

Please call Paclights Sales 1-800-988-6386 Ext. 1 if you need help.



Portal User Manual

By Paclights IT Dept

Version: 1.0

Date: 11/18/2019

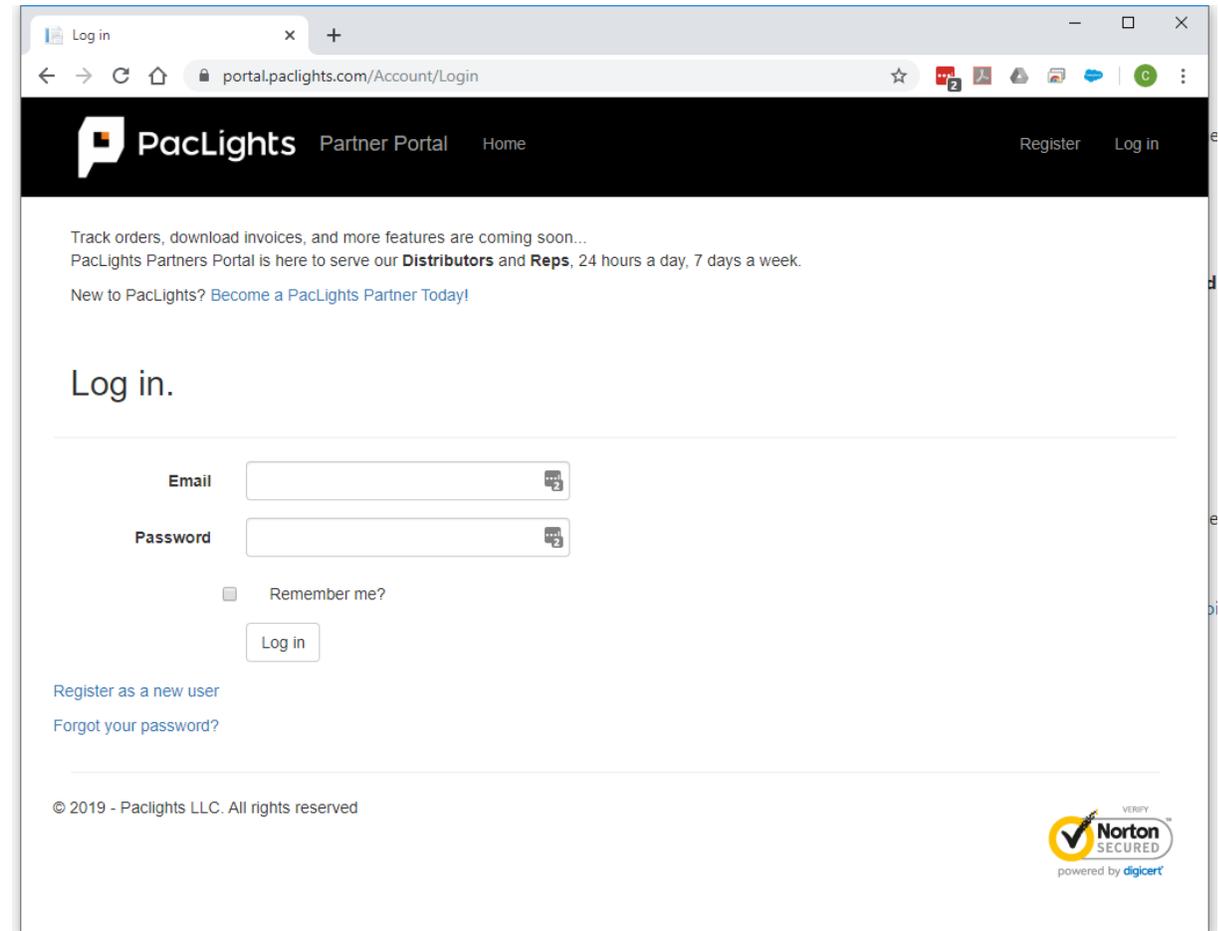
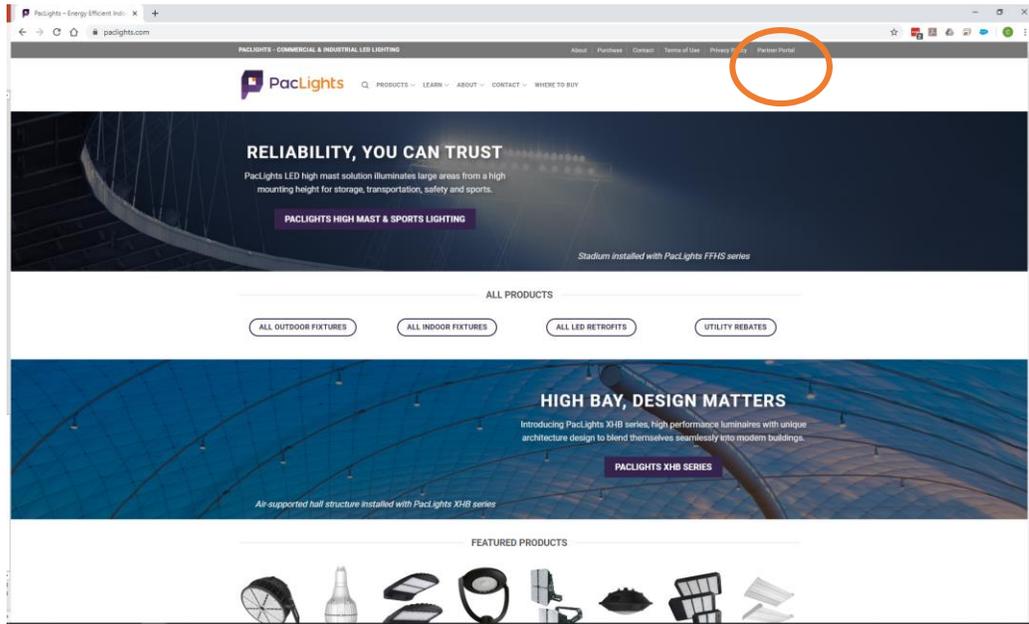
Menu

