

THE SIPLAST ON-LINE GUARANTEE APPLICATION SYSTEM

The Siplast On-line Guarantee Application System has been developed to give our Select Contractors a convenient, secure way to submit and monitor their guarantee applications. The on-line form has been designed for ease of use by providing drop-down selection lists or preloaded options on many of the fields. This will help make completion of the form faster. More importantly, you will be able to monitor the status of your guarantee applications on-line.

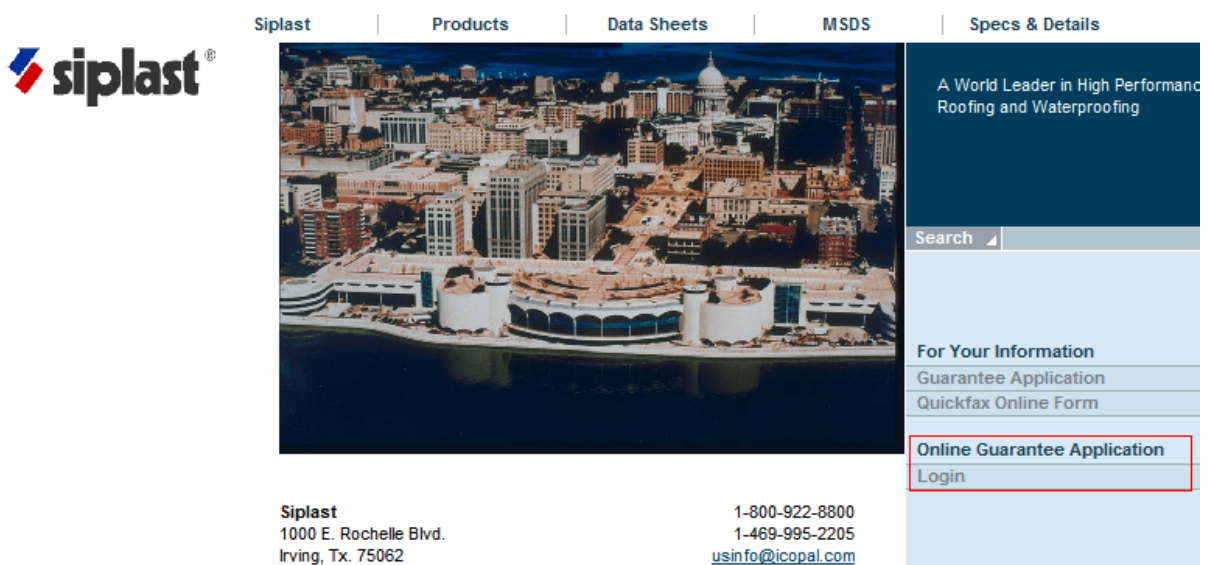
Typically, contractors using the Siplast On-Line Guarantee Application will have to register only once. The registration process will consist of completing a form on the computer, and submitting that form to Siplast. Upon receipt of the registration form, you will be sent a username and password via e-mail. Then, each time you log onto the system, you will be able to check on your existing guarantee applications, complete new guarantee applications, save guarantee applications as drafts, or submit them for approval.

Because the best way to troubleshoot the system is to release it through limited use, our plan is to roll it out slowly with Select Contractors like you, who are eager to proceed. We appreciate your interest and welcome your input. Of course, the existing paper Guarantee Application System will remain in place for the foreseeable future. It is our hope that the new Siplast On-line Guarantee Application System will work so smoothly that everyone will see tangible benefits in more convenient form completion, faster processing, and more accurate information. We are committed to making the new system a success.

REGISTRATION INSTRUCTIONS FOR NEW USERS

1. To begin the registration process, open your Internet browser and go to our home page at <http://www.siplast.com> and select **Login** under **Online Guarantee Application** on the right-hand column.

Address  <http://www.siplast.com/>



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For Your Information

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Irving, Tx. 75062

1-800-922-8800
1-469-995-2205
usinfo@icopal.com

2. You will be taken to the initial registration page. Here, select **New Registration** to open the registration form.



Welcome to the Siplast Registration Page!

Please take a few minutes and register. After you complete registration, we will e-mail you a username and password that will allow you to **access the Siplast On-line Guarantee Application**. You don't need to register if you only want to browse through the site.

New users
[New registration](#)

Current users
[Forgot your password?](#)
[Forgot your username?](#)
[Update your registration](#)

3. There are two steps to registering. **Step 1** is to select your **username**. This is typically your first name and last name. Your middle initial will only be used if entered. After completing these fields, click **Continue**.



Siplast Registration - Step 1

Username Information

Your username will be composed of your **First Name + Middle Initial (if entered) + Last Name**.
(For example, Mary A Jones or Bob Smith)

Fields marked with an **asterisk*** are required.

First Name*	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name*	<input type="text"/>

Continue

Clear Entries

4. Registration **Step 2** is to complete the required information about the user and the user's company. This information is used to verify your status as a Siplast Select Contractor. Please complete all required fields, which are marked with an asterisk (*).





Siplast Registration - Step 2

The fields marked with an **asterisk*** are required to complete; all other fields are optional.

Profile

Your profile is your contact and company information.

First Name*	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name*	<input type="text"/>
Title	<input type="text"/>
E-Mail Address*	<input type="text"/>
Phone Number*	<input type="text"/>
Fax Number*	<input type="text"/>
Company*	<input type="text"/>
Address 1*	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
City*	<input type="text"/>
State / Province / Region*	Select from list: <input type="text" value="<select state here>"/>  Or enter value: <input type="text"/>
Zip/Postal Code*	<input type="text"/>
Country*	<input type="text" value="<select country here>"/> 
Comments	<input type="text"/>

General Registration Information

This section determines your Siplast registration password and challenge word.

Password*

Use a minimum of 6 characters

Confirm password*

Challenge word*

Needed in case you forget your password

The data you provide here may be used to provide you with information from Siplast about our products and services. Siplast does not sell customer lists.

Please do not use the information collected here for future marketing or promotional contacts or other communications beyond the scope of the On-line Guarantee Application System.

5. After successfully completing the registration, you will be presented with the following information page.



Thank you <your name> for registering with Siplast!

You should receive an e-mail confirming your registration within 3 hours. The message will contain your username and password. At that point, you will be able to access our **On-line Guarantee Application System**.

In the meantime, feel free to continue browsing the [Siplast Web site](#).

If you have questions about your registration, please see [Download FAQ](#).

CONTACT INFORMATION

If you should experience any problems using the Siplast On-line Guarantee Application System or require assistance completing the form, please call our MIS Department in Dallas at 1-800-922-8800.