

Register Web Forms

Cost of Web Forms

At the time of this publication, the following information was in effect:

Sterling Web Forms accepts payment *only* in the form of a credit card or bank account.

The cost of Web Forms includes a one time only initial license fee of \$25 and a monthly processing fee that is volume based and once it is exceeded a per document charge will assessed.

As part of the registration process, a monthly processing fee must be selected. There are 11 document levels to choose from. It is recommend that prior to registration an analysis is made regarding the number of transactions being traded with Harley-Davidson. The transactions that may be sent by Harley-Davidson to the supplier are: Planning Schedule, Purchase Order, and Ship Schedule. Planning Schedules are sent weekly, Purchase Orders are sent as needed, and the Ship Schedule is sent to notify the supplier that a specific quantity of parts is need and when to ship them. Please note the following:

- If a Purchase Order is sent, a Planning Schedule and Ship Schedule will not be sent.
- If a Planning Schedule is sent, usually Ship Schedules are also sent.

The supplier is required to send a Ship Notice to Harley-Davidson whenever a shipment leaves their dock.

The monthly processing fee can be changed to another document level, upon written notice to Sterling Commerce, once in any given twelve-month period. The new document level will become effective the next billing month.

The document levels are:

- 15 documents and 15 FAs at \$19.95/month, \$1.95 each additional document
- 40 documents and 40 FAs at \$39.95/month, \$1.75 each additional document
- 75 documents and 75 FAs at \$69.95/month, \$1.50 each additional document
- 100 documents and 100 FAs at \$84.95/month, \$1.25 each additional document
- 150 documents and 150 FAs at \$99.95/month, \$1.00 each additional document
- 250 documents and 250 FAs at \$159.95/month, \$0.90 each additional document
- 500 documents and 500 FAs at \$309.95/month, \$0.75 each additional document
- 750 documents and 750 FAs at \$459.95/month, \$0.70 each additional document

- 1000 documents and 1000 FAs at \$599.95/month, \$0.65 each additional document
- 1500 documents and 1500 FAs at \$750.00/month, \$.50 each additional document
- Seasonal Pricing: \$24.95/year, each document are \$4.00 each.

Sterling Commerce Network Agreement for Web Forms

At the time of this publication, the Sterling Commerce Network Agreement for Web Forms is below. Any questions or concerns in regards to the Agreement must be direct to Sterling Commerce.

Network Services Agreement

(United States)

THE FOLLOWING ARE THE TERMS AND CONDITIONS UNDER WHICH STERLING COMMERCE (AMERICA), INC. ("STERLING COMMERCE") WILL PROVIDE ONLINE SERVICES FOR THE COMPLETION AND TRANSMISSION OF ELECTRONIC FORMS BETWEEN TRADING PARTNERS (THE "SERVICES"). BY YOUR ELECTRONIC ACCEPTANCE BELOW, YOU REPRESENT THAT YOU ARE AUTHORIZED TO AND DO ACCEPT THESE TERMS AND CONDITIONS ON BEHALF OF YOUR COMPANY ("CUSTOMER") IDENTIFIED IN THE ELECTRONIC REGISTRATION FORM. CAREFULLY READ THE FOLLOWING TERMS AND CONDITIONS BEFORE ELECTRONICALLY ACCEPTING THIS AGREEMENT BELOW. IF AT ANY TIME YOU HAVE QUESTIONS, CALL 1-888-432-7382. YOU MAY PRINT A COPY OF THIS AGREEMENT AT ANY TIME BY SELECTING PRINT FROM YOUR BROWSER'S TOP MENU BAR.

1. Description of Services.

Customer will receive the Services at the then current Sterling Commerce fee rates, a copy of which follows this Agreement and is incorporated by reference, unless such fees are being paid by another trading partner or sponsor company who has already agreed to such terms. The Services will be provided in accordance with the applicable electronic commerce services user guide or online user help and documentation (the "User Guide") provided by Sterling Commerce, applicable to the Services, as revised by Sterling Commerce from time to time. Should Customer desire additional services, including reports, statistical analyses, database services or other services, these may be provided by Sterling Commerce, at its option, either pursuant to an addendum to this Agreement or by separate written agreement. The Services will be provided only to a Customer location or locations within the United States.