- 1) Entry Point
- 2) Register as new user
- 3) Login
- 4) Browse Invoices/Sales Orders or Accounts(rep only)
- 5) Reset password

1) Entry Point

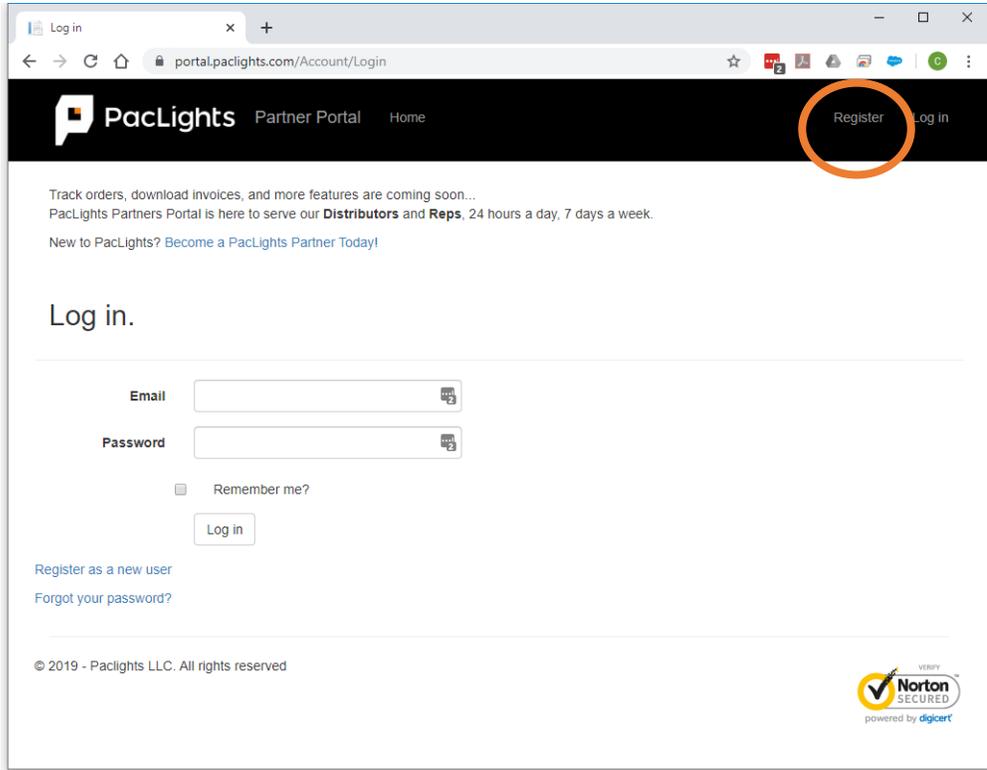
Click link to “Partner Portal” on top right of Paclights official site(<https://www.paclights.com>)

Or use website link: <https://portal.paclights.com>



2) Register as new user

A. Click “Register” on top right, go to register page.



Log in

portal.paclights.com/Account/Login

PacLights Partner Portal Home

Register Log In

Track orders, download invoices, and more features are coming soon...
PacLights Partners Portal is here to serve our **Distributors and Reps**, 24 hours a day, 7 days a week.
New to PacLights? [Become a PacLights Partner Today!](#)

Log in.

Email

Password

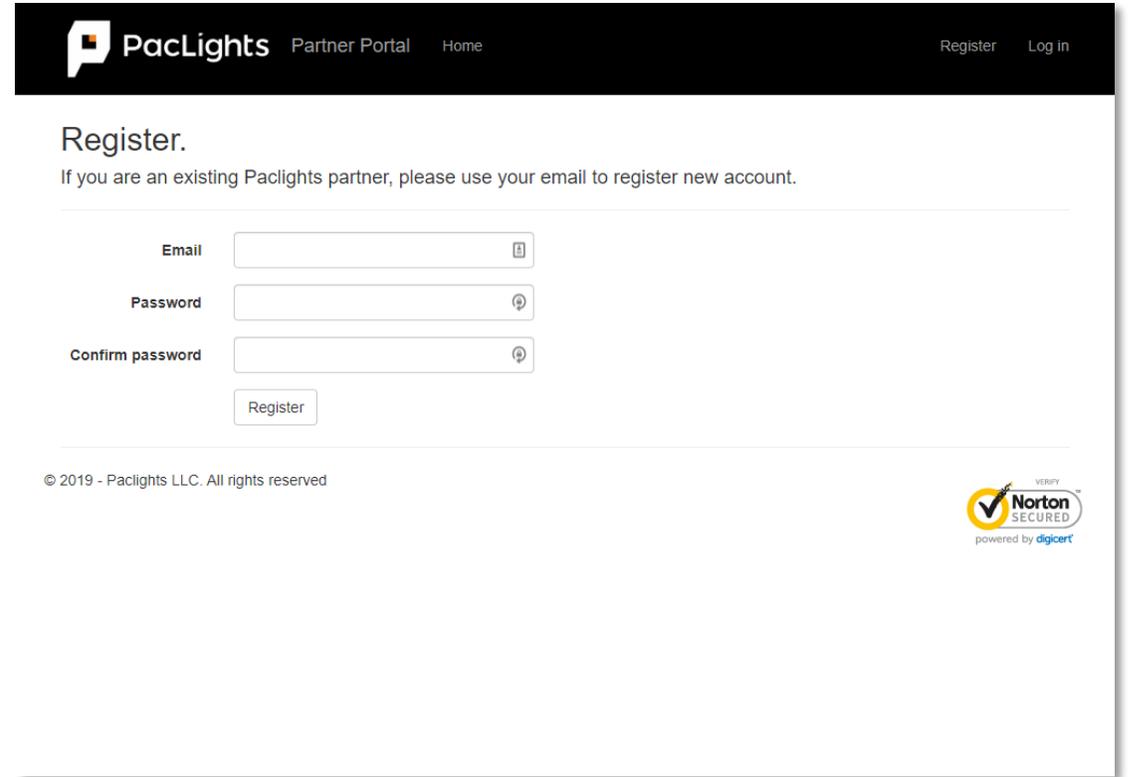
Remember me?

