



## AGP website user logged-in area instructions

### 1. Service Function Introduction

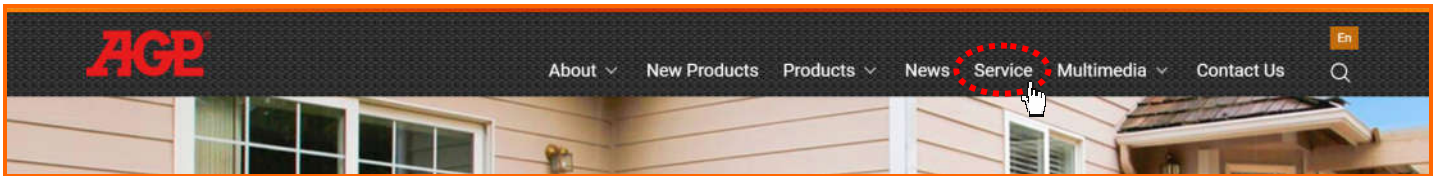
This site has a new service function. This allows a logged-in user to perform two main functions: The first is access to the download area, where one may find instruction manuals, parts diagrams & lists, parts prices, certificates, test reports and other documents. The second is for online purchasing by credit card.

### 2. Logging In to your account

You must first contact the AGP business staff to obtain your account number and password.

(a) Enter the AGP website at <http://www.agp-powertools.com/>.

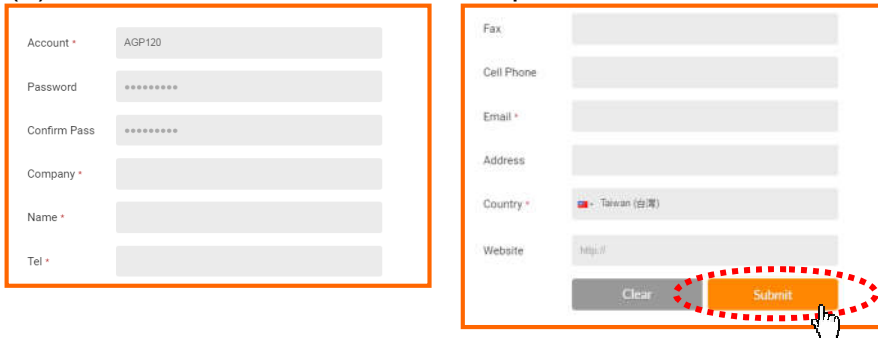
(b) Click the "Service" link at the top bar of the site.



(c) To log in, fill in your account number, password, captcha and click "Submit".

(d) For first time users, please click "Personal Information" and enter the information.

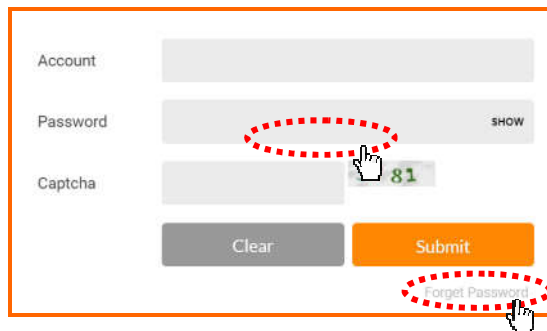
(e) The red asterisk "\*" indicates required fields, fill in all the information and click "Submit".



The image shows a registration form with two columns of input fields. The left column includes fields for Account, Password, Confirm Pass, Company, Name, and Tel. The right column includes Fax, Cell Phone, Email, Address, Country (with a dropdown menu showing Taiwan), and Website. Red asterisks are placed to the left of the Account, Password, Confirm Pass, Company, Name, Tel, Email, and Country fields. At the bottom of the form, there are two buttons: a grey "Clear" button and an orange "Submit" button. A red dashed oval highlights the "Submit" button, and a mouse cursor is pointing at it.

### 3. Forgot Password

(a) If you forget your password, press "Forgot Password".