2. Title.

Customer acknowledges and agrees that title and full ownership rights, including all related copyrights, patents, trade secrets and other proprietary rights, in and to the Services and any documentation describing or relating to the Services, including but not limited to any and all formats, computer programs, specifications, on line help and documentation and the User Guide (the "Documentation") shall remain at all times solely with Sterling Commerce, Inc., its affiliated companies or respective licensors (collectively referred to as the "Third Party

Owners"). The Services and the Documentation are agreed to be the proprietary, confidential and trade secret information of the Third Party Owners, whether or not any portion thereof is or may be validly copyrighted or patented. Customer shall have no right, title or interest in or to the Services or the Documentation, whether or not such Services or Documentation have been developed specifically for performance of this Agreement.

3. Term of Agreement; Termination.

The term of this Agreement shall commence on the effective date which shall be the date of acceptance of this Agreement by Sterling Commerce, and shall continue for a period of one (1) year (the "Initial Term"). During the Initial Term, either party may terminate this Agreement upon no less than ninety (90) days written notice to the other party. Upon expiration of the Initial Term, the term shall automatically be extended for successive one (1) month terms, unless and until terminated by either party upon no less than thirty (30) days prior written notice to the other party.

Upon any termination or expiration of this Agreement, Customer shall return to Sterling Commerce or shall destroy the Documentation and all copies, partial copies, revisions and modifications thereof, in Customer's possession and shall certify in writing that all copies and partial copies thereof have been returned to Sterling Commerce or destroyed. The provisions of Sections 2, 4, and 8 shall survive any termination or expiration of this Agreement.

4. Price Revision.

All prices set forth on the then current Sterling Commerce Fee Schedule may be revised by Sterling Commerce at any time, upon forty-five (45) days' prior written notice to Customer. Customer may then elect to terminate this Agreement within thirty (30) days of Sterling Commerce's written notice of increase, such termination to be effective no earlier than the date the increased rates go into effect. Customer shall remain responsible for any and all accrued or surviving obligations of Customer.

5. Payment and Taxes.

Customer shall pay for Services as follows, unless another trading partner or sponsor company has already agreed to assume payment of all of Customer's fees:

(a) Sterling Commerce or its designee will invoice monthly, in arrears, for the Services provided during the preceding month, at the applicable rates.

(b) Terms are net fifteen (15) days from invoice date. In the event Customer fails to make payment of any sum billed in accordance with this Agreement within fifteen (15) days after its due date, Sterling Commerce or its designee may give written notice to Customer advising that all Services provided by Sterling Commerce under this Agreement will be suspended unless all payments then due are made within fifteen (15) days. If Customer fails to pay within such fifteen (15) day period, Sterling Commerce may suspend all further Services or terminate this Agreement.

(c) Amounts payable to Sterling Commerce, or its designee, as specified, are payable in full to Sterling Commerce or its designee without deduction and are net of taxes and customs duties; in addition to such amounts, Customer shall pay sums equal to all taxes (including, without limitation, sales, goods and services, use, property, privilege, ad valorem or excise taxes) and customs duties paid or payable, however designated, levied or based on amounts payable to Sterling Commerce or its designee under this Agreement or based on the Services, but exclusive of Sterling Commerce's franchise taxes and federal, state and local taxes based on Sterling Commerce's net income. Such amounts, when applicable, shall appear as separate items on Sterling Commerce's or its designee's invoice.

6. Warranty; Warranty Disclaimer.

(a) Sterling Commerce warrants that the Services will conform in all material respects to the on line documentation provided by Sterling Commerce, as revised by Sterling Commerce from time to time. With respect to Services involving the processing or storage on Sterling Commerce's equipment of data transmitted by or to Customer, Sterling Commerce will, at its expense, re-perform or correct any nonconforming Services to the extent due to errors on the part of Sterling Commerce, provided Customer notifies Sterling Commerce of such nonconformance within thirty (30) days after the performance of such Services. In the event Customer fails to notify Sterling Commerce of any such nonconforming Services within such thirty (30) day period, such Services shall be deemed conforming and Customer shall be deemed to have finally accepted such Services.