Log in

[Register as a new user](#)

[Forgot your password?](#)

© 2019 - PacLights LLC. All rights reserved



PacLights Partner Portal Home

Register Log In

Register.

If you are an existing Paclights partner, please use your email to register new account.

Email

Password

Confirm password

Register

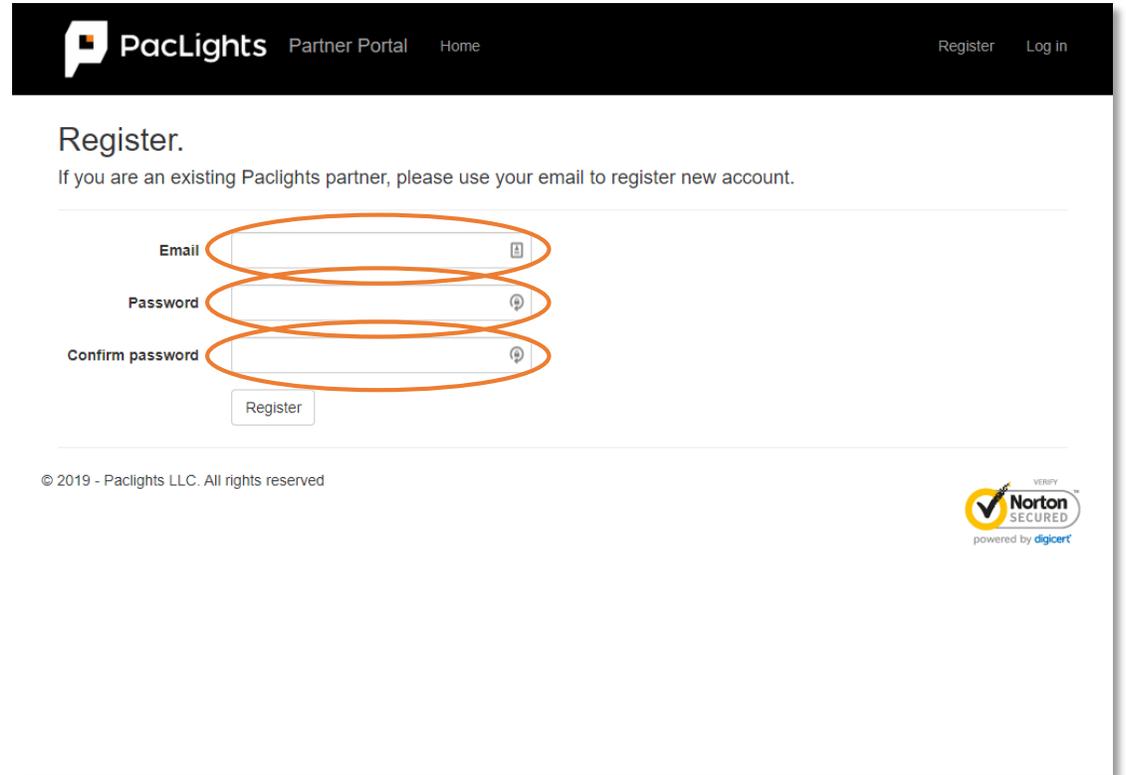
© 2019 - Paclights LLC. All rights reserved



2) Register as new user

B. Input email & password.

- **IMPORTANT:** Email must be pre-set in Paclights system, otherwise you will receive a partner not found error, please contact Paclights at 1.800-983-2165 ext.1 to have your account manager add it into our system.
- Password must be at least 6 digits long and contain both letters & numbers.

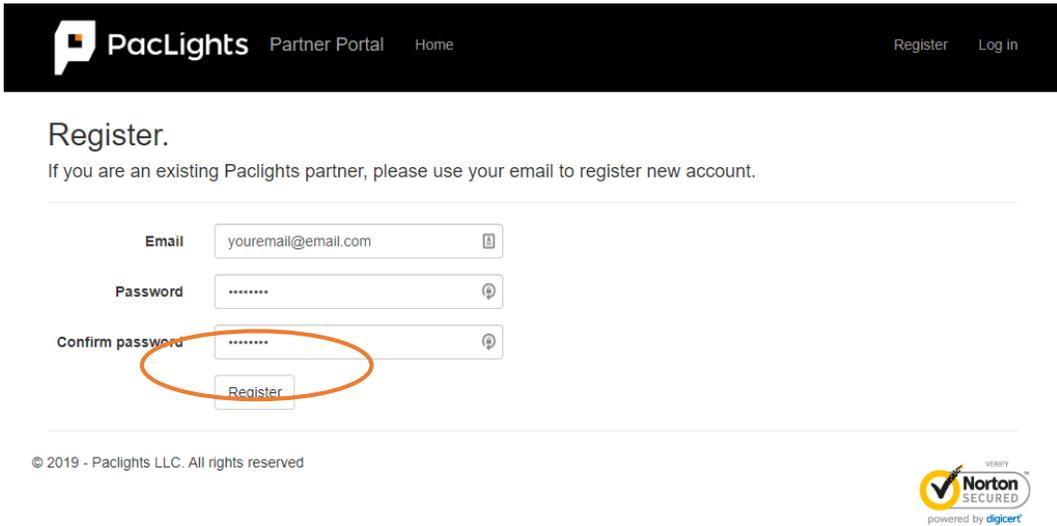


The screenshot shows the Paclights registration page. At the top, there is a navigation bar with the Paclights logo, "Partner Portal", and "Home" links. On the right side of the navigation bar, there are "Register" and "Log In" links. The main content area is titled "Register." and includes a sub-header: "If you are an existing Paclights partner, please use your email to register new account." Below this, there are three input fields: "Email", "Password", and "Confirm password". Each field has a small icon on the right side (a lock for Email, and an eye for Password and Confirm password). The "Email", "Password", and "Confirm password" fields are circled in orange. Below the input fields is a "Register" button. At the bottom of the page, there is a copyright notice: "© 2019 - Paclights LLC. All rights reserved." and a Norton Secured logo with the text "powered by digicert".

