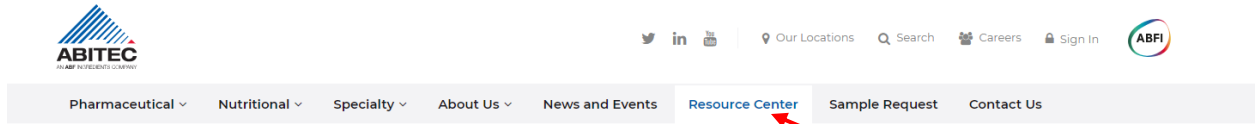


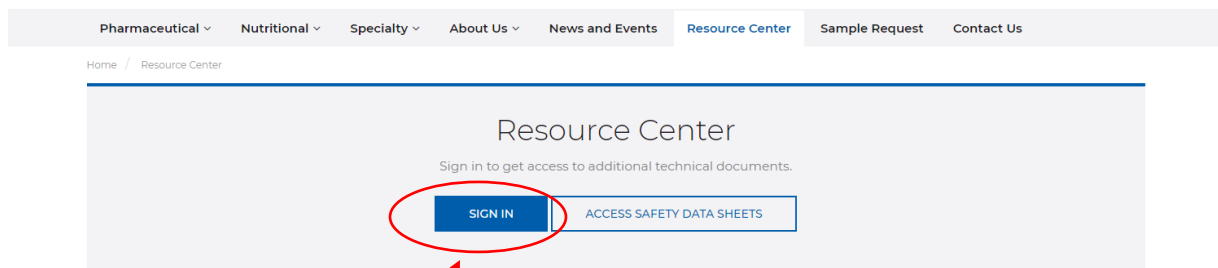
# How To Navigate the ABITEC Resource Center

## 1. Getting to the Resource Center page



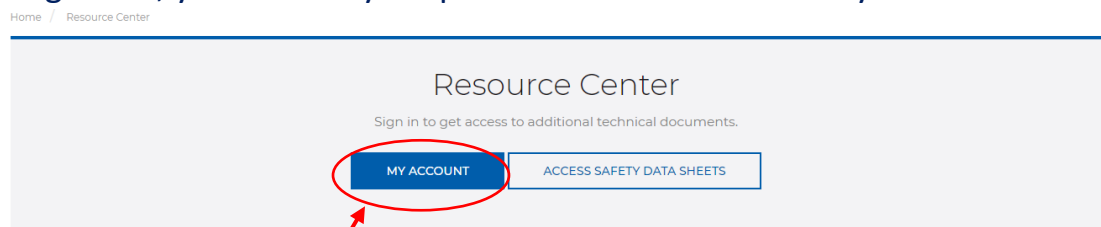
This is done by going to the ABITEC website ([www.abiteccorp.com](http://www.abiteccorp.com)) and pressing “Resource Center” on the options bar at the top of the page.

## 2. Once on the Resource Center page, first thing you need to do is sign in.



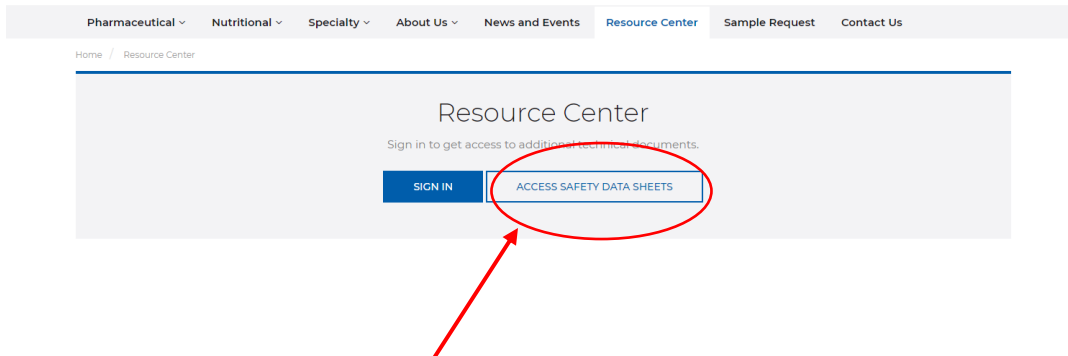
This is done by pressing the “sign in” button. If you have an account, login. If you **don't have an account**, after pressing the sign in button, press “Register Here” in the blue font below and enter your information to create a new account. You must have an account to access technical documents.

## 3. Once signed in, you can see your personal account under “My Account”



Under your personal account, you can see documents you've downloaded previously and edit your profile information (change password, etc.) if needed.

4. If you want access the Safety Database, press the button “Access Safety Data Sheets”



5. If you want to submit special requests such as *Insurance Requests and Continuing Product Guarantee Request* , both are under “**Submit Special Requests**”

## Submit Special Requests



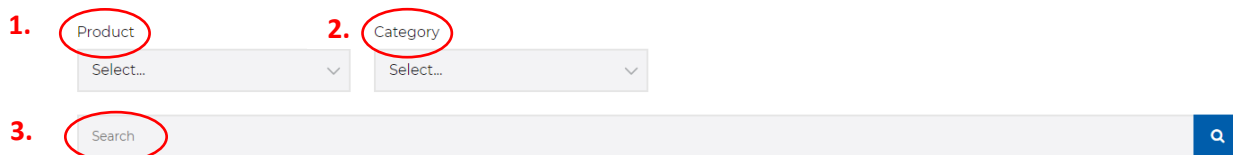
- For an **insurance request form**, click the “certificate of insurance request” button (pictured above). Then, fill out the information and click submit when done.
- For a **continuing product guarantee request form**, click the “continuing product guarantee request” button (pictured above). Then fill out the information and click submit when done.