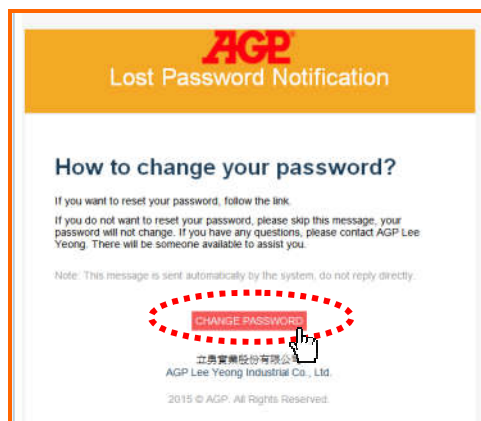
The image shows a "Forgot Password" form with three input fields: Account, Password, and Captcha. The Password field has a "SHOW" button to its right. Below the Captcha field is a green box containing the number "81". At the bottom, there are two buttons: a grey "Clear" button and an orange "Submit" button. A red dashed oval highlights the "Forgot Password" link located below the "Submit" button. A mouse cursor is pointing at the link.

(b) Enter your registered email address and press "Reset Password". The system will send a notification to your email.



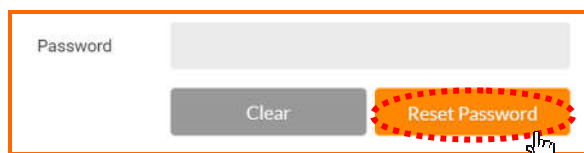
The image shows a "Reset Password" form with a single input field for Email. Below the input field are two buttons: a grey "Clear" button and an orange "Reset Password" button. A red dashed oval highlights the "Reset Password" button, and a mouse cursor is pointing at it.

(c) You will receive a notification from the system by email. Click "CHANGE PASSWORD".



The image shows an email notification from AGP. The header is orange with the AGP logo and the text "Lost Password Notification". Below the header, there is a section titled "How to change your password?" with instructions on how to reset the password. A red dashed oval highlights a button labeled "CHANGE PASSWORD" in the email body. A mouse cursor is pointing at the button. At the bottom of the email, there is the company name "立勇實業股份有限公司" and "AGP Lee Yeong Industrial Co., Ltd." along with a copyright notice.

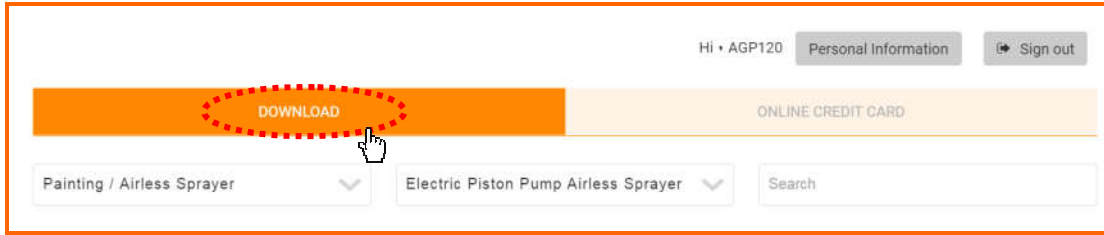
(d) Enter the new password and click "Reset Password" to complete the setting.