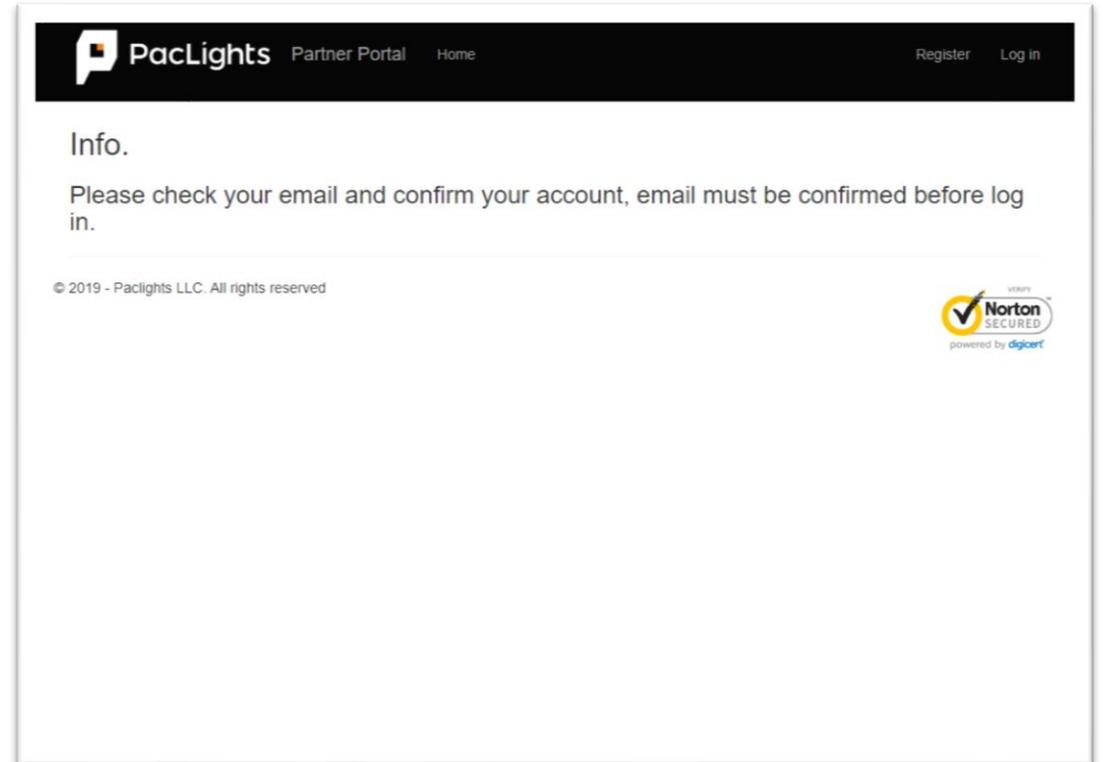
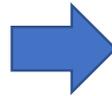
2) Register as new user

C. Click register button.

NOTE: You will not be able to access your account until email has been confirmed.



