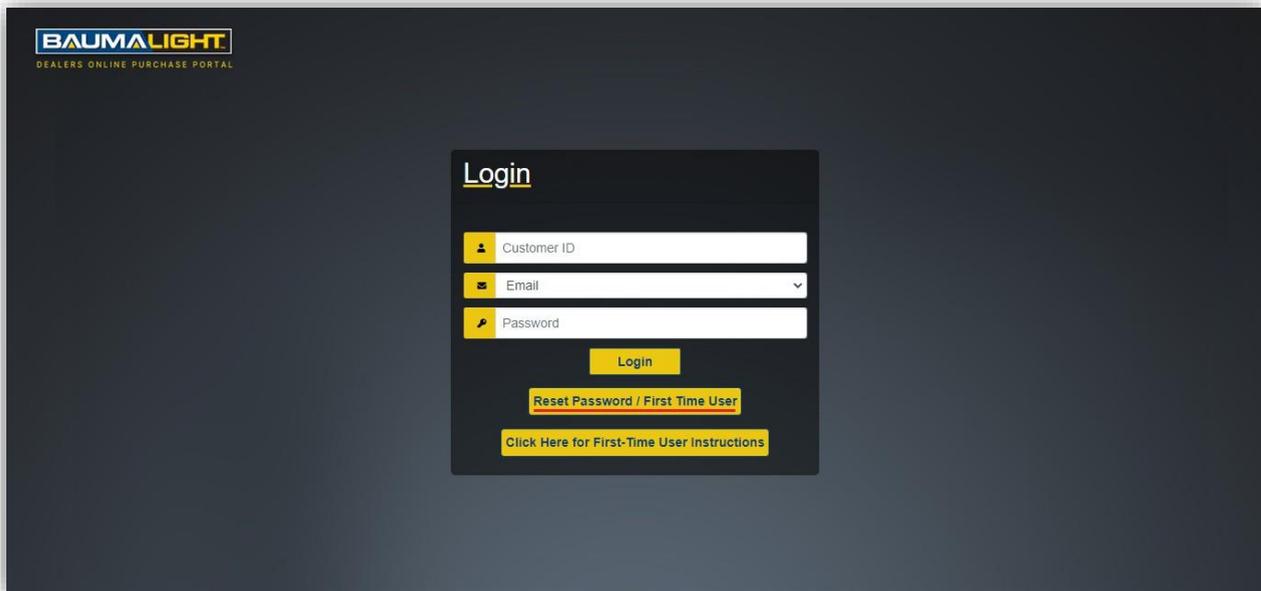


To access the Baumalight portal, follow below steps:

1. Reset password using customer ID and email address.

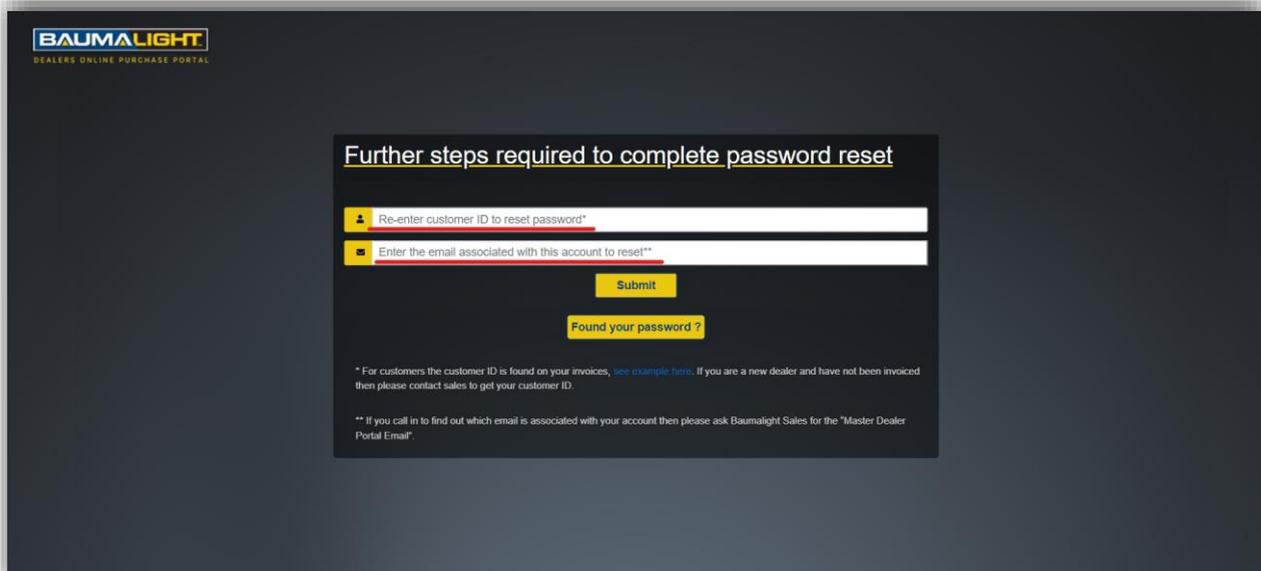
To reset your password, go to the link below and select Forgot your password.

