

# Quick Help Guide Tolomatic Portal

## Portal Links:

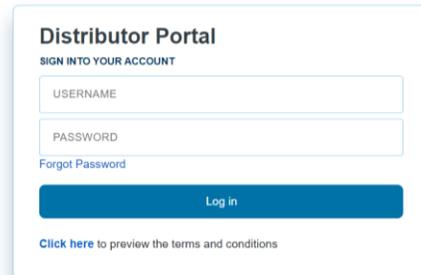
During Soft Launch (December 12 – January 8): <https://portal.tolomatic.com/NewPortal>

After Go Live- January 9, 2023: <https://portal.tolomatic.com>

## How to Log in?

### If you have a Tolomatic Sizing Log in:

1. User Name: Usually your email
2. Password: Same as your Sizing Log in
3. Forgot your Password?  
Click “Forgot Password”.  
You will get an email to reset.



The screenshot shows the 'Distributor Portal' login interface. It includes a title 'Distributor Portal', a subtitle 'SIGN INTO YOUR ACCOUNT', and two input fields for 'USERNAME' and 'PASSWORD'. Below the password field is a link for 'Forgot Password'. A blue 'Log in' button is positioned below the fields. At the bottom, there is a link: 'Click here to preview the terms and conditions'.

### If you have a log in for Tolomatic’s previous “Dealer Portal”, but not the Sizing Software:

- Please contact your manager or contact Tolomatic customer service at [help@tolomatic.com](mailto:help@tolomatic.com)
- You should then receive a User Name and temporary password to get started.

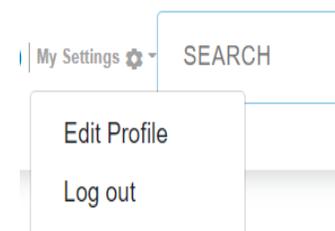
### If you are new to the portal and do not have a Tolomatic Sizing Log in:

- Tolomatic’s portal is intended for Tolomatic Sales Channel and employees. To request an account for access, please contact your manager or contact Tolomatic customer service at [help@tolomatic.com](mailto:help@tolomatic.com)
- You should then receive a User Name and temporary password to get started.

### To change password

We recommend having a password that is something easy to remember.

- In the upper right corner of the screen click on “My Settings”
- Select “Edit Profile”
- Enter a new password and confirm
- Click “Update” to save



## Home Screen navigation

### Quick access to the most needed information!

- Quick pricing for 8-digit and configured items
- Build an Item link to step through a configuration string
- View recent orders
- View recent RMAs
- Quick links to [www.tolomatic.com](http://www.tolomatic.com) tools
- Tolomatic news

### Use the Tabs for more detail

- Pricing
- Order Status
- Quotes
- RMAs
- Info Center
- Tolomatic News
- Tab for Administration (Distributor Managers and Tolomatic Employees)

**Tolomatic**<sup>TM</sup> | Tolomatic Portal | Welcome, Tina (distributor-manager) | My Settings | SEARCH

Pricing Order Status Quotes RMAs Info Center News Admin ▾

### Quick Price Lookup

ENTER AN 8 DIGIT ITEM OR CONFIGURED STRING

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DETAILED ITEM PRICING

### Orders

Filter by: Most Recent [View full details](#)

Order Number	Order Date	Status	PO Number	Ship to name
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### NEWS & UPDATES

Apr 18, 2022

**New RSA Quick Ship Program**  
Pre-configured, fixed stroke RSA 32 rod style industrial actuators available in one week!

The post [New RSA Quick Ship Program](#) appeared first on [Tolomatic](#).

### To go back to the Portal Home Screen from any page:

- Click on Tolomatic on the upper left of the screen.



If you have any questions, please contact [help@tolomatic.com](mailto:help@tolomatic.com)