(b) Customer and its trading partners shall be solely responsible for maintaining adequate controls over their respective mailboxes and data transmissions, for monitoring such mailboxes and transmissions, and for bringing to Sterling Commerce's attention any non-conforming transmissions, failure to receive transmissions or inability to access any mailbox. Customer shall be solely responsible for setting applicable data processing and transmission parameters, for inspecting all data input and output for accuracy and completeness, and for having appropriate safeguards in place to identify data and processing errors. Customer shall maintain, and shall require its trading partner(s) to maintain, adequate supporting material to enable Sterling Commerce to regenerate card files, tape files, disk files, printer outputs and data furnished by or to Customer pursuant to this Agreement and to re-perform any necessary processing. In the event Customer or its trading partner(s) fail(s) to maintain adequate supporting material, Sterling Commerce's liability shall be strictly limited to the same cost of regeneration, reprocessing, or replacement, at Sterling Commerce's then current rates, as if Customer or its trading partner(s) had so maintained adequate supporting data or copies. Such reperformance or correction of nonconforming Services shall be Sterling Commerce's sole liability under this Section 6(b).

(c) In the event Sterling Commerce fails or is unable to reprocess, replace or regenerate any such lost, damaged or incorrect data from Customer's or any of its trading partner's supporting materials, as provided in Section 6(a) and 6(b), Sterling Commerce, may, at its sole option and as its sole liability, refund to Customer any amounts paid by Customer (or paying agent) for the Services which resulted in such lost, damaged or incorrect data, not to exceed the greater of payments made with respect to the thirty (30) days of Service

immediately preceding the date of loss of or damage to data, or the sum of ten thousand dollars (\$10,000.00).

(d) Sterling Commerce shall not be responsible in any manner for any nonconforming Services to the extent caused by Customer or Customer's trading partners. In addition, Sterling Commerce shall not be responsible for loss or corruption of data in transmission, or for failure to send or receive data due to events described in Section 11(b), below. Further, Sterling Commerce shall not be responsible for the failure of Customer to provide accurate data to Sterling Commerce, for the Customer's or any third party's equipment or software errors or failures, or for the failure of Customer or any third party to act on any communication transmitted to or by Customer in accordance with this Agreement. Customer acknowledges that Sterling Commerce is in no respect responsible for the creditworthiness or performance of any trading partner of Customer. Sterling Commerce may discontinue the availability of any Interconnect Services (as defined in Section 6(e) below) in the event such Interconnect Services are no longer generally offered by Sterling Commerce and/or the respective Interconnect Services Provider.

(e) In the event the Services then currently offered by Sterling Commerce include access and/or interconnection to a gateway or network whereby electronic commerce services (the "Interconnect Services") are provided by and between Sterling Commerce and a third party (the "Interconnect Services Provider"), Sterling Commerce shall be responsible for the Services only to the extent of the transmission of transaction sets, messages, data or other communications (collectively, "Data") to, or receipt of Data for Customer from, such Interconnect Services Provider. In no event shall Sterling Commerce or the Interconnect Services Provider be responsible for the accuracy or content of any Data transmitted or received by the applicable Interconnect Services Provider when improperly transmitted by the Customer or its trading partner, or during any period of time while any Data is in transmission.

(f) THE OBLIGATIONS OF STERLING COMMERCE AND THE RIGHTS AND REMEDIES OF CUSTOMER SET FORTH IN SECTIONS 6 AND 7 HEREOF ARE EXCLUSIVE AND IN SUBSTITUTION FOR ALL OTHER WARRANTIES, CONDITIONS, REPRESENTATIONS, OBLIGATIONS AND LIABILITIES OF STERLING COMMERCE. STERLING COMMERCE DOES NOT WARRANT THAT THE OPERATION OF THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE. NO OTHER WARRANTY IS EXPRESSED AND NONE SHALL BE IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR USE OR FOR A PARTICULAR PURPOSE, SATISFACTORY QUALITY, TITLE OR NON-INFRINGEMENT.

7. Limitation of Liability.

(a) STERLING COMMERCE AND THE THIRD PARTY OWNERS, SHALL HAVE NO LIABILITY WHATSOEVER, UNDER ANY CIRCUMSTANCES, FOR SPECIAL, INDIRECT, CONSEQUENTIAL, INCIDENTAL OR EXEMPLARY DAMAGES OR FOR LOST PROFITS, OR FOR CLAIMS AGAINST CUSTOMER BY THIRD

PARTIES, WHETHER BASED ON TORT OR BREACH OF CONTRACT CLAIMS OR ON ANY OTHER BASIS, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH

