Dear Valued IWT-Tesoro Customer:

We are excited to introduce Décor 24, a program that will allow you to access your account online! You will have the ability to view products, prices, download a price list, view stock quantities, place orders, and make payments, 24 hours a day, 7 days a week.

To gain access to this program, please complete this form by filling in the below information. Please note that IWT-Tesoro will supply your User ID. ***The email address(es) listed on this form will be the only email(s) that IWT-Tesoro will provide information regarding Décor 24 and will also be the only email(s) authorized to update the Décor 24 account.***

Depending on your needs, you may choose one or multiple options for each user. However, the account is limited to a *maximum* of three users. *Note- You are welcome to share your sign in details with other staff members who may require similar access.*

**Please fill out the section(s) in which you request to have access:**

|  |  |  |
| --- | --- | --- |
| User 1: (user id to be provided by IWT-Tesoro) | | |
| Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Select Option(s) Needed: | | |
| View Inventory | View Pricing | View Invoices |
| View Order History | Place Orders | Make Payments |

|  |  |  |
| --- | --- | --- |
| User 2: (user id to be provided by IWT-Tesoro) | | |
| Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Select Option(s) Needed: | | |
| View Inventory | View Pricing | View Invoices |
| View Order History | Place Orders | Make Payments |

|  |  |  |
| --- | --- | --- |
| User 3: (user id to be provided by IWT-Tesoro) | | |
| Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Select Option(s) Needed: | | |
| View Inventory | View Pricing | View Invoices |
| View Order History | Place Orders | Make Payments |

**Please note the following**:

* IWT-Tesoro will supply the User ID(s) after the user(s) are set up.
* Passwords require a minimum of six (6) characters.
* Passwords are case sensitive.
* IWT-Tesoro does NOT require password resets in any period, and it is the customer’s responsibility to inform IWT-Tesoro for any password or email changes.
* IWT-Tesoro will only use the email listed on this document to convey user ID and password information related to Décor 24.