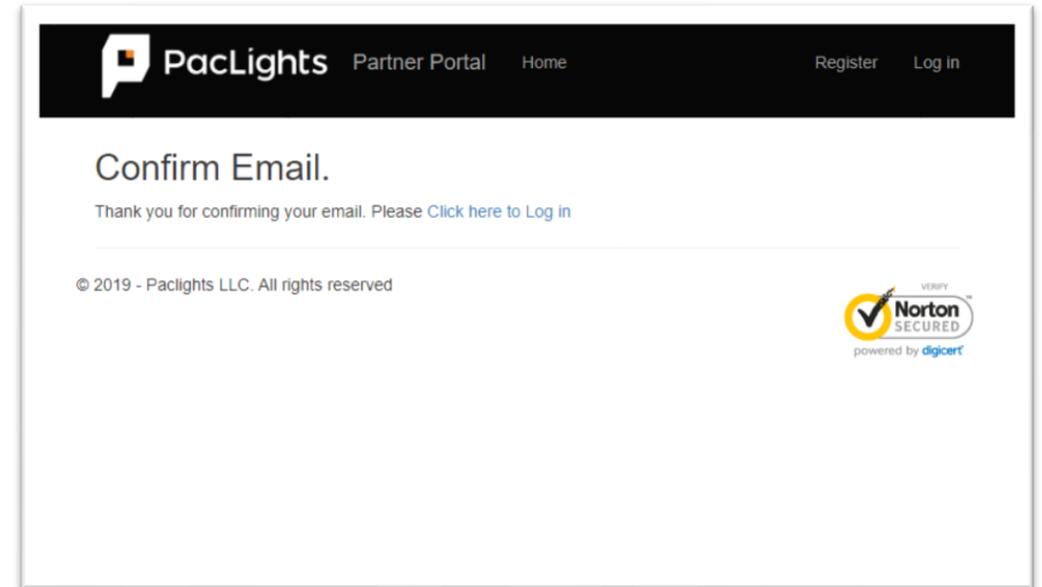
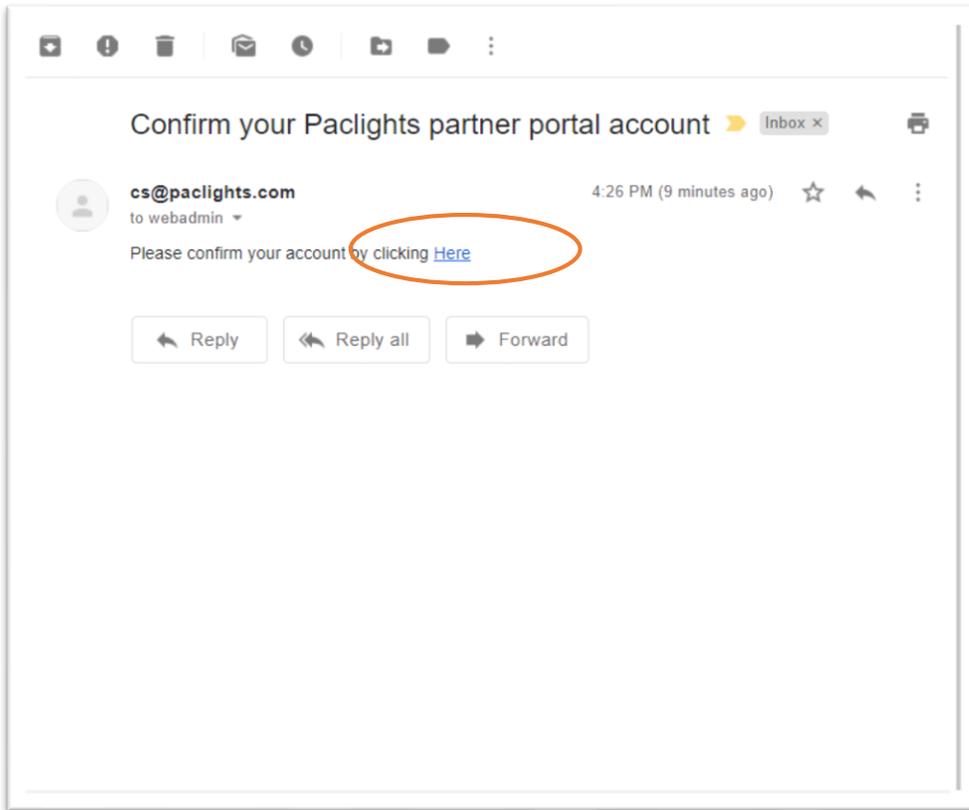
The screenshot shows the registration page of the PacLights Partner Portal. The header includes the PacLights logo, navigation links for 'Partner Portal' and 'Home', and buttons for 'Register' and 'Log In'. The main heading is 'Register.' followed by the instruction: 'If you are an existing Paclights partner, please use your email to register new account.' The form contains three input fields: 'Email' with the placeholder 'youremail@email.com', 'Password' with masked characters, and 'Confirm password' with masked characters. The 'Confirm password' field and the 'Register' button below it are circled in orange. At the bottom, there is a copyright notice '© 2019 - Paclights LLC. All rights reserved' and a Norton Secured logo.



The screenshot shows the confirmation page of the PacLights Partner Portal. The header is identical to the registration page. The main heading is 'Info.' followed by the instruction: 'Please check your email and confirm your account, email must be confirmed before log in.' Below this, there is a copyright notice '© 2019 - Paclights LLC. All rights reserved' and a Norton Secured logo.

