KOHLER® Associate Enrollment Form

Distributor's Name _____ Date _____

User's Name _____ User's Location _____

Address _____

City _____ State, ZIP _____

Job Title/Function _____ Phone Number _____

Account Numbers* _____ Email Address** _____

* *List all customer account numbers this associate requires access to.*

** *Login information will be sent to the email address provided. Valid email account must be active for new associate requests.*

Type of Request

☐ Change of Position/Access

☐ Deactivate - User no longer employed at distributorship

Access Requested (kohlerinsider.kohlerco.com) (Select all that apply)

☐ *QuickPack*
   Quotations, Proposals, Submittals, and Quote to Order

☐ *Kohler Power Resource Center* (Select all that apply)
   ☐ View Literature and Training
   ☐ View Lead Time Letter/Availability
   ☐ View News/Alerts
   ☐ View Software/Tech Tools
   ☐ Price List Industrial
   ☐ Price List Residential
   ☐ Price List Marine
   ☐ Price List Mobile
   ☐ Price List Service Parts
   ☐ View Quotations *
   ☐ Create Orders (Service Parts & Sales Accessories)
      View Bill of Material, Sales and Billing Documents, Stock/Price Check, and Open Order Status

☐ *Kohler Power PLUS (Parts Look Up System)*

☐ *Kohler PowerTalk Newsletter*

☐ *Kohler Generators Dealer Portal (Residential Only)*
   Marketing Support, News, Advertising Resources, Products, Financing Program, Training, and Downloads

Main Contact Approval: _____

Area Manager Approval: _____

Fill out the form
1. Position the mouse cursor inside a form field. The I-beam cursor allows you to type text. The arrow cursor allows you to select the checkbox.
2. After entering text or selecting a checkbox, choose from the following:
    - Press Tab to accept the field change and go to the next field.
    - Press Shift + Tab to accept the field change and go to the previous field.
    - Press Return or Enter to accept the field change and deselect the current field.
    - Press the Escape key to reject the field change and deselect the current field.
    - If you press the Escape key a second time and you are in Full Screen mode, you will exit Full Screen mode.

Clear the form
Click the Reset Form button or exit Acrobat Reader, and start again.

Submit the form
Once you have filled in the appropriate fields, choose E-mail to QuickPack@Kohler.com button or print the form and fax to 920-459-1646.

←**Return to form**