

# Basic Log-in Information

We have a great new website up and running with advanced search and ordering features.

To access website:

1. Go to [www.aztecimport.com](http://www.aztecimport.com)
2. Log-in: to log-in type your customer number as both the username and password. (If you don't have a customer number please E-mail us your business name, complete address, and copy of your business license and we will get back to you.) At that point you will be prompted to create your own password for future use. Your username will always be your customer number.
3. Once you are logged in you will have full access to Monthly Specials, pricing, 2008 Aztec International Trade Show information, all catalogs, and the "Search Mode"
4. To place an order, just initiate a search for either an item number or description. You may have to scroll down to see the list that comes up. Select an item that you are interested in by clicking the blue item number. You will be given the prompt to add as many as you want to your shopping cart. Keep searching and adding items until you are ready to complete the order.
5. Please click on "pre-existing terms" when finishing your order. If you are a credit card customer we will charge your card like normal after we see what is in stock. If you click the "pay now with credit card" button, it will charge your card immediately and we will settle up any variance later.
6. Minimum opening order is \$100. Minimum re-order is \$50.

Call 1-800-624-4601 or e-mail us at [aztec6345@aol.com](mailto:aztec6345@aol.com) if you have any questions.