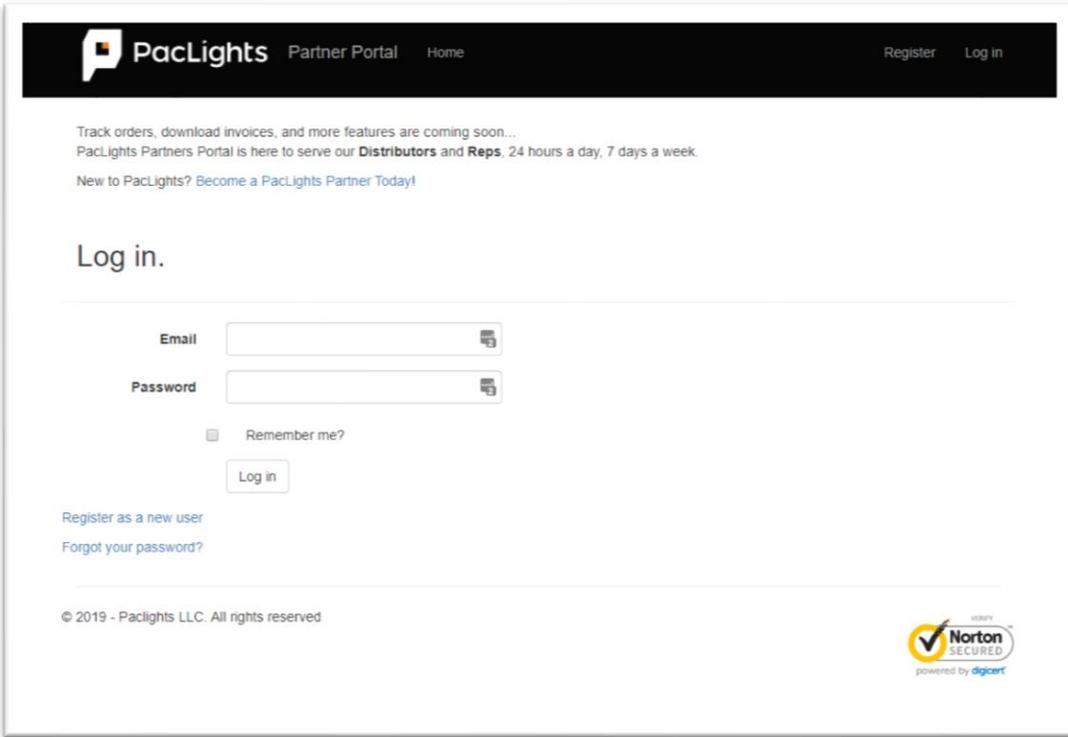
2) Register as new user

D. Click the link in confirmation email sent by cs@paclights.com

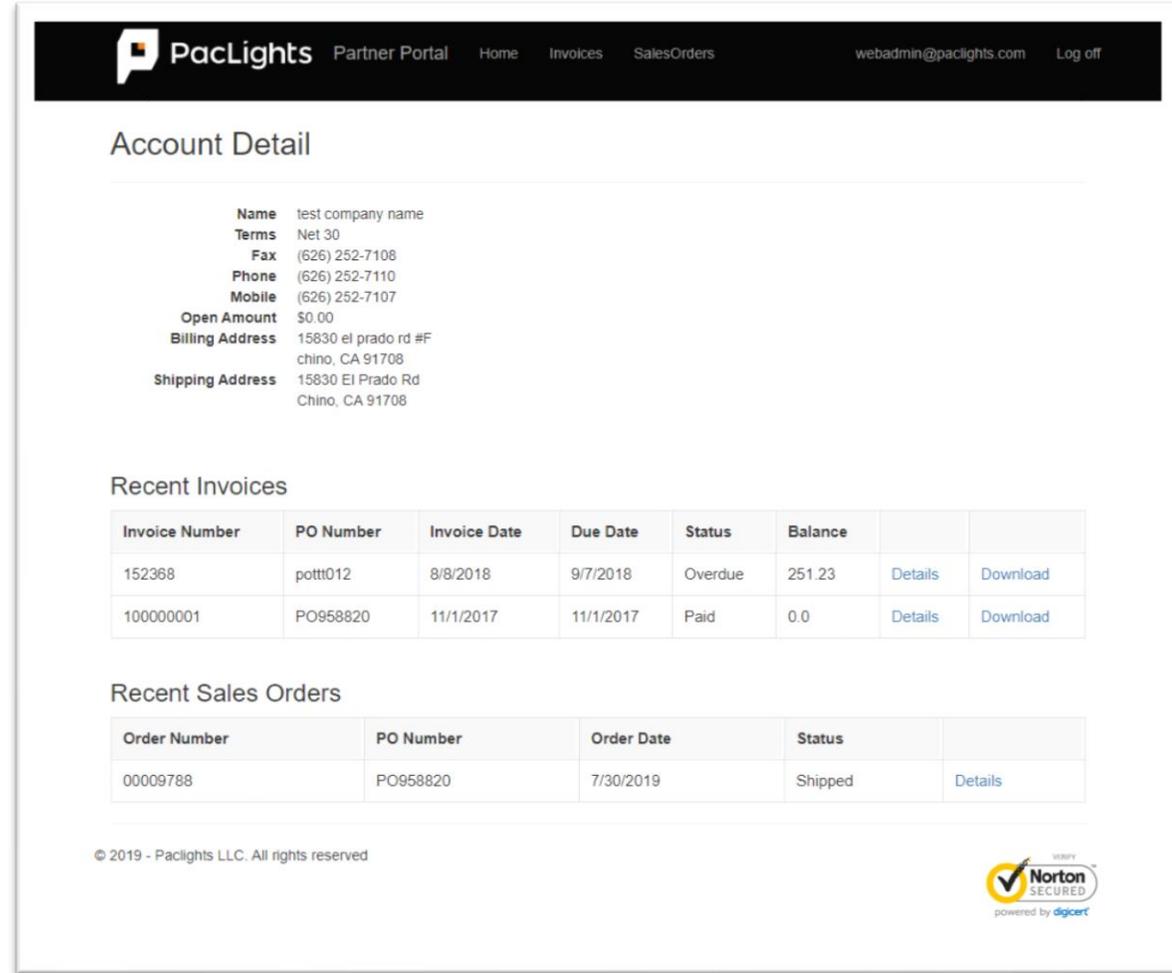


3) Login

Input email & password to login.



The screenshot shows the login page of the PacLights Partner Portal. At the top, there is a navigation bar with the PacLights logo, 'Partner Portal', and 'Home' links, along with 'Register' and 'Log in' buttons. Below the navigation bar, there is a message: 'Track orders, download invoices, and more features are coming soon... PacLights Partners Portal is here to serve our Distributors and Reps, 24 hours a day, 7 days a week. New to PacLights? Become a PacLights Partner Today!'. The main heading is 'Log in.'. There are two input fields for 'Email' and 'Password', each with a copy icon. Below the password field is a 'Remember me?' checkbox and a 'Log in' button. At the bottom left, there are links for 'Register as a new user' and 'Forgot your password?'. At the bottom right, there is a Norton Secured logo with the text 'powered by digicert'. The footer contains the copyright notice: '© 2019 - Paclights LLC. All rights reserved.'



The screenshot shows the account detail page of the PacLights Partner Portal. At the top, there is a navigation bar with the PacLights logo, 'Partner Portal', 'Home', 'Invoices', and 'SalesOrders' links, along with 'webadmin@paclights.com' and 'Log off' buttons. The main heading is 'Account Detail'. Below the heading, there is a list of account details:

- Name:** test company name
- Terms:** Net 30
- Fax:** (626) 252-7108
- Phone:** (626) 252-7110
- Mobile:** (626) 252-7107
- Open Amount:** \$0.00
- Billing Address:** 15830 el prado rd #F chino, CA 91708
- Shipping Address:** 15830 El Prado Rd Chino, CA 91708

Below the account details, there is a section for 'Recent Invoices' with a table:

Invoice Number	PO Number	Invoice Date	Due Date	Status	Balance		
152368	pottt012	8/8/2018	9/7/2018	Overdue	251.23	Details	Download
100000001	PO958820	11/1/2017	11/1/2017	Paid	0.0	Details	Download

