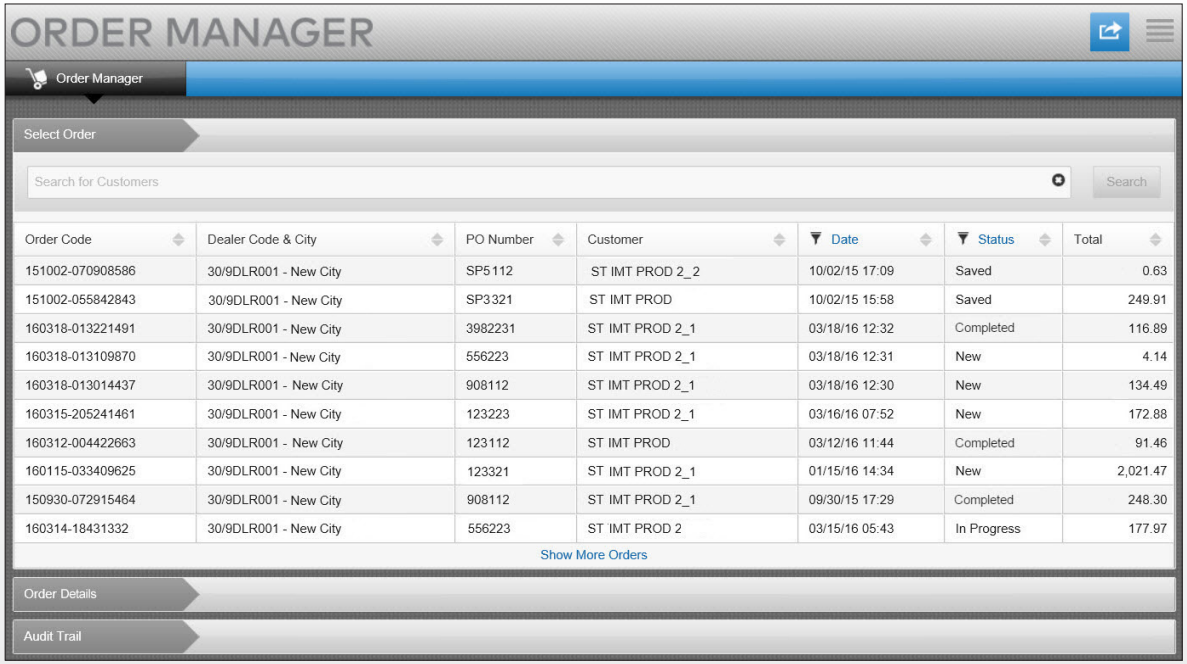
EASILY SEND TRADE ACCOUNT REQUESTS

Infomedia Customer Service will setup and administer your trade account information for Microcat Market. All you need to do is submit your requests with the trade account and user details, and Customer Service will process your requests within 2 business days.

To access the Trade Account Setup screen, log in to the Infomedia Landing Page with your Microcat user name and password. Then start the Order Manager application.
Click the icon to go to the Settings screen.



MICROCAT® Market™

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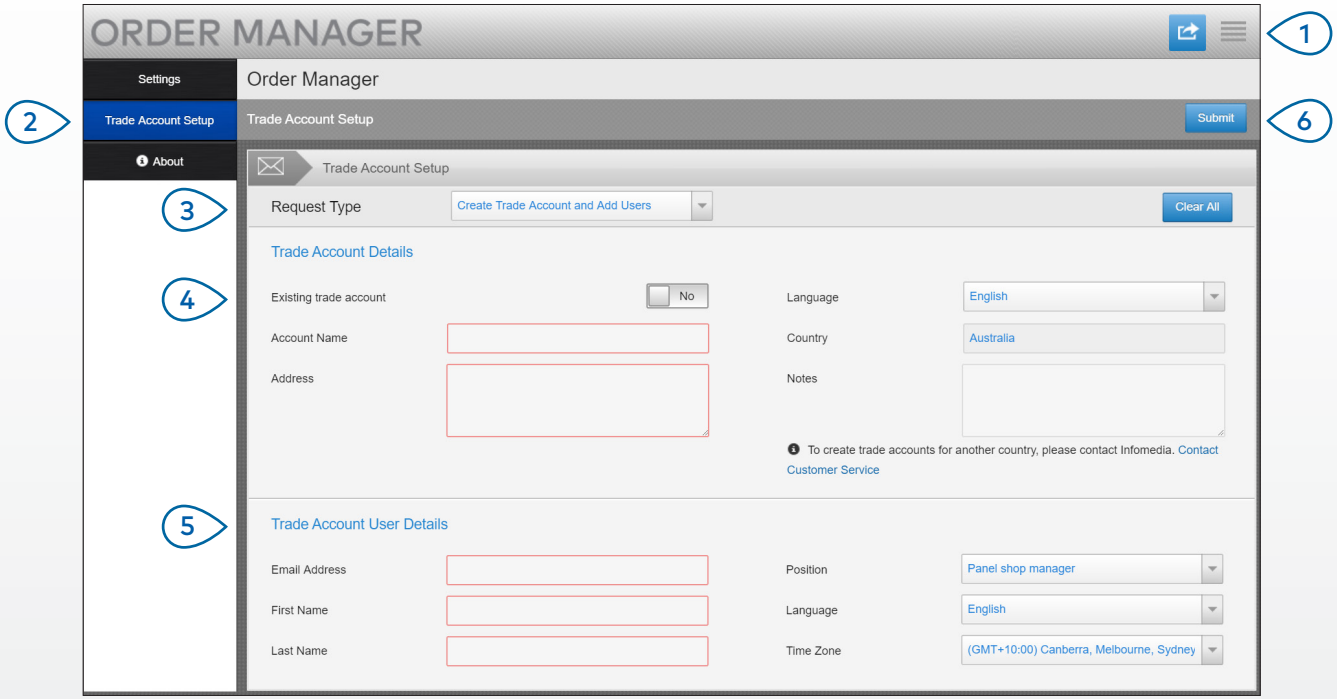
NEW TRADE ACCOUNT OR USER REQUEST

