

# Dealer Services Area Tutorial

## For MegaLic Supplements (lic.com)

This guide will explain how to register an account, log in, and retrieve a lost username and password for the MegaLic Dealer Services login area.

### 1. Register an Account

Accessing the Dealer Services area requires a username and password, both of which can be obtained by going through the registration process.

First, **navigate to the Dealer Login page** on the MegaLic Supplements website, or by clicking on the URL below.

URL: <http://megalic.com/dealer-login/>

Next, scroll down the page until you see the “Register Now” section. **Click on the green “Registration Form” button** (outlined in red in Figure 1).

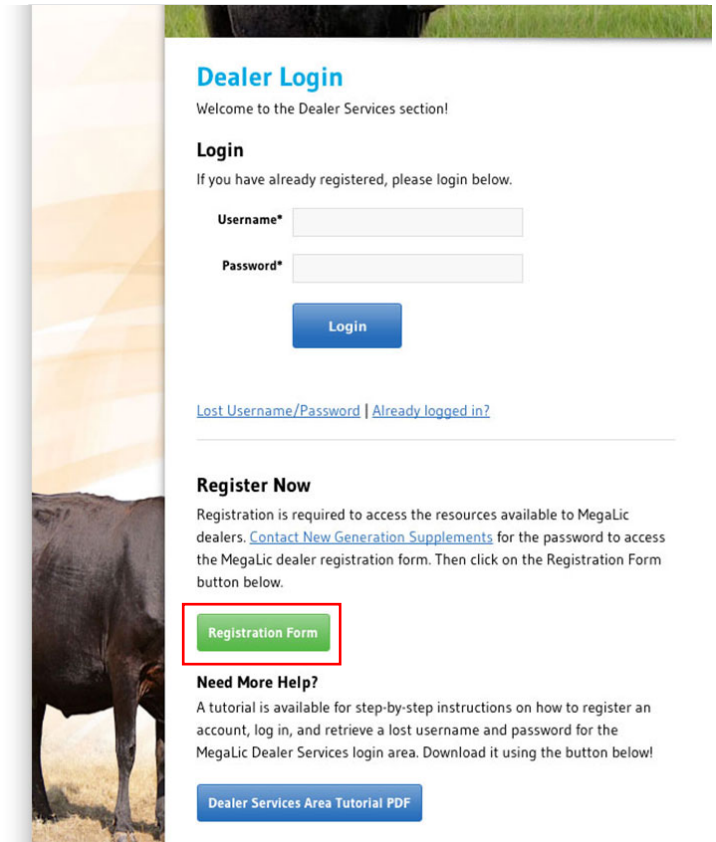


Figure 1

### Enter the Protected Area

For security purposes, the Dealer Registration page is password protected (Figure 2). Obtaining the password requires contacting New Generation Supplements and first receiving approval to register. Contact New Generation Supplements using either the following phone numbers:

**Toll Free:** (888) 571-3421

**Local:** (605) 892-3421

Once you have the password, enter it into the “Password” field and hit the “Submit” button.