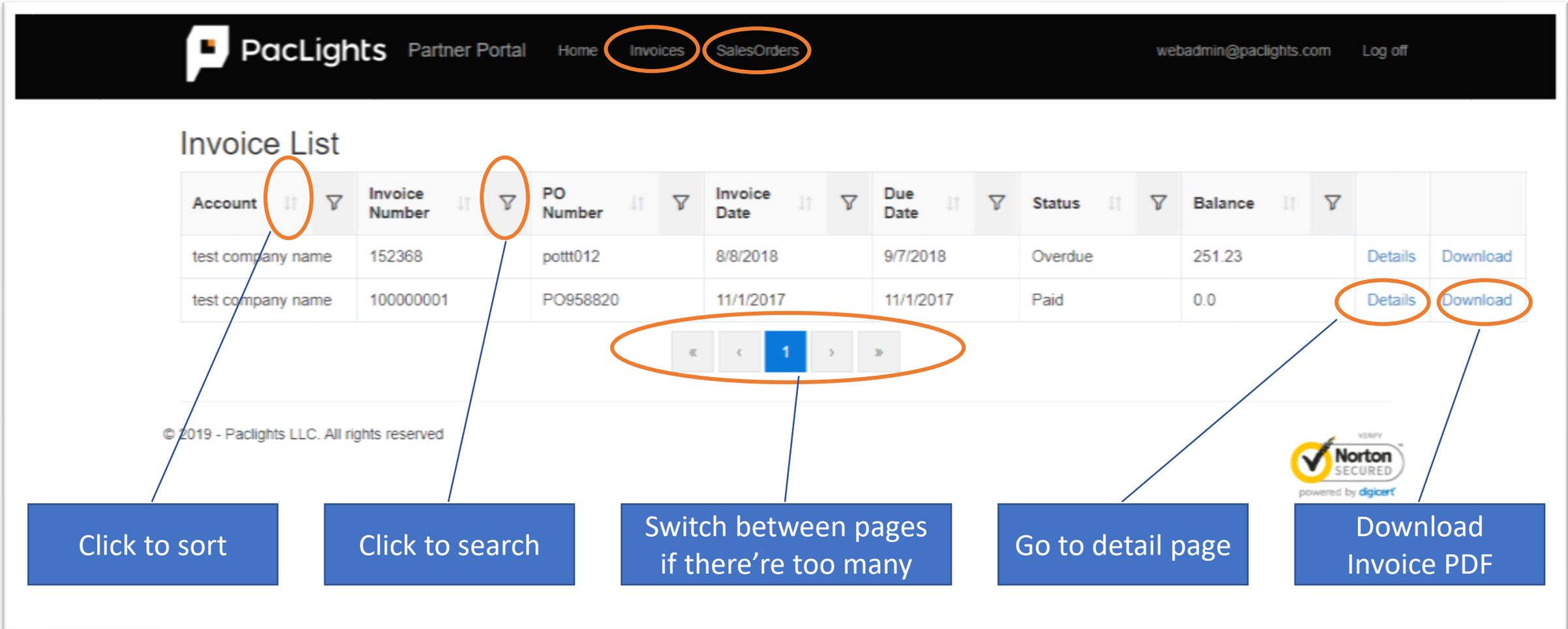
Below the recent invoices, there is a section for 'Recent Sales Orders' with a table:

Order Number	PO Number	Order Date	Status	
00009788	PO958820	7/30/2019	Shipped	Details

At the bottom left, there is the copyright notice: '© 2019 - Paclights LLC. All rights reserved.'. At the bottom right, there is a Norton Secured logo with the text 'powered by digicert'.

4) Browse invoices/orders or accounts(rep only)

Click Invoices/SalesOrders on menu to browse invoice/order list.



The screenshot shows the PacLights Partner Portal interface. The top navigation bar includes the PacLights logo, 'Partner Portal', 'Home', 'Invoices', and 'SalesOrders' (both circled in orange). The user email 'webadmin@paclights.com' and a 'Log off' link are on the right. The main content area is titled 'Invoice List' and contains a table with columns: Account, Invoice Number, PO Number, Invoice Date, Due Date, Status, and Balance. Two rows of test data are shown. The 'Details' and 'Download' links for the second row are circled in orange. Below the table is a pagination control with a blue box containing the number '1'. At the bottom left, there is a copyright notice: '© 2019 - Paclights LLC. All rights reserved'. At the bottom right, there is a Norton Secured logo with the text 'powered by digicert'. Five blue callout boxes with white text are positioned at the bottom, each with a line pointing to a specific element in the screenshot: 'Click to sort' points to the dropdown arrow next to 'Account'; 'Click to search' points to the dropdown arrow next to 'Invoice Number'; 'Switch between pages if there're too many' points to the pagination control; 'Go to detail page' points to the 'Details' link; and 'Download Invoice PDF' points to the 'Download' link.

Account	Invoice Number	PO Number	Invoice Date	Due Date	Status	Balance		
test company name	152368	pottt012	8/8/2018	9/7/2018	Overdue	251.23	Details	Download
test company name	100000001	PO958820	11/1/2017	11/1/2017	Paid	0.0	Details	Download

« < 1 > »