- (b) DAMAGES. THE MAXIMUM LIABILITY OF STERLING COMMERCE SHALL BE LIMITED IN ALL EVENTS TO THE AMOUNTS RECEIVED BY STERLING COMMERCE FROM CUSTOMER (OR PAYING AGENT) WITH RESPECT TO THE SPECIFIC SERVICES UPON WHICH THE CLAIM OF LIABILITY IS MADE, AND IN NO EVENT SHALL THE AGGREGATE EXCEED THE GREATER OF PAYMENTS MADE WITH RESPECT TO THE THIRTY (30) DAYS OF SERVICE IMMEDIATELY PRECEDING THE DATE OF THE DEFAULT, ACT OR OMISSION BY STERLING COMMERCE OR THE SUM OF TEN THOUSAND DOLLARS (\$10,000.00). THE PARTIES ACKNOWLEDGE THAT THEY HAVE BARGAINED FOR AND AGREE TO THE FOREGOING LIMITATIONS OF LIABILITY AND THAT THEY ARE AN INTEGRAL PART OF THE CONSIDERATION FOR THIS AGREEMENT.

- (b) UNLESS SUBJECT TO A SEPARATE AGREEMENT BETWEEN CUSTOMER AND ANY INTERCONNECT SERVICES PROVIDER, IN NO EVENT SHALL ANY INTERCONNECT SERVICES PROVIDER HAVE ANY LIABILITY TO CUSTOMER IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT.

8. Confidentiality.

- (a) Customer acknowledges and agrees that the Documentation relating to the Services and all copies, partial copies and any and all revisions and modifications thereof, and the Services, are confidential and proprietary and constitute valuable trade secrets of the Third Party Owners. Customer agrees it shall maintain the Documentation and the Services in confidence and shall not, nor shall it permit its employees, agents and subcontractors to sell, transfer, publish, disclose, display or otherwise make accessible the Documentation, or any copies thereof, or the Services, in whole or in part, to any third party, or use the Documentation or Services for its own benefit or the benefit of others, except as expressly permitted under this Agreement. Notwithstanding any other termination provision of this Agreement, violation of any provision of this Section 8(a) shall be deemed to constitute a material breach of this Agreement and shall be the basis for immediate termination of this Agreement and the Services provided hereunder, and shall give Sterling Commerce the right to seek immediate injunctive relief in addition to all other available remedies at law and in equity.

- (b) Sterling Commerce agrees to utilize and employ commercially reasonable safety and security measures for Data transmission and processing, and to protect against unauthorized access to Sterling Commerce's computerized files with respect to Data contained in Customer's incoming and outgoing mailbox(es). Except as authorized by Customer, Sterling Commerce will not disclose to any third party or use for its own benefit or use in any manner not contemplated by this Agreement any Data contained in Customer's incoming or outgoing mailbox(es). However, Sterling Commerce does not represent or guarantee in any manner that Data coming into Customer's mailbox(es) has been treated by the sender thereof as

confidential, or that Data transmitted from Customer's outgoing mailbox(es) will be treated by the recipient as confidential.

(c) Customer assumes full responsibility for monitoring and restricting the use of its password(s), user identification numbers and other security measures subject to control by Customer.

(d) The foregoing notwithstanding, a party's nondisclosure obligations hereunder shall not extend to any information, including Data, disclosed to that party (the "Receiving Party") by the other party (the "Disclosing Party"), which:

(i) the Receiving Party can establish, by competent documentation, was known to the Receiving Party without restriction prior to disclosure to it by the Disclosing Party or was independently developed by the Receiving Party; or

(ii) is now or hereafter comes into the public domain through no fault of the Receiving Party; or

(iii) is required by operation of law to be disclosed by the Receiving Party, provided, however, that the Disclosing Party is given reasonable advance notice of the intended disclosure and reasonable opportunity to challenge such legal requirement(s); or

(iv) is disclosed to the Receiving Party without restriction on disclosure by a third party who has the lawful right to make such disclosure.

9. Equipment Approval.

Performance of Services under this Agreement requires connection of Customer equipment with Sterling Commerce equipment. The devices, internet service provider, browser and equipment provided and used by Customer shall be of a type approved by Sterling Commerce, which approval shall not be unreasonably withheld. Sterling Commerce shall have the sole and exclusive right to select its own equipment, software and communications carriers to provide the Services.