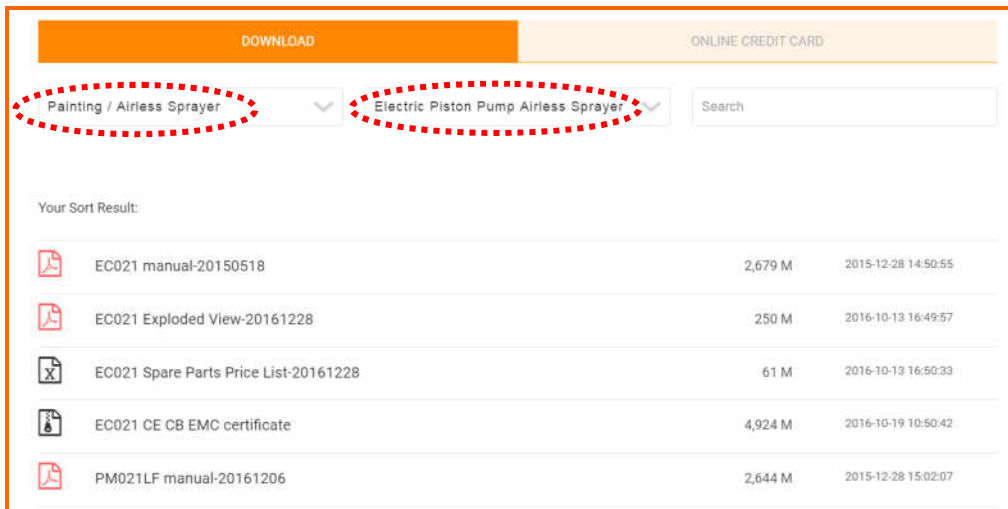
The image shows a "Reset Password" form with a single input field for Password. Below the input field are two buttons: a grey "Clear" button and an orange "Reset Password" button. A red dashed oval highlights the "Reset Password" button, and a mouse cursor is pointing at it.

## 4. Downloading Files

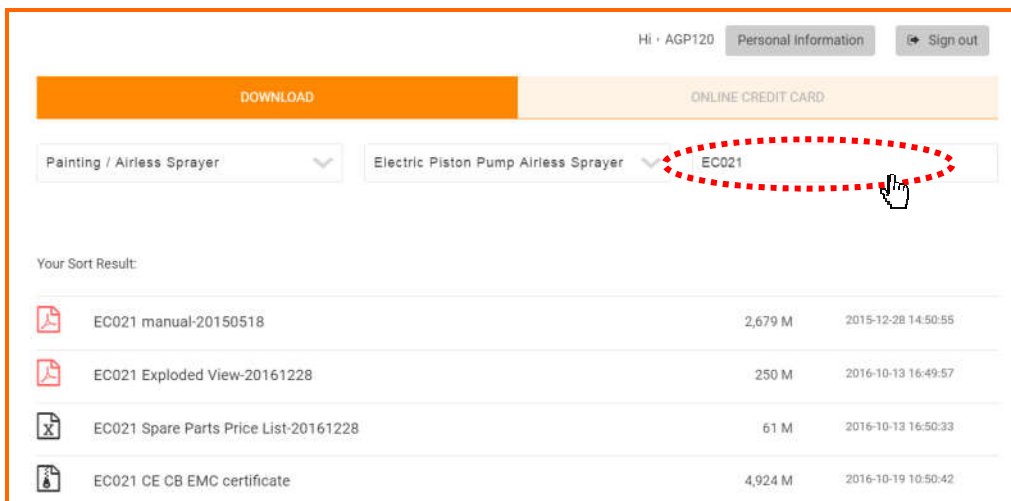
(a) Click "DOWNLOAD".



(b) There are two methods of searching for file downloads: The first is based on the machine type. Click on the main category from the left side drop list, and then click on the specific model category from the right side drop list. The system will list all relevant documents.



(c) The second method is a direct keyword search. For example, enter the machine model designation in the search bar and press "Enter".



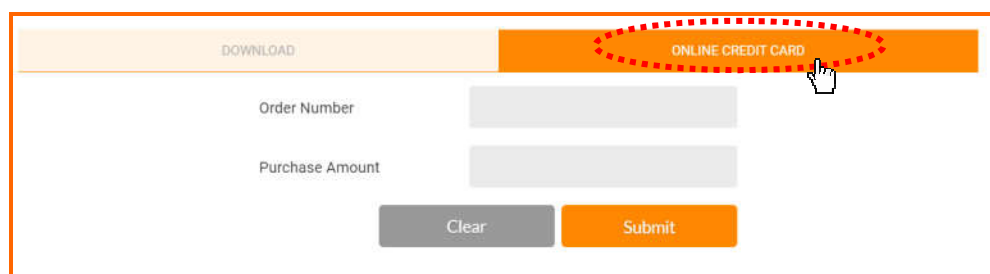
## 5. Online Credit Card Payment

(1) Online credit card payment is designed for small order payments only. Not all users are suitable for this function. Before attempting to use this payment method, please first contact the business staff.