© 2019 - Paclights LLC. All rights reserved

VERIFIED
Norton
SECURED
powered by digicert

Click to sort

Click to search

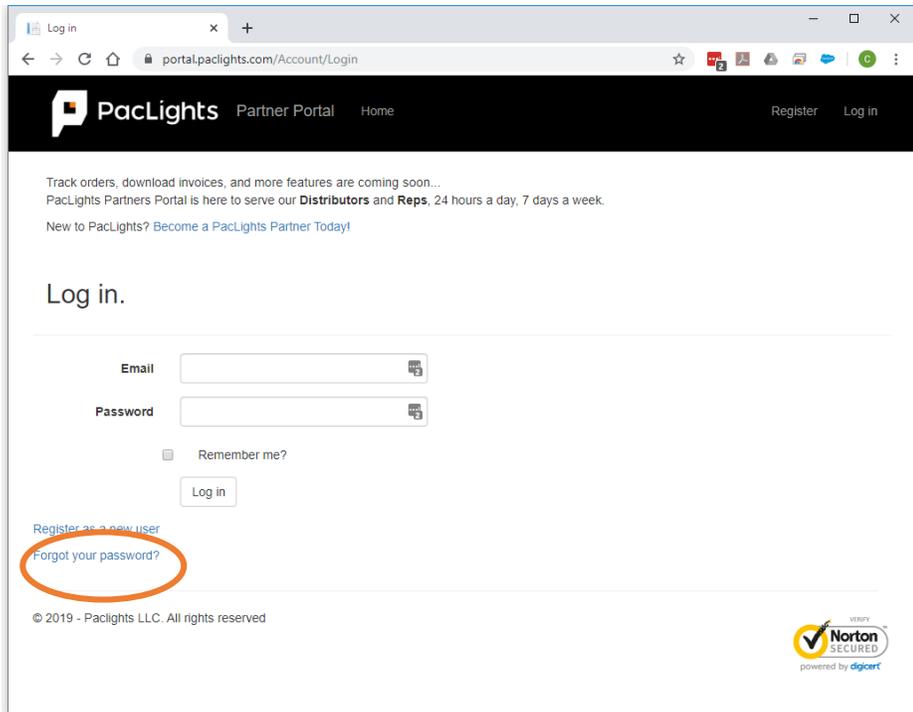
Switch between pages if there're too many

Go to detail page

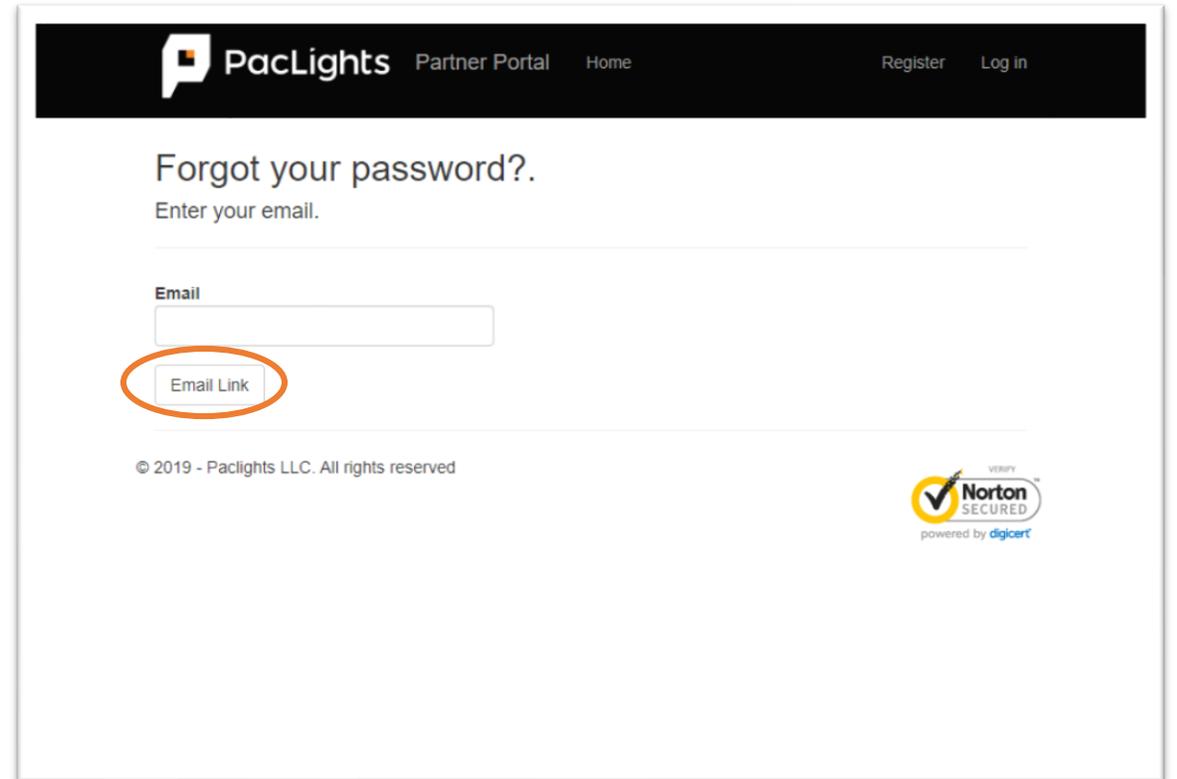
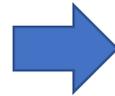
Download Invoice PDF

5) Reset password

- A. Click “Forgot your password?” link on login page
- B. Input email address and click “Email Link” button
- C. Check email for reset password link.



The screenshot shows the PacLights login page. The browser address bar displays 'portal.paclights.com/Account/Login'. The page header includes the PacLights logo and navigation links for 'Partner Portal', 'Home', 'Register', and 'Log in'. Below the header, there is a message about upcoming features and a link to 'Become a PacLights Partner Today'. The main section is titled 'Log in.' and contains an email input field, a password input field, a 'Remember me?' checkbox, and a 'Log in' button. A blue circle highlights the 'Forgot your password?' link located below the login form. At the bottom of the page, there is a copyright notice and a Norton Secured logo.



The screenshot shows the 'Forgot your password?' page. The page header includes the PacLights logo and navigation links for 'Partner Portal', 'Home', 'Register', and 'Log in'. The main heading is 'Forgot your password?' followed by the instruction 'Enter your email.'. Below this is an email input field. A blue circle highlights the 'Email Link' button located below the input field. At the bottom of the page, there is a copyright notice and a Norton Secured logo.