10. Government Regulations.

Customer shall be solely responsible for compliance with any applicable United States and other foreign government regulations relating to the exportation and/or importation of Services, Documentation or Data. Customer acknowledges that the Services, Documentation or Data or any related products are subject to export controls under applicable export control regulations, including without limitation any U.S. Export Administration Regulations, applicable non-U.S. law or regulation or any other specific terms or restrictions.

11. General.

(a) Titles and paragraph headings are for convenient reference and are not a part of this Agreement. This Agreement supersedes in full all prior proposals, discussions and agreements between the parties relating to the Services, constitutes the entire agreement between the parties relating to the Services, and may be modified or supplemented only by a written document signed by an authorized representative of each party. There are no covenants, promises, agreements, conditions or understandings, either oral or written, between the parties relating to the subject matter of this Agreement, other than as set forth herein. No representation or warranty has been made by or on behalf of a party to this Agreement or any officer, director, agent or employee thereof, to induce the other party to enter into this Agreement, except representations and warranties expressly set forth herein. The preprinted terms and conditions of any purchase order or other ordering document issued by Customer in connection with this Agreement which are in addition to or inconsistent with the terms and conditions of this Agreement shall not be binding on Sterling Commerce and shall not be deemed to modify this Agreement.

(b) Except for Customer's payment obligations hereunder, neither party shall be liable for delays in any of its performance hereunder due to causes beyond its reasonable control, including, but not limited to, acts of God, strikes or inability to obtain labor or materials on time.

(c) If any provision of this Agreement shall be deemed illegal or otherwise unenforceable, in whole or in part, that provision shall be severed or shall be enforced only to the extent legally permitted, and the remainder of the provision and the Agreement shall remain in full force and effect. The waiver of any right or election of any remedy in one instance shall not affect any rights or remedies in another instance. A waiver shall be effective only if made in writing and signed by an authorized representative of the party making such waiver.

(d) Customer agrees that the terms of any shrink-wrap license, click-wrap license or any similar such license granted to Customer with respect to software or other products provided by Sterling Commerce or any of its affiliates are enforceable.

(e) Customer may not transfer or assign its rights, duties or obligations under this Agreement to any person or entity, in whole or in part, without the prior written consent of Sterling Commerce. Any such prohibited assignment shall be void.

(f) Customer acknowledges and agrees that the provisions of this Agreement are intended to inure to the benefit of the Third Party Owners as third party beneficiaries of this Agreement, and the Third Party Owners will be entitled to enforce such provisions against Customer. Customer further acknowledges and agrees that the Third Party Owners accept their third party beneficiary rights hereunder and that such rights will be deemed irrevocable.

(g) All notices which either party is required or may desire to give the other party under this Agreement shall be given by addressing the communication to the address set forth on the first page of this Agreement, and may be given by certified or registered mail, overnight carrier, telex, or cable. Such notices shall be deemed given on the date of receipt (or refusal)

of delivery of said notice. Either party may designate a different address for receipt of notices upon written notice to the other party.

(h) This Agreement shall be governed by the laws of the State of Ohio and shall be deemed accepted by Sterling Commerce at its offices.

(i) To expedite the commencement of the Services, Customer acknowledges and accepts Facsimile Copies as binding documents equivalent to original documents. "Facsimile Copies" shall mean the Network Service Agreements, Sterling Commerce fee schedules, and other Sterling Commerce-generated contract documents, as applicable, which:

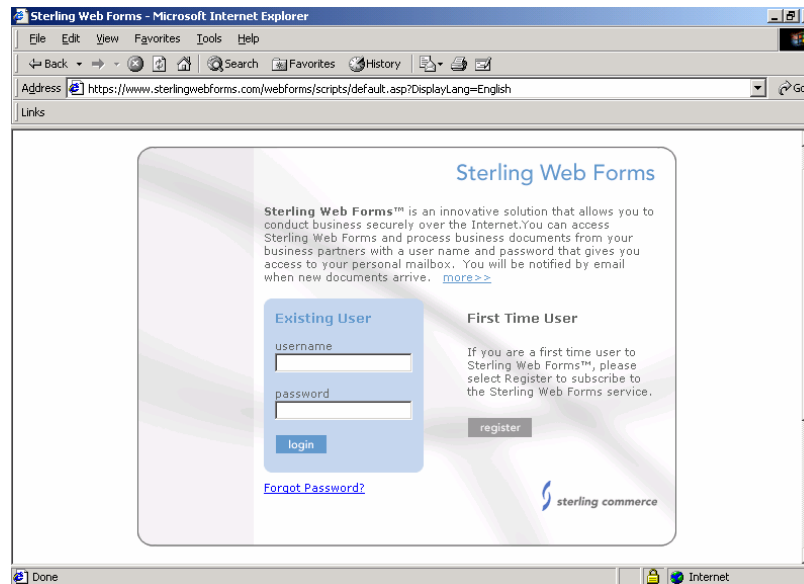
(i) contain no modifications or amendments to this Agreement;

