



# Signing up for Paperless Invoicing with Foley is easy....

1. Visit Foley's Online Services web page [www.myfoleyinc.com](http://www.myfoleyinc.com) and click on *Paperless Invoicing* near the top right of the page.

The screenshot shows the 'Online Services' page on [www.myfoleyinc.com](http://www.myfoleyinc.com). The 'Paperless Invoicing' link is circled in red. The page lists several services: PartStore, Document Review, SIS (Service Information System), The New Product Link, Paperless Invoicing, Service Log, Used Caterpillar Equipment, Equipment Data, SOS Services, and Build & Quote.

2. If you are already a registered user, you can sign in here. To sign up as a new user, click on the *Register Now* text indicated in red type.

The screenshot shows the login page on <https://www.eipp05.com/foley/>. It features a 'LOGIN' section with input fields for 'USER ID' and 'PASSWORD', a 'REMEMBER ME ON THIS COMPUTER.' checkbox, and buttons for 'Login', 'Cancel', and 'Forgot Password'. The 'Register Now' link is circled in red.

3. This next screen will ask you for your **Customer Number** and a recent **Parts & Service Invoice Number**, to verify your account and get you started.

The screenshot shows the registration page on <https://www.eipp05.com/foley/Registration.aspx>. It is titled 'Registration' and 'Step 1 of 3 Customer # and Invoice # Details'. It includes input fields for 'Customer #' and 'Enter One of Your Recent Parts/Service INVOICE Numbers'. A 'Next' button is highlighted, and a 'Login' button is also visible. The footer contains 'Login Copyright © 2010'.

- If you don't know your **Customer Number** and **Invoice Number**, they can be located on any invoice you have on hand.

**ORIGINAL INVOICE**

**FOLEY CAT**

**FOLEY, INCORPORATED**  
 855 CENTENNIAL AVENUE, P.O. Box 1555  
 PISCATAWAY, NJ 08855 – 1555  
 www.foleyinc.com

FOLEY MACHINERY CO. (732) 885-5555  
 FOLEY POWER SYSTEMS (732) 885-3040  
 FOLEY RENTS – PISCATAWAY (888) 417-6464  
 FOLEY ON – HIGHWAY (732) 885-8257

PLEASE REMIT TO: FOLEY, INC. PO BOX 415434 BOSTON, MA 02241-5434

PARTS FAX (732) 885-1166

S O L D T O COMPANY NAME ATTENTION ADDRESS CITY, ST 00000

S H I P T O COMPANY NAME ATTENTION ADDRESS CITY, ST 00000

INVOICE NO.	INVOICE DATE	CUSTOMER NO	CUSTOMER ORDER NUMBER	STORE	DIV	SLM	TERMS	PAGE
WOIN1234567	07-31-12	123456		00	E		2	1
P.S.O. OR W.O. NO	DOC.DATE	PC	LC	MC	SHIP VIA			INV.SEQ.NUMBER
	07-27-12	1A	1Z	10				
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING	MACH ID.NO	
AA	3512							
QTY	PART NUMBER	N/R	DESCRIPTION			UNIT PRICE	TOTAL	
	COMPLETE INSPECTION							

- Enter your **Customer Number** and **Invoice Number**, then click the **Next** button. On this screen you will choose a **User ID** and enter your **Company Name & Email Address**. Your **User ID** will be unique to you. If it is already in use you will need to choose a different ID. Once you enter your email, the system will also verify that it is a valid address. *Please pay special attention to this step as an accurate email address is necessary to finalize the account creation.*

Registration

Step 2 of 3  
Login ID Details

User ID: LeverageTech ✓  
 User available

Customer Name: Foley, Incorporated

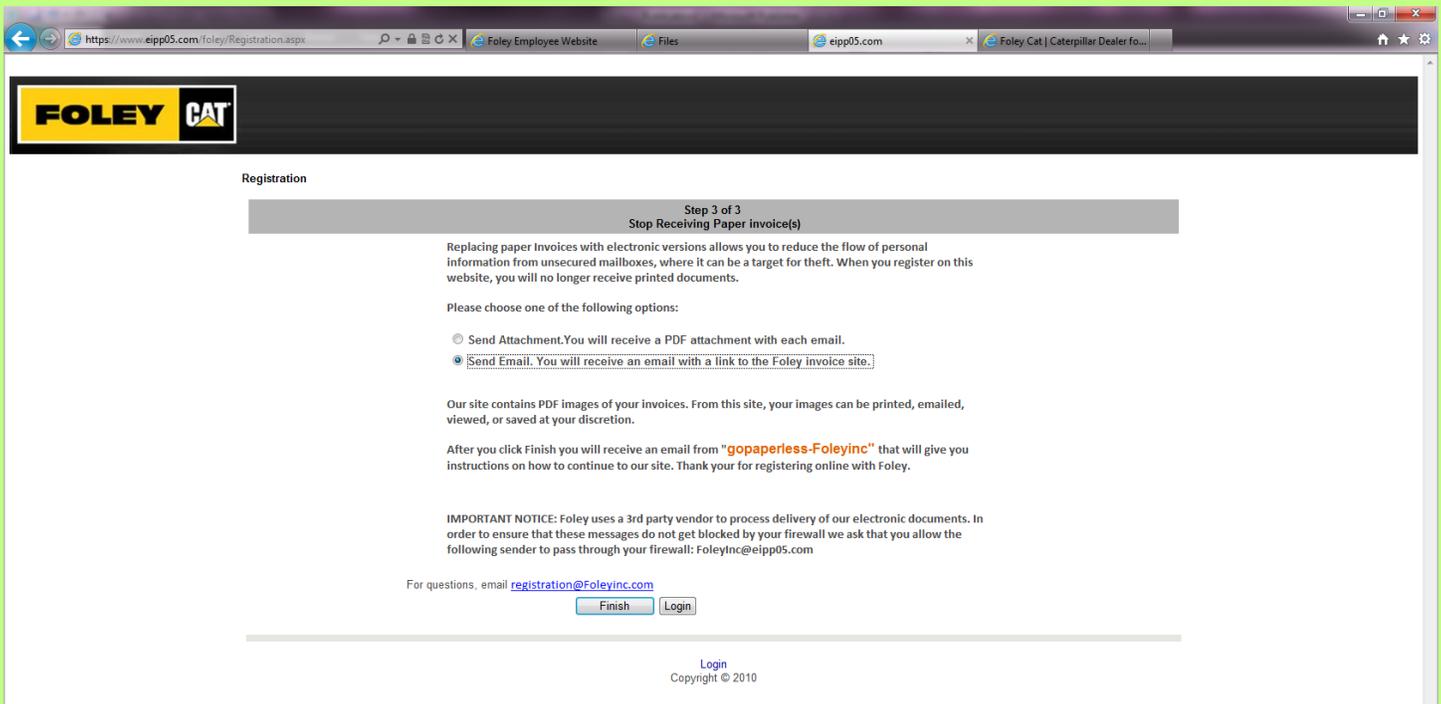
Email Address: csnow@foleyinc.com ✓  
 For questions, email [registration@foleyinc.com](mailto:registration@foleyinc.com)