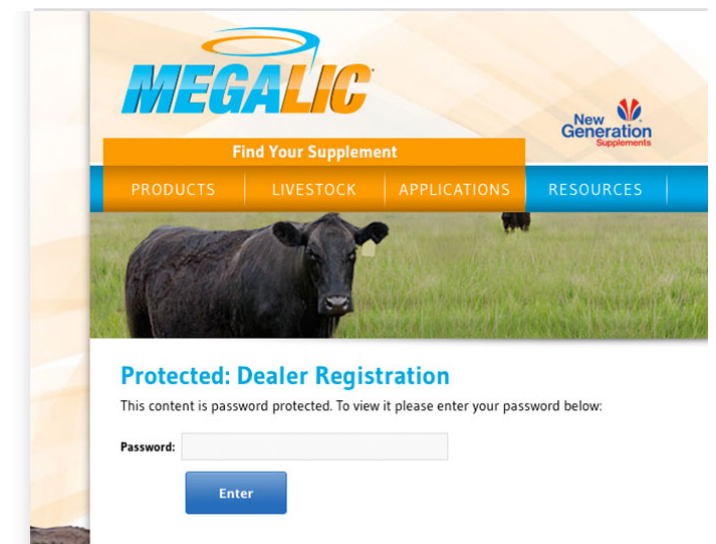


Figure 2

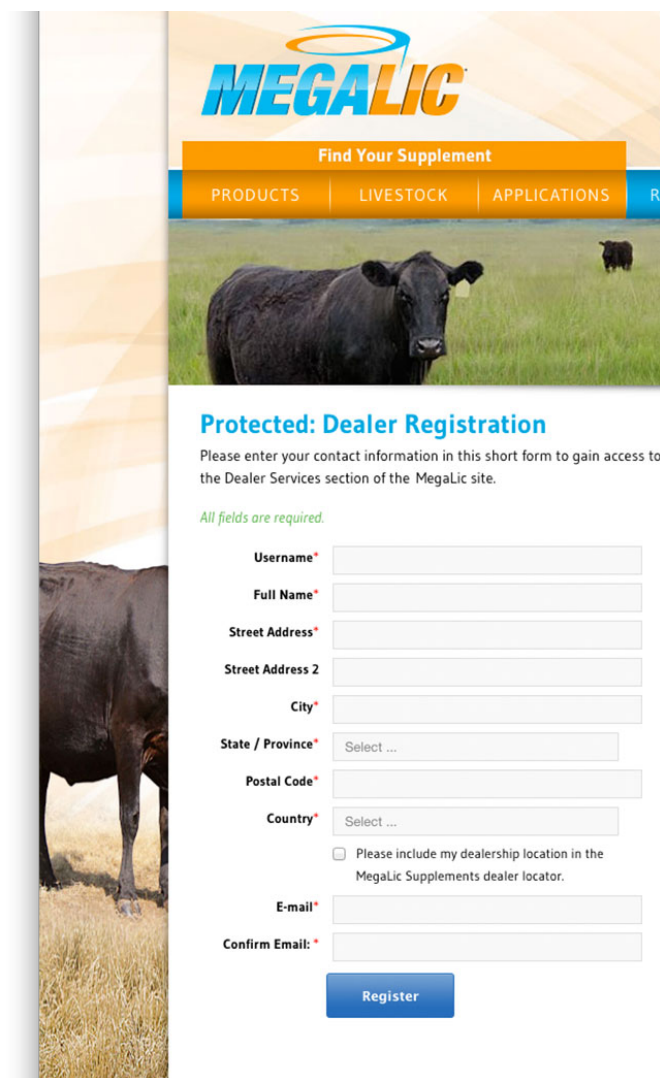
## Fill out the Dealer Registration Form

Once inside the Protected: Dealer Registration page, **fill out the form** with your information. All fields are required.

### Registration Tips:

- Usernames are case sensitive and can only contain letters (a-z), numbers (0-9), spaces ( ), at signs (@), periods (.), dashes (-), and underscores (\_).
- The e-mail address you provide will be utilized for sending you your password and for retrieving lost passwords.
- An e-mail address cannot be used for a new account if it's already in use with another Dealer Services account. Attempting to register with a duplicate e-mail address will cause the registration form to malfunction. (If your e-mail is already in use but you don't remember your username or password, reference the "Retrieve Lost Username/Password" section on page 4.)

Once all the fields are filled, **click the blue "Register" button** at the bottom of the page.



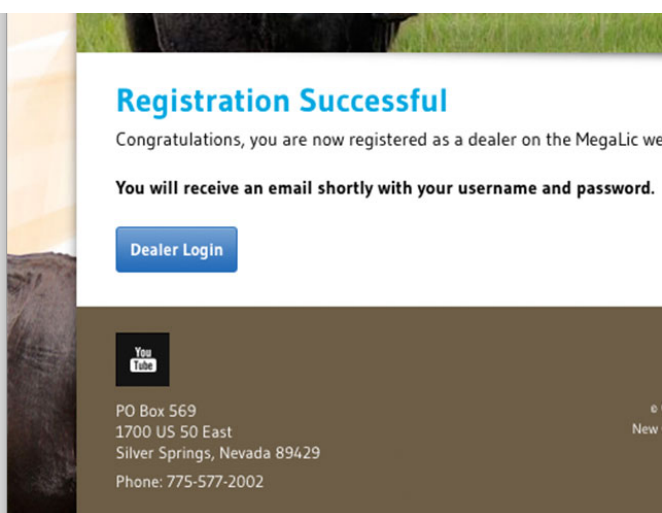
The screenshot shows the MegaLic website's registration page. At the top, the MegaLic logo is displayed in blue and orange. Below the logo is a navigation bar with the text "Find Your Supplement" and three tabs: "PRODUCTS", "LIVESTOCK", and "APPLICATIONS". The background features a photograph of a black cow in a green field. The main heading is "Protected: Dealer Registration". Below this, a message states: "Please enter your contact information in this short form to gain access to the Dealer Services section of the MegaLic site." A note in green text says "All fields are required." The form contains the following fields: Username\*, Full Name\*, Street Address\*, Street Address 2, City\*, State / Province\* (a dropdown menu with "Select ..." selected), Postal Code\*, Country\* (a dropdown menu with "Select ..." selected), E-mail\*, and Confirm Email:\*. There is a checkbox labeled "Please include my dealership location in the MegaLic Supplements dealer locator." and a blue "Register" button at the bottom.

