

Trek Inc. has launched a new website to order parts online. However, in an effort to maintain the safety and integrity of our data and your information, TREK has updated the web site security.

Here's what has changed:

The next time you login to EzQuote, after you enter your User ID and password, you will see a screen for online registration. To register, you will need:

1. Your phone number or your email address, and

2. Select and answer to 3 Knowledge Based Questions (KBQ)

This will happen one time and will take a minute or two.

Once registered, you will get access to the EzQuote application just like before.

You will be able to login using your User ID and password. If you check the box marked "I normally login from this computer" then you will not see any difference. Otherwise you will be asked to answer your Knowledge Based Answer (KBA) questions.

In case you are logging in from a different computer than the one you normally use, the system will automatically detect that and will send a one-time passcode (OTP) to your phone (only cell phone number) or email (the choice you made during registration). You will need to verify this one-time passcode in order to login along with answering one of the questions you have setup during registration (KBA).

There is a limit to how many devices you can use to login. Please be aware of using concurrent logins on business and personal PCs and phones, or co-worker PC and phones. If your company needs to have additional staff to login, please fill out the form on website under RESOURCES, or contact Trek's branch you normally communicate with.

This has been done to ensure no one else but you have access to your account.

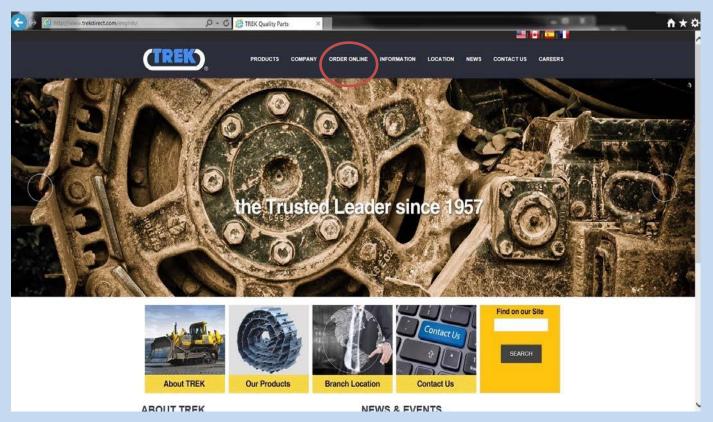
If you have any problems signing in, or any questions related to the website and its security, please contact our IT Department at 248.668.2111 or via email <u>it@trekdirect.com</u>

NEW EZQUOTE WEBSITE LOGIN GUIDE IN

STEP 1

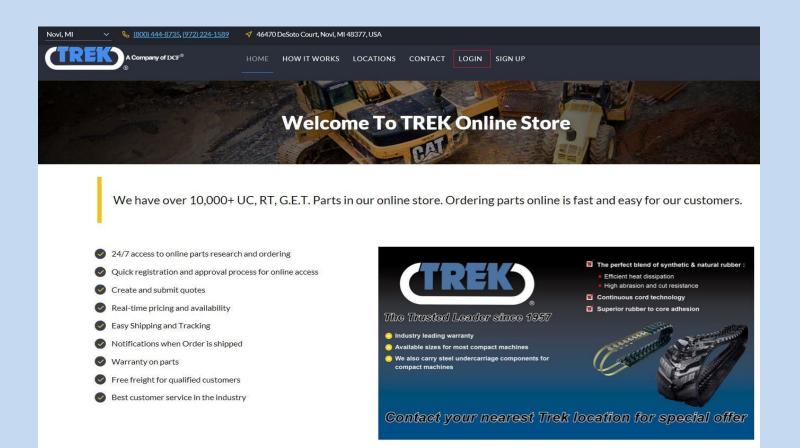
Go to http://www.trekdirect.com

Click on ORDER ONLINE Link



STEP 2

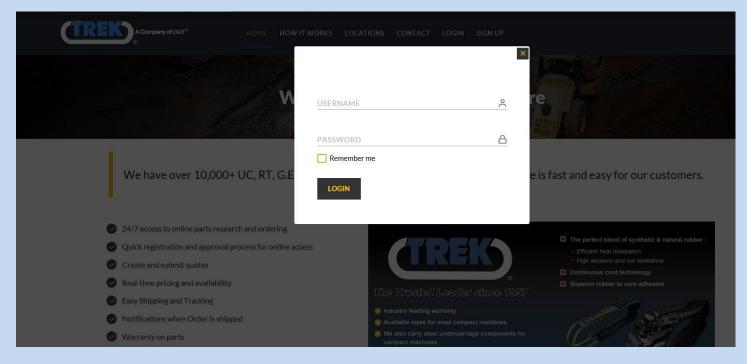
A new browser window will open. This is the main screen of the new EZQUOTE website. Login with your normal username and password for EZquote, provided by Trek Inc.



