

Education Resource & Purchasing Portal

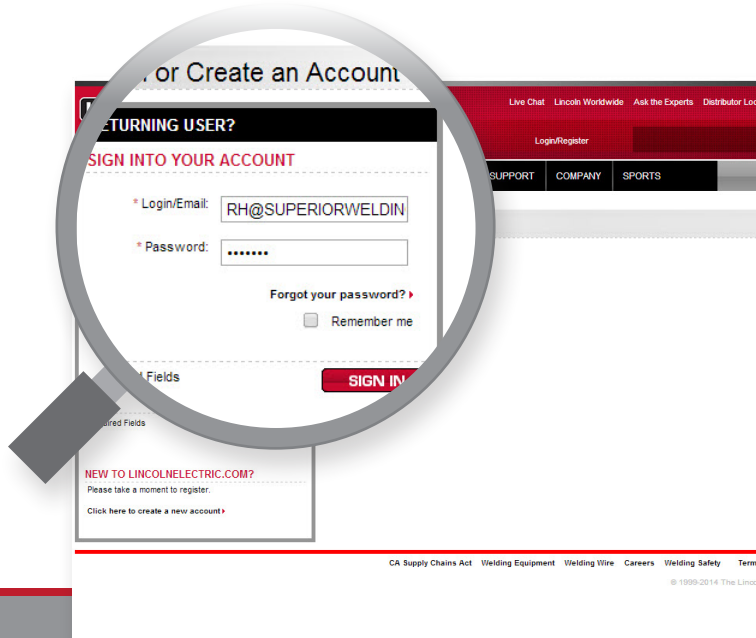
www.lincolnelectric.com/education



STEP 1: Login/Register at www.lincolnelectric.com

Enter your **email address** and **password** to sign in.

New to the site?
Create an account.



STEP 2: Sales Organization

To review your account status, please select **sales organization US10**.

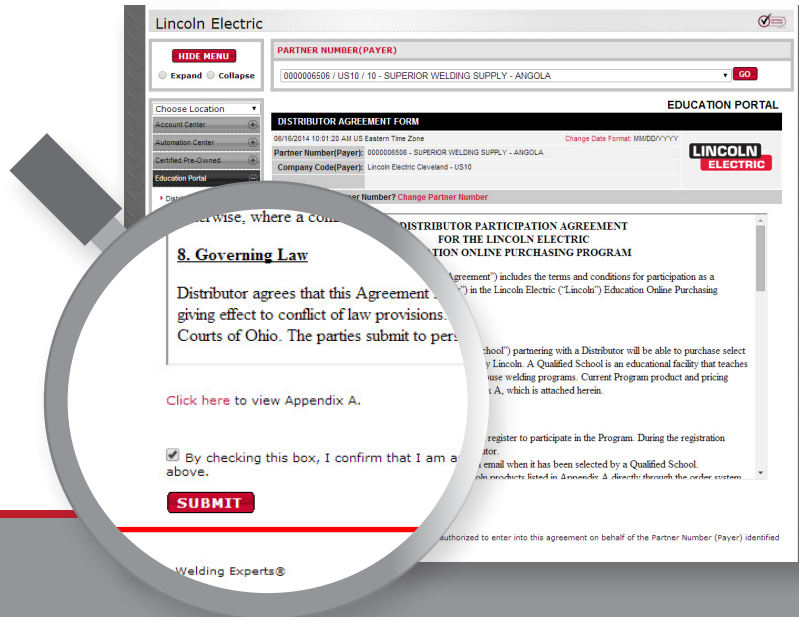
Access to the Education Portal can be found under the left hand navigation.



STEP 3: The Distributor Participation Agreement

includes the terms and conditions for participation as a Preferred Educational Distributor in the Lincoln Electric Education Resource & Purchasing Portal.

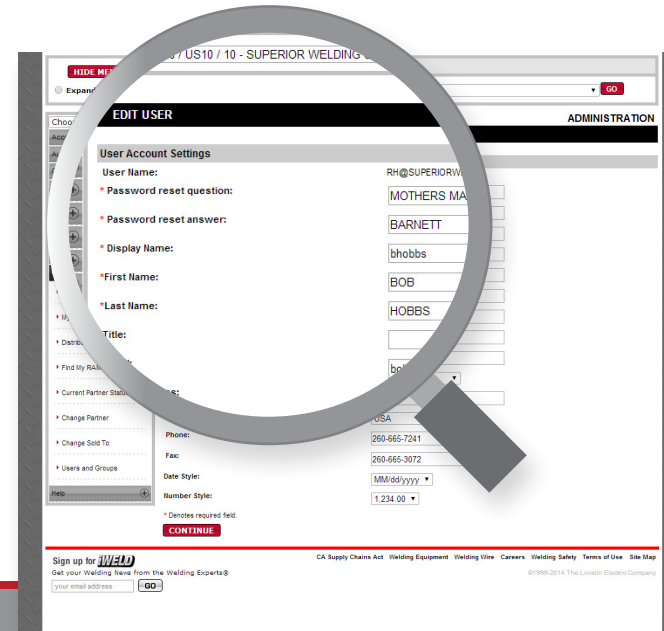
Read and confirm authorization of agreement.



STEP 4: My Profile

Easily access and modify your individual profile settings in the User Admin Center.

Plus, store additional information for future use.