(ii) are copied or reproduced and transmitted to Sterling Commerce via facsimile or any other process which accurately reproduces and transmits the original documents;
and

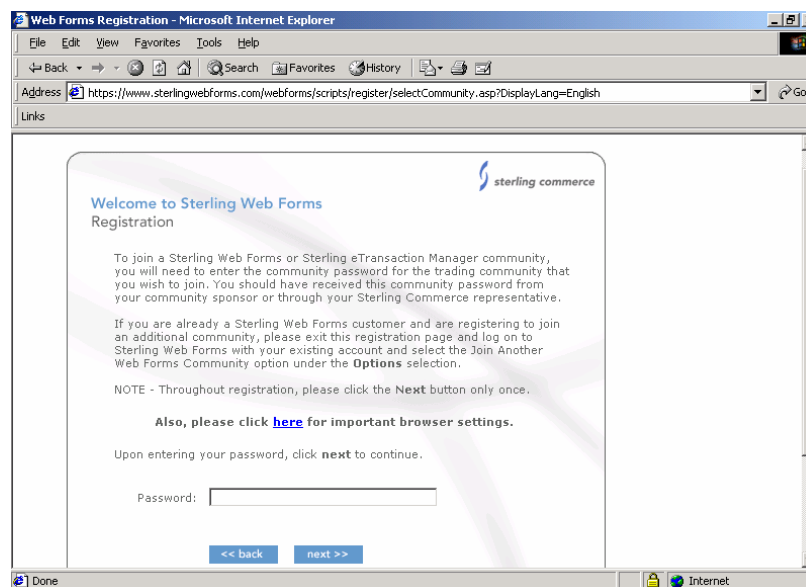
(iii) are accepted by Sterling Commerce.

Access Web Forms

1. Enter www.sterlingwebforms.com in the web browser's address field and press <ENTER>.
2. When the web browser connects with the web site, the Sterling Web Forms page displays.

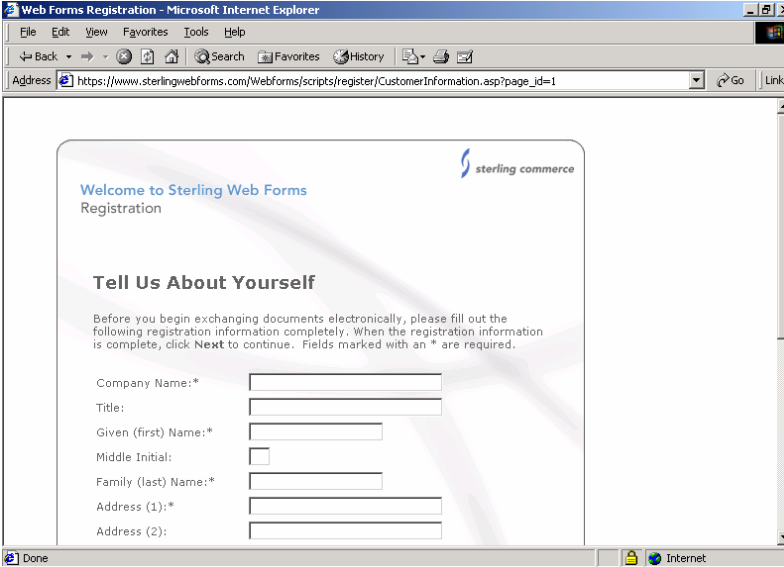


3. Click the **Register** button and the *Welcome to Sterling Web Forms, Registration* page displays.



Community Password

4. Enter **HDEC2000** in the Password field.
5. Press the **next** button and the *Welcome to Sterling Web Forms, Registration - Tell Us About Yourself* page displays.



