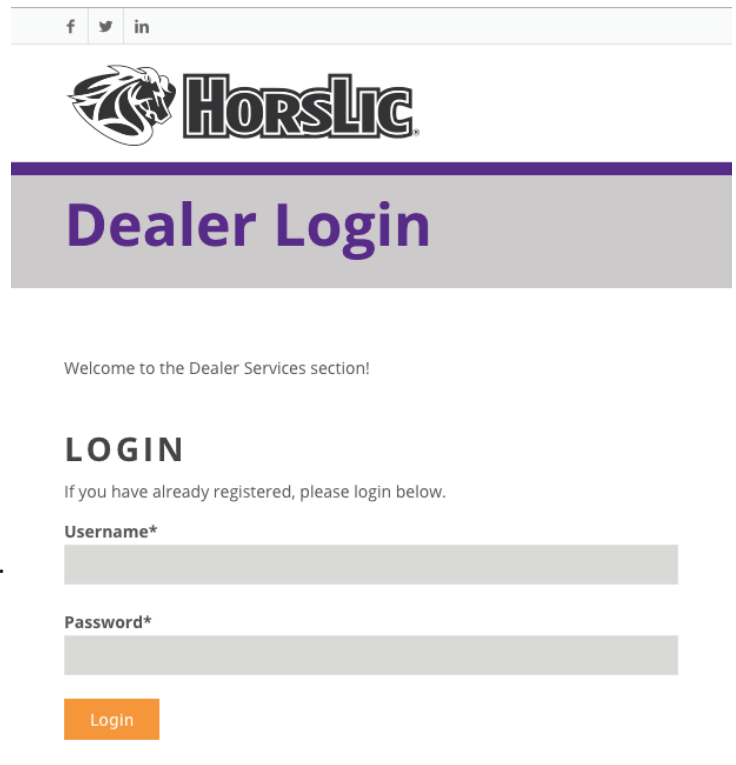
If the logging in process does not work, reference the “Retrieve Lost Username/Password” section on page 4.

If you are still logged, simply click the “**Already logged in?**” link to bypass the login process.

Login Area

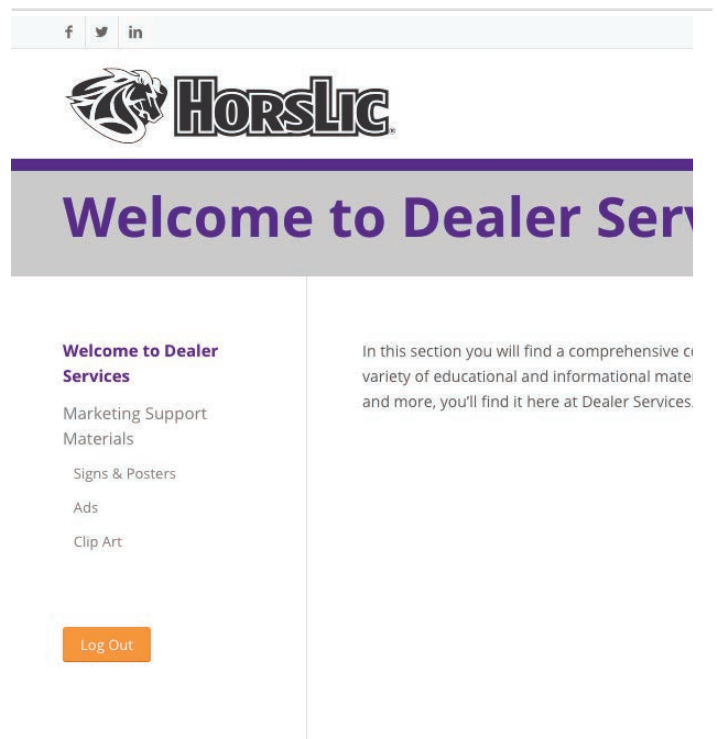
Once successfully logged into the Dealer Services area (Figure 6), navigate using the left-hand sidebar. Pages will include instructions on how to download available files.

When done, it is recommended to **log out of your account by using the orange “Log Out” button** at the bottom of the left sidebar.



The screenshot shows the top of the HorsLic website with social media icons for Facebook, Twitter, and LinkedIn. Below the HorsLic logo is a purple header with the text "Dealer Login" in white. The main content area is white and contains the text "Welcome to the Dealer Services section!". Below this is the "LOGIN" section, which includes the instruction "If you have already registered, please login below." and two input fields for "Username*" and "Password*". An orange "Login" button is positioned below the password field.

Figure 5



The screenshot shows the top of the HorsLic website with social media icons for Facebook, Twitter, and LinkedIn. Below the HorsLic logo is a purple header with the text "Welcome to Dealer Services" in white. The main content area is white and contains the text "Welcome to Dealer Services" in bold. Below this is a list of links: "Marketing Support Materials", "Signs & Posters", "Ads", and "Clip Art". An orange "Log Out" button is positioned at the bottom of the list.

Figure 6

3. Retrieve Lost Username/Password

In case account information is forgotten or misplaced, it can be retrieved using the “Lost Username/Password” feature. Utilizing this function will allow you to retrieve both your Dealer Services username and password.

Navigate to the Dealer Login page and click on the “Lost Username/Password” link or click on the URL below.

URL: <http://horslic.com/user/lost-password/>

Type in the e-mail address associated with your Dealer Services account (Figure 7) and click the blue “Send my new password” button.

Your login credentials will be sent to your e-mail address immediately. If you don’t see the e-mail, check your Spam folder. Use the username and password provided in the e-mail to log in to the Dealer Services area (page 3).

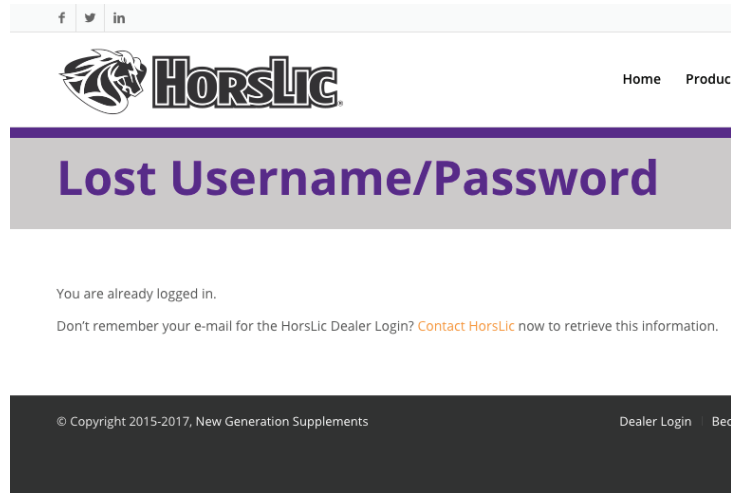


Figure 7