<https://baumalight.com/login/en/login.php>



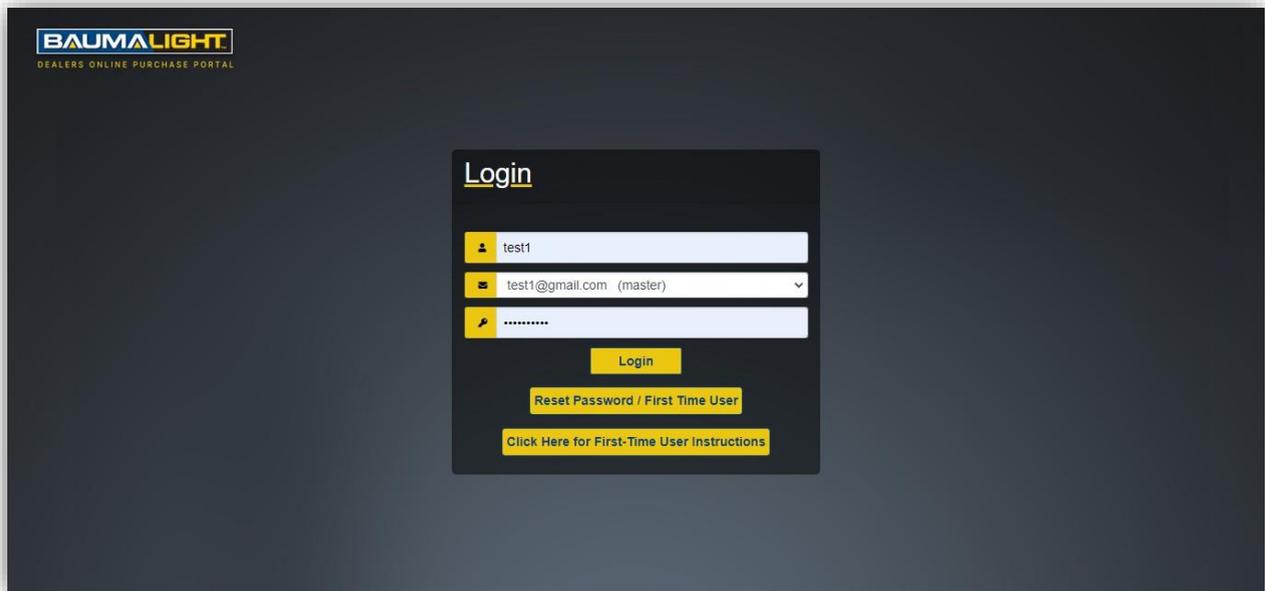
The screenshot shows the Baumalight login page. At the top left is the logo 'BAUMALIGHT' with the tagline 'DEALERS ONLINE PURCHASE PORTAL'. The main heading is 'Login'. Below the heading are three input fields: 'Customer ID', 'Email', and 'Password'. Each field has a corresponding icon (person, envelope, and key). Below the input fields are three buttons: 'Login', 'Reset Password / First Time User', and 'Click Here for First-Time User Instructions'.

2. Enter CUSTOMER ID and Email address associated to your Baumalight dealer portal and submit the form. If you do not know what your customer ID is or which email is associated to your baumalight dealer portal, then there are two ways you can get it. You can contact your Baumalight sales representative who can log in to check or find a late invoice which shows this information, an example is at the bottom of these instructions.