Figure 3

If the registration was successful (Figure 4), you will **receive an e-mail with your account username and password**. Keep this e-mail for your records.

If the registration was not successful and you receive an error message, use your browser's back button to return to the Protected: Dealer Registration page and try again. Verify that all the information you entered is correct.

If the error persists, try using a different username and/or e-mail address, or reference page 4 for retrieving lost usernames and passwords.



The screenshot shows the MegaLic website's "Registration Successful" confirmation page. The heading is "Registration Successful" in blue. Below the heading, a message states: "Congratulations, you are now registered as a dealer on the MegaLic website." Another message says: "You will receive an email shortly with your username and password." There is a blue "Dealer Login" button. At the bottom, there is a YouTube logo and contact information: "PO Box 569, 1700 US 50 East, Silver Springs, Nevada 89429, Phone: 775-577-2002".

Figure 4

## 2. Log In

If you are in possession of a username and password, you may enter the Dealer Login area at any time.

Navigate to the **Dealer Login page** on the Megallic Supplements website, or by clicking on the URL below.

URL: <http://megalic.com/dealer-login/>

Locate the “Login” section (Figure 5). **Enter your username and password and click the blue “Login” button.** This may take several seconds to redirect.

If the logging in process does not work, reference the “Retrieve Lost Username/Password” section on page 4.

If you are still logged, simply click the “**Already logged in?**” link to bypass the login process.

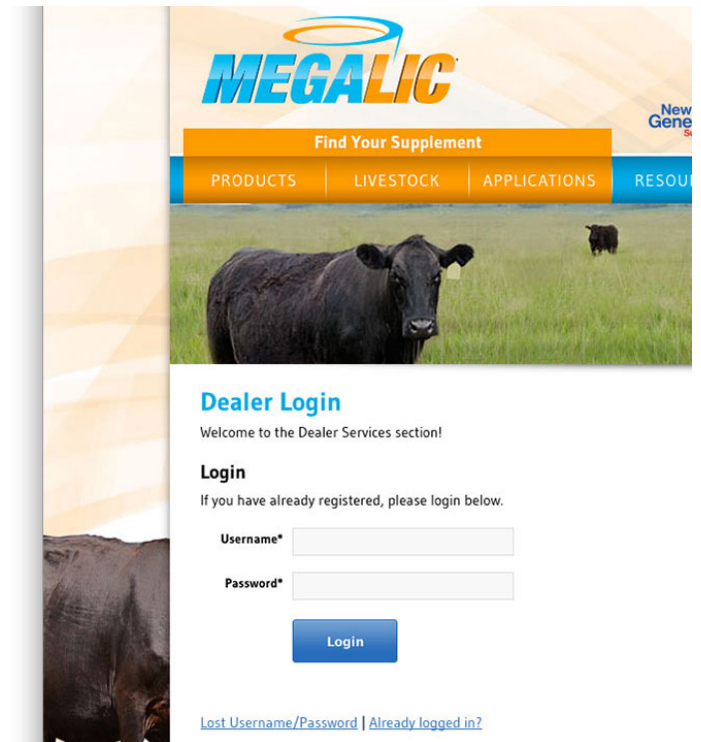


Figure 5

## Login Area

Once successfully logged into the Dealer Services area (Figure 6), navigate using the left-hand sidebar. Pages will include instructions on how to download available files.

