Olympus Imported Auto Parts

The Finest In Parts For Foreign Cars



Delivering Legendary Customer Service since 1977

Welcome To WebDocs

A 24/7 online access to Invoice, Proof of Delivery, Credit and Statement Documents.

If you have any questions, please contact our Alexandria, VA corporate office location at (703) 370-0399

Thank You,

Olympus Imported Auto Parts

<u>5200 Eisenhower Ave – Suite 210 – Alexandria, Virginia, 22304</u> (703) 370-0399 Fax: (703) 370-8654 Setting up your account in WebDocs:

To set up access to your account, navigate your browser to either <u>http://www.forparts.com</u> or <u>http://www.olyonline.com</u> and click on the WebDocs link. You will be presented with the page shown below. You will need an invoice dated after January 2^{nd} , 2015.



Need to create a new account? Click here.

Forgot your user name or password? Click here

This site is compatible with <u>Internet Explorer</u> 8.0 or higher, <u>Google Chrome</u> 30.0 or higher, and <u>Adobe Acrobat Reader</u> 9.0 or higher.

Click the link next to "Need to create a new account?"

Self-registration

Please enter information below. Your answers will be matched against Invoicess we have on file. If the information checks out, you can create a user account.

Enter your customer number here -

The required information will be on your invoice. You will need to type them exactly as they are on the invoice, including any special characters such as dashes (-).



Your customer number is usually the last seven digits of your telephone number followed by a dash and the location number of the store that services you (xxxxxx-x). Invoice number is going to be formatted as (x-xxxxx). Date will be entered in as (MM/DD/YYY)

Self-registration

Please enter information below. Your answers will be matched against **Invoicess** we have on file. If the information checks out, you can create a user account.

Enter your customer number here -

Enter an invoice number here -

Enter date of selected invoice number here -

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Cancel Register >

Click Register in the bottom right.

Create Account

You will now be asked to create an account. Once you create an account, you can use it to view your documents.

Proceed >

Then click Proceed.

Please fill out the following information for your account. Only name is required. The rest of the fields are optional.

*Name	Olympus Customer]		
Address	5200 Eisenhower Ave			
	Suite 210]		
City	Alexandria			
State	VA 🗸			
ZIP Code	22304 -			
Phone:	703 - 370 - 0399			
Fax:	703 - 370 - 8654			
FEIN:	-			
		< Previous	Cancel	Proceed >

Fill out the required account information and click proceed to create your login. Please make a note of what you make your login and password, they are both case sensitive. It is a complex password and must have at least 8 characters, including a capital letter, a number and a special character.

Please fill out the information below for your account.

After registering, you can create other users and groups through the **Manage Users And Groups** wizard. You may change this information, except Login ID, throught the **My Account** screen.

*First name	Olympus
*Last name	Customer
Phone	703 - 370 - 0399
*E-mail	webadmin@olyonline.com
Password hint	WebDocs
*Login ID	olytest
*Password	•••••
*Reconfirm Password	•••••

< Previous Cancel Create Account >

Click Create Account, you will be redirected back to the main screen.

Your account has been successfully created

USER ID:	lear
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Forgot your user name or	password? <u>Click here</u>
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This site is compatible with <u>Internet Explorer</u> 9.0 or higher and <u>Adobe Acrobat Reader</u> 6.0 or higher.

Enter the username and password as you created them and click login.

The first screen you will be presented with lets you choose if and how you would like to receive your statements. You may choose to receive a traditional paper statement by mail, an eStatement by email or both. You may also choose whether or not you would like the supporting documents (Signed invoice copies, credits, Purchase Orders) with either method, as well as other advanced configuration options as a compressed zip file or just an email link back to the site.

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Thank you.

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