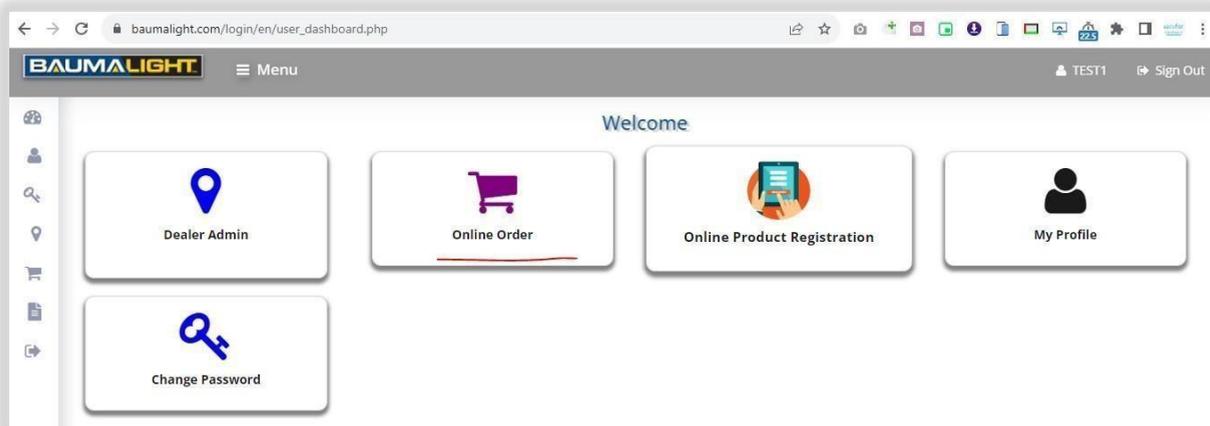


The screenshot shows the 'Further steps required to complete password reset' page. At the top left is the logo 'BAUMALIGHT' with the tagline 'DEALERS ONLINE PURCHASE PORTAL'. The main heading is 'Further steps required to complete password reset'. Below the heading are two input fields: 'Re-enter customer ID to reset password*' and 'Enter the email associated with this account to reset**'. Each field has a corresponding icon (person and envelope). Below the input fields are two buttons: 'Submit' and 'Found your password?'. At the bottom, there are two footnotes: '* For customers the customer ID is found on your invoices, see example here. If you are a new dealer and have not been invoiced then please contact sales to get your customer ID.' and '** If you call in to find out which email is associated with your account then please ask Baumalight Sales for the "Master Dealer Portal Email".'

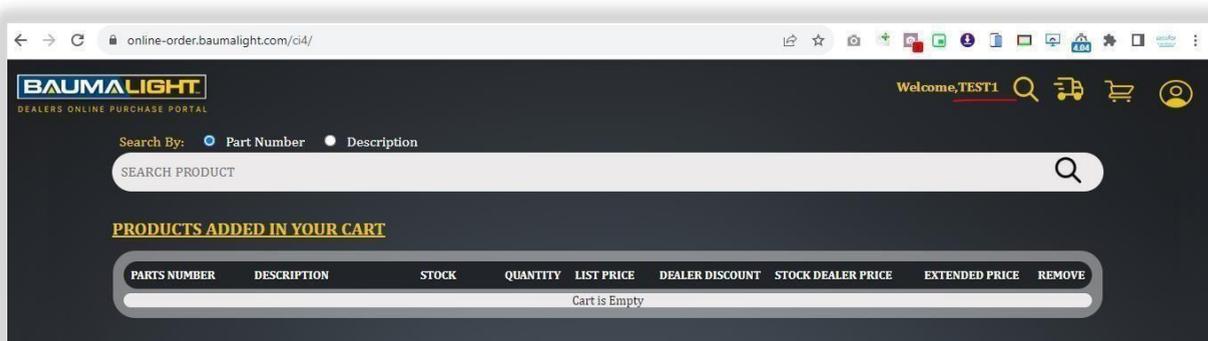
3. After receiving the new password via email, click on the link below to access the login page.
<https://baumalight.com/login/en/login.php>
Provide your **Customer Id**, select the **email address** for which account you are attempting to log in, and then enter the **password** associated with it.



4. You will be redirected to the dashboard page, where you should click on the "Online Order" tab.



5. It will take you to the "Online Order" website. You can place orders through this website. The right-hand corner will show your customer ID.



For customers the username is the customer ID found on your invoices, find the below screenshot for example invoice. If you are a new dealer and have not been invoiced, then please contact sales to get your customer ID.

Example invoice:

MTB MFG INC
 4575 Powell Rd Wallenstein,
 ON N0B 2S0 Phone: (519)
 698-9864 ar@mtbmfg.ca
 ap@mtbmfg.ca HST/GST
 # 863939856



INVOICE

Invoice Number	Date	Page
48925	2023-09-06	1 of 1



Bill To
 Example Customer
 Example Address
 City Province
 Postal code

Ship To Example ship to
 Example Customer
 Example Address
 City Province
 Postal code

Master Dealer Portal Email Example@domain.com

ATTENTION! NEVER UPDATE BANKING INFO WITHOUT
 CALLING (866) 820-7603 TO VERIFY TO PREVENT FRAUD

Customer ID	Sales Person	P.O. Number	Expected Ship Date	Ship Via	Terms	Due Date
EXAM1	Adair Sales 32	PO-2633	2023-09-05	Delivery	Net 30 days	2023-10-06

Ordered	Shipped	Unit	Product ID	Description	List Price	Discounted Price	Extended
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