6. Another way to access our Safety Database is by clicking the “Access SDS” button below “**For Safety Data Sheets Click Link Below**”

## For Safety Data Sheets Click Link Below



7. When searching for documents, there are 3 options to help you narrow your search – Product, Category, or Chemical Name



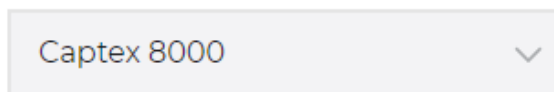
- **1. Product:** Search for your document by specific product names (Acconon, Captex, etc.)
- **2. Category:** Search for your document by the category of the document (Brochure, Certification, Product Statement, Technical Data Sheet, etc.)
- **3. Search Bar:** If you don't want to search by product or category, you can search by chemical name. Just type in the search bar what document you are looking for and a list of similar results will pop up.

### **FOR EXAMPLE...**

I want to find a brochure featuring "CAPTEX 8000". What do I do next?

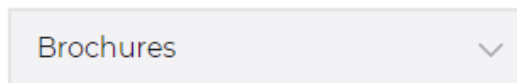
1. Under Product, click "CAPTEX 8000" in the drop down menu.

Product

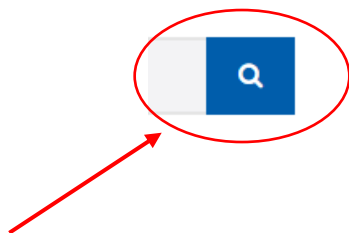


2. Under Category, click "Brochures" in the drop down menu

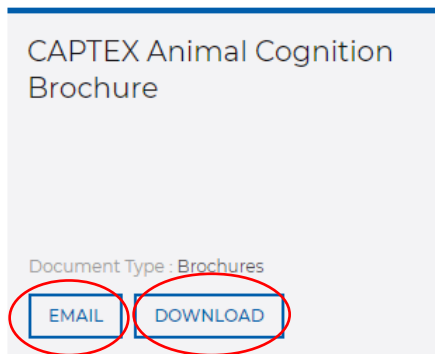
Category



3. Click the search icon that is pictured below.

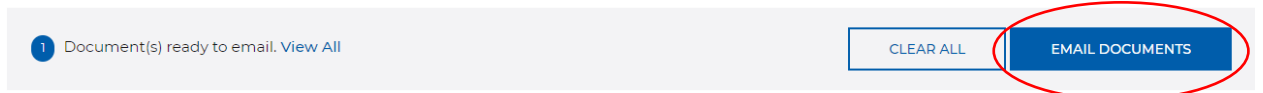


8. Once you find the document you are looking for, you have 2 options – download the document AND/OR email it to yourself



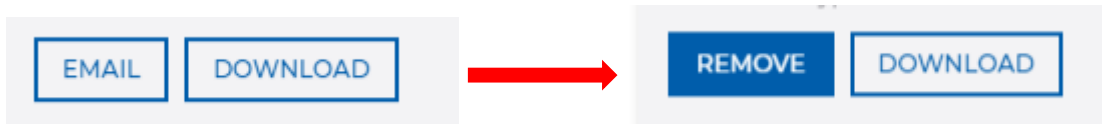
For example, pictured above is the CAPTEX Animal Cognition Brochure.

1. If you want to download it straight to your computer from the Resource Center, press “DOWNLOAD” and the brochure will automatically download to a pdf on your computer.
2. If you want to email the brochure to yourself, press “EMAIL”. This will send the brochure to your “cart” of documents ready to be emailed to you. Press “EMAIL DOCUMENTS” button when you are ready to proceed and fill out the required information. An email will be sent to you with a pdf of the brochure.

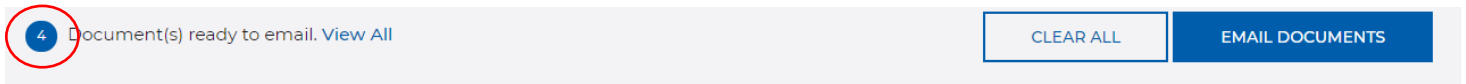


9. You have the option of emailing multiple documents to yourself at once.

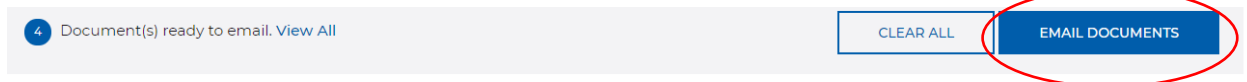
If you have *multiple documents* you would like to email to yourself, you **do not** need to individually email each document one at a time. When you press the “EMAIL” button, it will turn dark blue and say “REMOVE” and automatically will add the document to your “Cart” of documents.



You may press the “EMAIL” button on multiple documents and continue to add to your “cart” of documents. When you’re done, your cart will look like this with the number of documents you have selected (the example below has **four documents** in the cart).



When you have successfully added all the documents you want to your cart, press the “EMAIL DOCUMENTS” button (pictured below) and fill out the correct information. An email will be sent to you with your documents shortly.



## 10. You can remove documents that you don’t want to email to yourself but have previously clicked on

You can do this by pressing the “REMOVE” button on each individual brochure



OR you can remove all the unwanted documents at once by pressing the “CLEAR ALL” button in your document cart