When done, it is recommended to **log out of your account by using the blue “Log Out” button** at the bottom of the left sidebar.

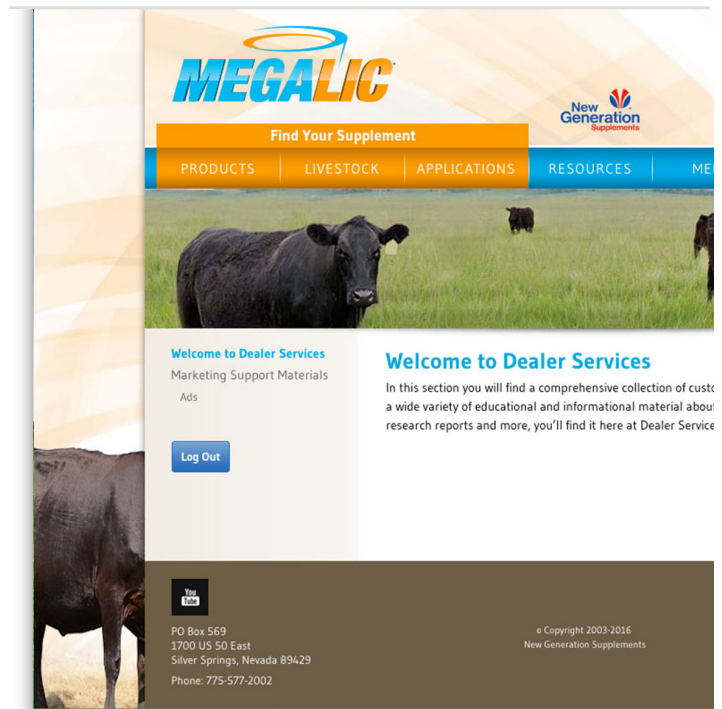


Figure 6

### 3. Retrieve Lost Username/Password

In case account information is forgotten or misplaced, it can be retrieved using the “Lost Username/Password” feature. Utilizing this function will allow you to retrieve both your Dealer Services username and password.

Navigate to the Dealer Login page and click on the “Lost Username/Password” link or click on the URL below.

URL: <http://megalic.com/user/lost-usernamepassword/>

Type in the e-mail address associated with your Dealer Services account (Figure 7) and click the blue “Send my new password” button.

Your login credentials will be sent to your e-mail address immediately. If you don’t see the e-mail, check your Spam folder. Use the username and password provided in the e-mail to log in to the Dealer Services area (page 3).

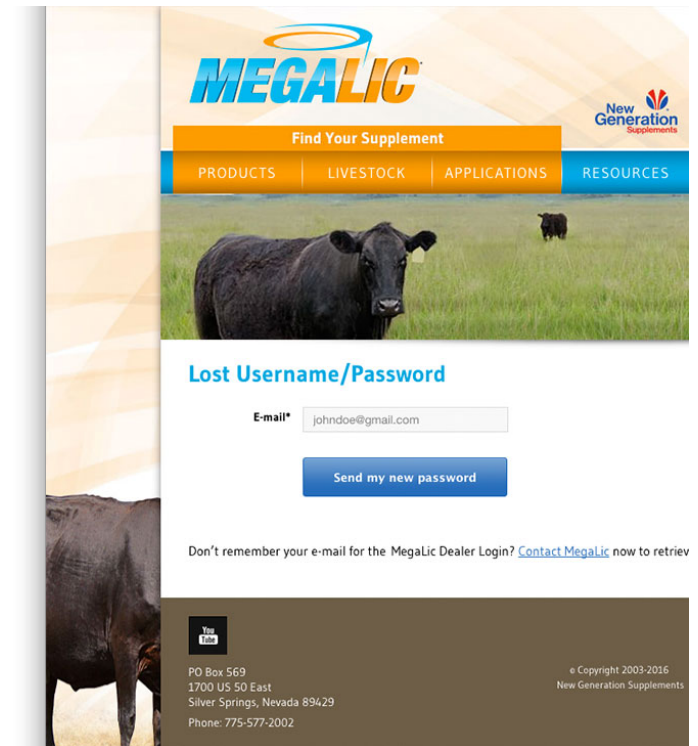


Figure 7