STEP 5: Distributor Profile

Information entered in your distributor profile is used to populate the Lincoln Electric Distributor Locator Center.

Enter **general location information, hours of operation, corporate logo, and service capabilities.**

Enter your email address to receive a copy of school order confirmations.

The screenshot shows a web form for updating a distributor profile. A magnifying glass is positioned over the 'Business Email' field, which contains the text 'bob@superiorweld.com'. Other visible fields include 'Change Address' with 'SUPERIOR WELDING SUPPLY' as the name and '2801 WOODHULL DR' as the street address in 'ANGOLA, IN'. There are also fields for phone numbers (260-665-7241 and 260-665-3072) and a website (www.superiorweld.com). Below the email field, there are radio button options for 'Gas Available', 'Service Capability', 'Engine Capability', 'Air Compressor Capability', 'Rental Capability', and 'Demonstration Capability', each with 'Yes' and 'No' options. A 'Hours of Operation' section with a 'Start Time' field is partially visible at the bottom.

Distributor Education Relationship Report

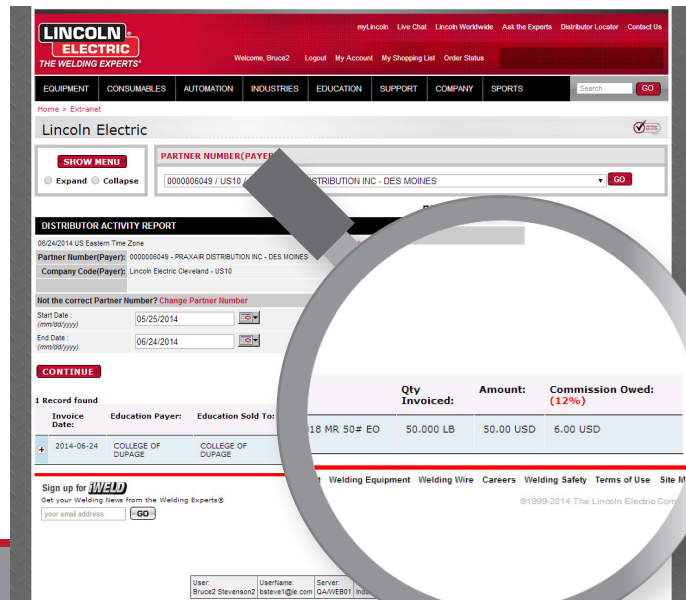
Generate a report to review the qualified schools that have selected your organization as a preferred distributor.

The screenshot shows the Lincoln Electric website interface. A large magnifying glass is centered over the 'DISTRIBUTOR EDUCATION RELATIONSHIP REPORT' section. The report title is 'DISTRIBUTOR EDUCATION RELATIONSHIP REPORT' and it includes a 'GO' button. Below the title, there is a table of data. The table has two columns: 'Sold To' and 'Schools'. The 'Sold To' column lists distributor information such as '0000010535 - PRAXAIR DIST. #852 - AKRON' and '0000018515 - PRAXAIR DIST. #446 - ABERDEEN'. The 'Schools' column lists school names like 'LYNNES WE...', 'WILLISTON...', 'HANEY TEC...', 'WALLAC...', and 'WALLAC... COLLEGE'. The website header includes the Lincoln Electric logo and navigation links like 'Home', 'Extranet', and 'HIDE MENU'. The footer contains user information and a copyright notice for 2014.

Distributor Activity Report

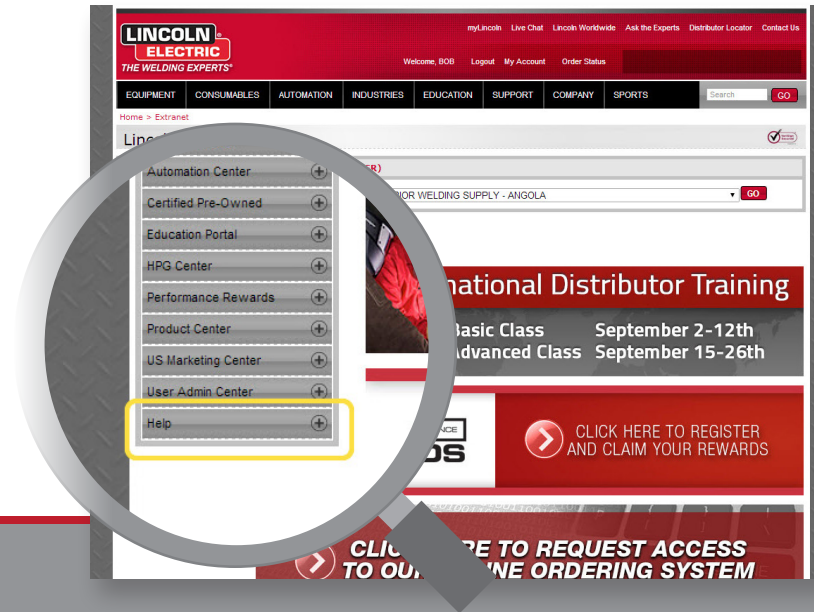
Generate one report to review orders placed by qualified schools associated with your account and the commission total for each order.

Select a date range in order to generate a report.



Need a quick Tutorial?

Click on the **help** tab on the left hand side of the page. The help page provides a variety of documents on **How To Use MyLincoln**.



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