



Signing up for Paperless Invoicing with Foley is easy....

1. Visit Foley's Online Services web page www.myfoleyinc.com and click on *Paperless Invoicing* near the top right of the page.

The screenshot shows the 'Online Services' page of the Foley Cat website. The 'Paperless Invoicing' link is circled in red. The page includes a navigation bar with the Foley Cat logo and a 'Quick Access' dropdown menu. The main content area lists various services: PartStore, Document Review, SIS (Service Information System), The New Product Link, Paperless Invoicing, Service Log, Used Caterpillar Equipment, Equipment Data, SOS Services, and Build & Quote. Each service has a brief description and a link to learn more.

2. If you are already a registered user, you can sign in here. To sign up as a new user, click on the *Register Now* text indicated in red type.

The screenshot shows the login page of the Foley Cat website. The 'Register Now' link is circled in red. The page includes a login form with fields for 'USER ID' and 'PASSWORD', a 'REMEMBER ME ON THIS COMPUTER' checkbox, and buttons for 'Login', 'Cancel', and 'Forgot Password'.

3. This next screen will ask you for your **Customer Number** and a recent **Parts & Service Invoice Number**, to verify your account and get you started.

The screenshot shows the registration page of the Foley Cat website. The page is titled 'Registration' and 'Step 1 of 3: Customer # and Invoice # Details'. It includes a form with fields for 'Customer #' and 'Enter One of Your Recent Parts/Service INVOICE Numbers'. Below the form is a link for 'For questions, email registration@foleyinc.com'. At the bottom, there are 'Next' and 'Login' buttons. The footer includes the text 'Login Copyright © 2010'.

- If you don't know your **Customer Number** and **Invoice Number**, they can be located on any invoice you have on hand.

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ORIGINAL INVOICE

FOLEY **CAT**

FOLEY, INCORPORATED
855 CENTENNIAL AVENUE, P.O. Box 1555
PISCATAWAY, NJ 08855 – 1555
www.foleyinc.com

DIVISIONS .
FOLEY MACHINERY CO. (732) 885-5555
FOLEY POWER SYSTEMS (732) 885-3040
FOLEY RENTS – PISCATAWAY (888) 417-6464
FOLEY ON – HIGHWAY (732) 885-8257

PLEASE REMIT TO: FOLEY, INC. PO BOX 415434 BOSTON, MA 02241-5434

PARTS FAX (732) 885-1166

S O L D T O COMPANY NAME
ATTENTION
ADDRESS
CITY, ST 00000

S H I P T O COMPANY NAME
ATTENTION
ADDRESS
CITY, ST 00000

INVOICE NO.	INVOICE DATE	CUSTOMER NO	CUSTOMER ORDER NUMBER	STORE	DIV	SLM	TERMS	PAGE
WOIN1234567	07-31-12	123456		00	E		2	1
P.S.O. OR W.O. NO	DOC.DATE	PC	LC	MC	SHIP VIA			INV.SEQ.NUMBER
	07-27-12	1A	1Z	10				
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING	MACH ID.NO	
AA	3512							
QTY	PART NUMBER	N/R	DESCRIPTION			UNIT PRICE	TOTAL	
	COMPLETE INSPECTION							

- Enter your **Customer Number** and **Invoice Number**, then click the **Next** button. On this screen you will choose a **User ID** and enter your **Company Name & Email Address**. Your **User ID** will be unique to you. If it is already in use you will need to choose a different ID. Once you enter your email, the system will also verify that it is a valid address. *Please pay special attention to this step as an accurate email address is necessary to finalize the account creation.*

https://www.eipp05.com/foley/Registration.aspx

Foley Employee Website

eipp05.com

Foley Cat | Caterpillar Dealer fo...

FOLEY **CAT**

Registration

Step 2 of 3
Login ID Details

User ID ✓
User available

Customer Name

Email Address ✓
For questions, email registration@foleyinc.com

Login
Copyright © 2010

- Once you see two green check marks indicating your User ID & Email address are OK, click on the button that reads **Next (2 of 3)** which will advance you to the next screen.

7. On this final screen, you will choose how your electronic invoices are delivered to you, either as an attachment to an email, or a link which will bring you to the Foley Invoice Site. Please read this screen thoroughly and choose your method of delivery. Clicking on the **Finish** button will complete your online registration and you will no longer receive printed documents.

Registration

Step 3 of 3
Stop Receiving Paper Invoice(s)

Replacing paper Invoices with electronic versions allows you to reduce the flow of personal information from unsecured mailboxes, where it can be a target for theft. When you register on this website, you will no longer receive printed documents.

Please choose one of the following options:

☐ Send Attachment. You will receive a PDF attachment with each email.

☒ Send Email. You will receive an email with a link to the Foley invoice site.

Our site contains PDF images of your invoices. From this site, your images can be printed, emailed, viewed, or saved at your discretion.

After you click Finish you will receive an email from "gopaperless-Foleyinc" that will give you instructions on how to continue to our site. Thank you for registering online with Foley.

IMPORTANT NOTICE: Foley uses a 3rd party vendor to process delivery of our electronic documents. In order to ensure that these messages do not get blocked by your firewall we ask that you allow the following sender to pass through your firewall: FoleyInc@eipp05.com

For questions, email registration@Foleyinc.com

[Login](#)
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8. After you click **Finish** you will receive an email from "gopaperless-Foleyinc" that will include your User ID and temporary password. It will also contain instructions on how to continue to our *Paperless Invoicing* site. On your first login, you will be prompted to change your password. *In order to ensure that these emails do not get blocked by your firewall, we ask that you mark the following sender as "safe" in your system: FoleyInc@eipp05.com*

Thank you for your Registration to Foley Online Electronic Invoicing - Message (HTML)

From: Foley-online@EIPP05.com
To: Cindy Snow
Cc:
Subject: Thank you for your Registration to Foley Online Electronic Invoicing

Sent: Wed 9/26/2012 10:36 AM

FOLEY CAT

Dear Customer,

Thank you for registering for the online electronic invoicing services of Foley. Your registration was successful:

Your user ID is : **LeverageTech**
Your temporary password is : fakepassword2012
Your Customer # is : 123456

Due to our continued efforts to secure your data the system will force you to change the temporary password when you login to the site for the first time and we suggest you periodically change your password for security reasons.

You can login to your account at <https://EIPP05.com/Foley> to view invoices. If you have any questions regarding our online electronic invoicing services please email registration@Foleyinc.com.

Thank you,
Foley

Thank you for signing up for Paperless Invoicing with Foley!

If you have any questions whatsoever, please do not hesitate to contact us at paperless@foleyinc.com