Request to add a new account for a Trade Repairer or add a new user to an existing trade account.



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1. Click the icon to go to the Settings screen.
2. Select the **Trade Account Setup** tab.
3. Select **Create Trade Account** and **Add Users** from the drop-down.
4. To add a new user to an existing account, select the **Existing trade account** switch. Then enter the Account Name.
5. Enter all the required details for the new trade account or new user.
6. Click **Submit**. To clear the form and submit another request, click **Clear All**.

Our awesome Customer Service Team will process your request within two business days.

www.infomedia.com.au/contact/customer-support

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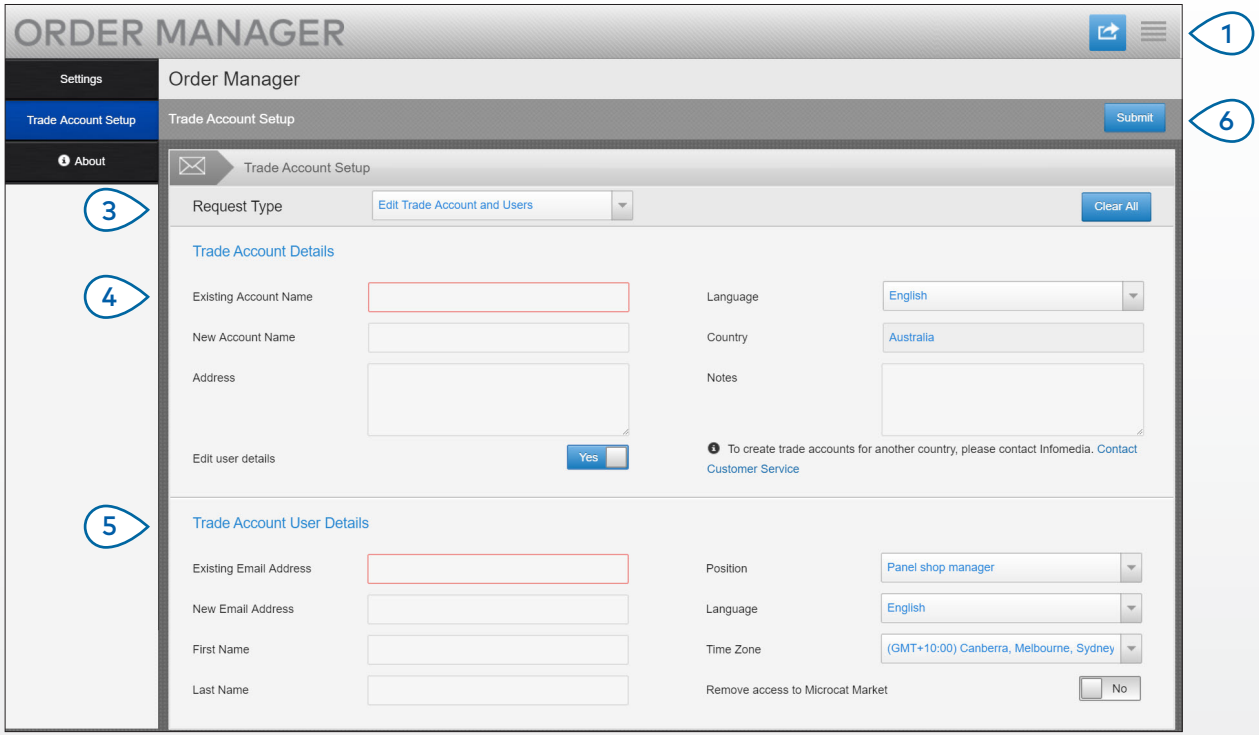
EDIT TRADE ACCOUNT OR USER REQUEST

Request to edit the details of an existing trade account or edit the details of an existing user.



1. Click the icon to go to the Settings screen.
2. Select the **Trade Account Setup** tab.
3. Select **Edit Trade Account** and **Users** from the drop-down.
4. Enter the name of the existing trade account.
5. Edit the details for the existing trade account or user.
6. Click **Submit**. To clear the form and submit another request, click **Clear All**.

Our awesome Customer Service Team will process your request within two business days.

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