The screenshot shows a Microsoft Internet Explorer browser window displaying the Sterling Commerce registration page. The address bar shows the URL: https://www.sterlingwebforms.com/Webforms/scripts/register/CustomerInformation.asp?page_id=1. The page content includes the Sterling Commerce logo, the heading "Welcome to Sterling Web Forms Registration", and a section titled "Tell Us About Yourself". Below this heading, there is a paragraph of instructions: "Before you begin exchanging documents electronically, please fill out the following registration information completely. When the registration information is complete, click **Next** to continue. Fields marked with an * are required." The form fields are as follows:

Company Name:*	<input type="text"/>
Title:	<input type="text"/>
Given (first) Name:*	<input type="text"/>
Middle Initial:	<input type="text"/>
Family (last) Name:*	<input type="text"/>
Address (1):*	<input type="text"/>
Address (2):	<input type="text"/>

Account Information

6. Enter the following fields – fields in bold are required:

- **Company Name**
- Title
- **First Name**
- Middle Initial
- **Last Name**
- **Address (1)**
- Address (2)
- **City**
- **State/Province/Other**
- **Country**
- County – This field is required if United States was selected for the Country.
- **Zip/Postal Code**
- **Phone Number**
- Fax Number
- **Primary Contact E-mail Address** - The email address entered in this field will be used by Web Forms to send notifications when EDI requirements are in your company's mailbox. Enter only one at this time. To enter additional email addresses, refer to the *Email Address* section in the *Using Web Forms* chapter.

7. When complete, press the **next** button and the *Welcome to Sterling Web Forms, Registration - User Name/Password* page displays.

Webforms Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address https://www.sterlingwebforms.com/Webforms/scripts/register/UserNamePassword.asp?page_id=2 Go Links

sterling commerce

Welcome to Sterling Web Forms Registration

Every time you logon to Sterling Web Forms, you will be asked to supply your user name and password. In the designated spaces below, please assign a user name and password to your account. Your user name must be at least six characters in length and must not exceed fifty characters in length (your email is used by default).

User Name:

Password:

Confirm Password:

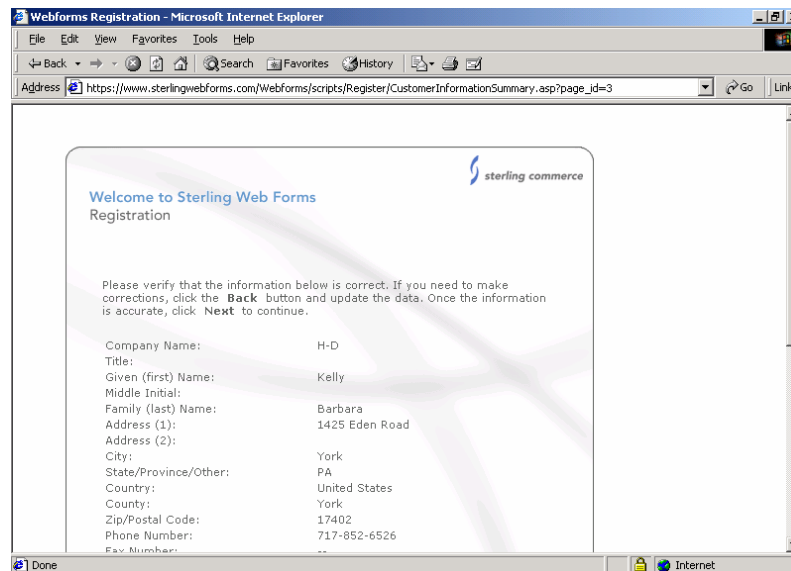
[Password Requirements](#)