(2) The maximum order amount shall be limited to \$300.00 USD, 300.00 € Euro, or £300.00 GBP for international orders. Taiwan orders shall be limited to 3,000 NTD. The transaction will be charged a credit card fee of 2.25%.

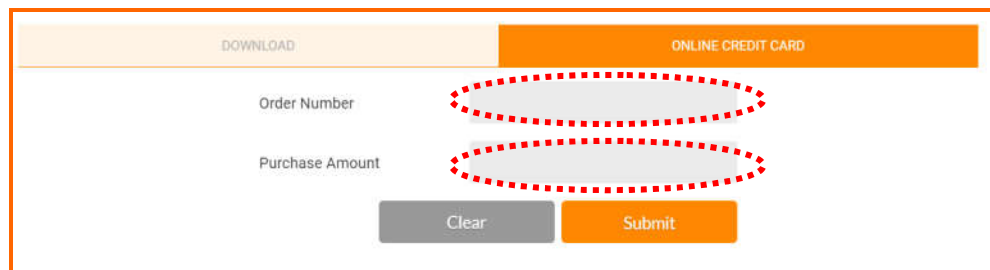
(3) Payments may only be made in NTD currency. For international orders, please contact business staff for an invoice with the total in NTD currency.

(a) Click "ONLINE CREDIT CARD"




The screenshot shows a web interface with a navigation bar at the top. On the left, there is a 'DOWNLOAD' button. On the right, there is an 'ONLINE CREDIT CARD' button, which is highlighted with a red dashed oval and a mouse cursor. Below the navigation bar, there are two input fields: 'Order Number' and 'Purchase Amount'. At the bottom, there are two buttons: 'Clear' and 'Submit'.

(b) Enter the order number and purchase amount in NTD currency from your invoice. It will link to the bank credit card screen.






The screenshot shows the same web interface as in (a). The 'ONLINE CREDIT CARD' button is no longer highlighted. Instead, the 'Order Number' and 'Purchase Amount' input fields are highlighted with red dashed ovals.

(c) Enter the card number, the 3 digit card verification code (CVC) on back of the card, and the expiry month and year of the card, then press "CONFIRM TO PAY". For international orders, the actual amount in your own currency will appear on your credit card bank statement.



歡迎來到本行 台灣公益服務協會  
Languages: [English](#)

Order Number : 20170705155701  
Pay Amount : (NTS) 100 新台幣



Credit Card No:

CVV2/CVC2/CAV2 :


**3 digits number printed on the signature strip on the back of the card**


Expiry Date :  Month  Year

**CONFIRM TO PAY**

【PLEASE MAKE SURE YOUR CREDITCARD NUMBER AND VALID DATA, AND THEN PRESS "CONFIRM TO PAY" BUTTON】

※ Transaction safe statement ※

This is a global safe authentication website and you may choose the golden key mark  to get more information of security certificate. This web page is leading provide SSL 128 digital transaction system for financial institute and banking purpose which is including safe and protection method SSL (secure socket layer protocol agreement) of TWCA Inc. Per each transaction will be process through encryption protection for safe concern. Our goal is also provide the best secure and stable environment to ensure your transaction get 100% safe.



※ Descriptions for Validation code (CVC2/CVV2) ※

If you use Master Card/VISA card please see as follows,

(1) Real card: It must be 3 digits, please see the verso of card in the signature part which is behind last 4 digits of card number.

(2) Virtual card: In order to perfect online shopping, issuer will provide 3 digits for cardholder. Please refer to bank for more information.