Click on LOGIN link in top navigation. A login box will pop-up.

STEP 3

You should see the login screen, similar to the following screen:



You should already have a login account provided by Trek Inc.'s IT department. Enter your Login ID & Password

However, if you do not have an account setup, you can request to setup an account by filling out a form on the same website. Follow these steps to request a new login:

- 1. Scroll to the bottom of the website
- 2. Under SUPPORT, click on Resources link
- 3. Click on SignUP Request Form. Fill out this form with as much information as possible. Please understand that "Customer Account # is your customer ID provided by Trek Inc.
- 4. Once you submit the form, Trek Inc. will setup your account within 24 to 48 hours.



Contact your nearest Trek location for special offer



Step 4

If you have just received your login credentials from Trek Inc. and you are logging in for the very first time, you will be prompted to setup your security questions.

This is the only time you will be prompted to setup your security questions. Please see the screen below that you will see to setup security questions: We highly recommend you write these security answers.

(If you already have an account, you will be able to login without answering the security questions. But you may be prompted to enter the OTP, depending on your settings.)

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- 1. Answer the 3 security questions. Please remember to select a different question from the dropdown options for questions
- At the bottom of the screen, you will need to select 1 of the 2 options (1. Cell phone number 2. Use Email) to receive your One Time Password (OTP) code.
 We strongly recommend selecting "Use Phone Number".
 This will be your Cell phone number (Not your land line number) to receive your OTP code quicker.
 If you select the "Use Phone Number" option, leave +1 in the box, enter your number after +1 including the area code.
- 3. If you don't want to use your cell phone number, you can always use your email address to receive the OTP code.
- 4. Once you answer the security questions and select your option to receive OTP, click on SUBMIT. You will see the following screen.
- 5. Once you click on Submit button, you will see the following screen:

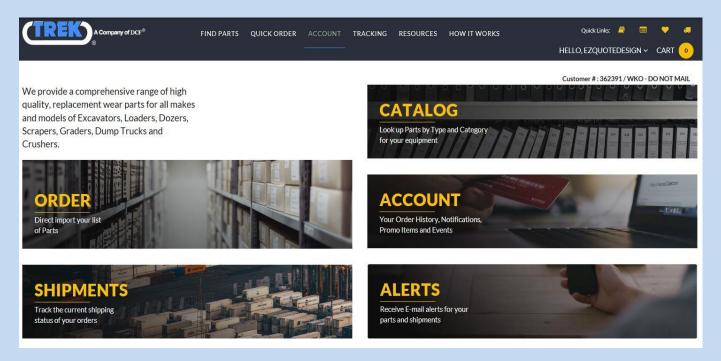
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- 6. Enter 6-digit OTP code in field.
- 7. We strongly recommend clicking the box "Yes, I mostly login from this device, Remember this." By checking this option, the system will remember your device so you do not need to enter OTP code in future when you will login.
- 8. Click SUBMIT

Please understand that due to security reasons, we use 2-factor authentication system.

After Login

Once you are logged in, you will see the main screen similar to the following:



You are now able to access the new EZQUOTE website.

You may browse the parts by going into CATALOG.

We have added videos of how to use the website explaining different features of the website. Please look at these Video Tutorials in RESOURCES.

*if the box was left unchecked for:

"Yes, I mostly login from this device, Remember this."

After your username and password, this screen will ask you 2 of the 3 questions you answered.

Answer the questions and click submit to continue to the EZquote main page.

NOTE: If you have any problems signing in, or any questions related to the website and its security, please contact our IT Department at 248.668.2111 or via email <u>it@trekdirect.com</u>.