Next (2 of 3) Login

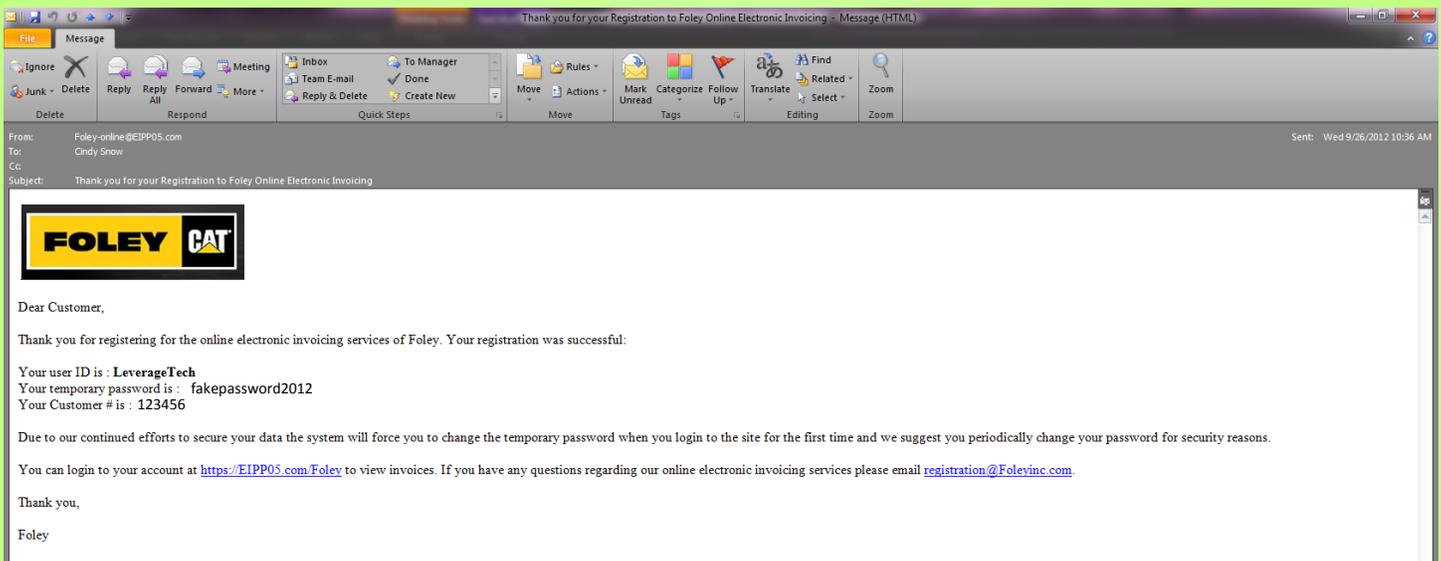
Login  
Copyright © 2010

- Once you see two green check marks indicating your **User ID & Email address** are OK, click on the button that reads **Next (2 of 3)** which will advance you to the next screen.

7. On this final screen, you will choose how your electronic invoices are delivered to you, either as an attachment to an email, or a link which will bring you to the Foley Invoice Site. Please read this screen thoroughly and choose your method of delivery. Clicking on the **Finish** button will complete your online registration and you will no longer receive printed documents.



8. After you click **Finish** you will receive an email from "gopaperless-Foleyinc" that will include your User ID and temporary password. It will also contain instructions on how to continue to our *Paperless Invoicing* site. On your first login, you will be prompted to change your password. *In order to ensure that these emails do not get blocked by your firewall, we ask that you mark the following sender as "safe" in your system: FoleyInc@eipp05.com*



**Thank you for signing up for Paperless Invoicing with Foley!**

If you have any questions whatsoever, please do not hesitate to contact us at [paperless@foleyinc.com](mailto:paperless@foleyinc.com)