<< back next >>

Internet

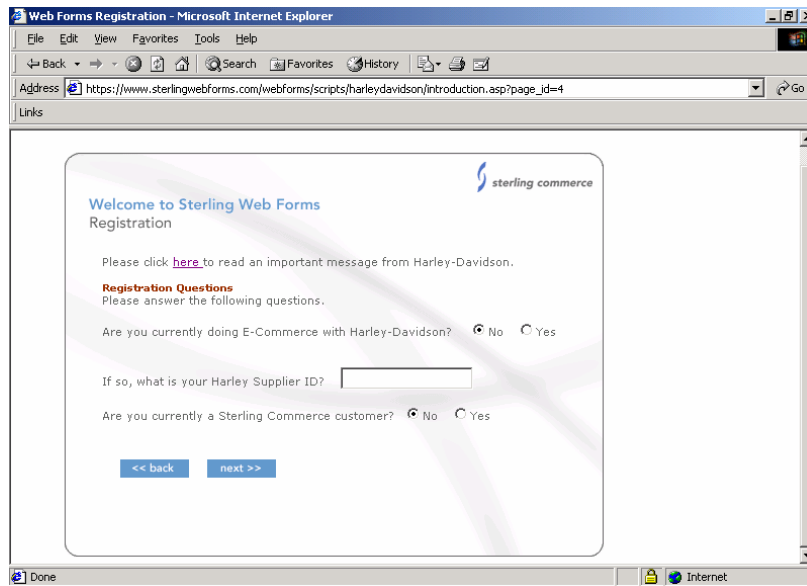
8. The User Name field contains the Primary Contact E-mail Address that was entered in the previous screen. If you wish you may change the User Name. Make note of this User Name as it is required when logging on to Web Forms.
9. When complete, press <TAB> and the cursor positions to the **Password** field.
10. Create your company's password by entering data in the **Password** field.

Note: To view the password requirements, click on the Password Requirements link.
11. When complete, press <TAB> and the cursor positions to the **Confirm Password** field.
12. Confirm your company's password by entering the password again.
13. When complete, press the **next** button and the *Welcome to Sterling Web Forms, Registration – Verification* page displays.



14. Review the information and if accurate, press the **next** button and the *Welcome to Sterling Web Forms, Registration - Questions* page displays.

Note: If you need to change any information, press the **back** button until the appropriate screen displays. The User Name and Password will need to be entered again.



Questions

15. Answer the questions.
16. When complete, press the **next** button and the *Welcome to Sterling Web Forms, Registration - Initial License Fee, Monthly Processing Fees, and Customer Support Information* page displays.
- Note: Make note of the initial license fee. If you are converting from Sterling Commerce Now or SmartForms, the initial license fee is waived.
17. Select the monthly processing fee that corresponds with the number of documents your company will send and receive per month.
18. When complete, press the **next** button and the *Sterling Web Forms Network Service Agreement* displays.
19. Read the agreement and indicate agreement by checking the box at the bottom of the screen.
20. Press the **i agree** button and the *Welcome to Sterling Web Forms, Registration - Billing Address* page displays.

Billing Address

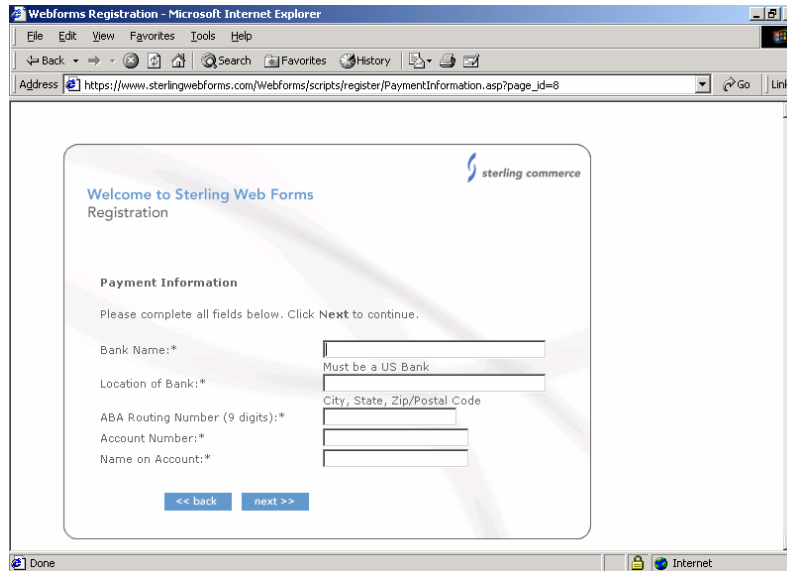
21. Verify that the displayed information is correct for the billing address. If necessary, make appropriate corrections.
22. Position to the **Select Payment Method** field, which is the last field located on the page.
23. Select your company's payment method.

Notes:

- United States and Canada: Choices are Bank Account or Credit Card
 - Europe: Choices are Credit Card or Invoice. To be invoiced, this must be arranged with the local Sterling Commerce office.
 - Asia: The only payment method is by Credit Card.
24. When complete, press the **next** button and the appropriate (Bank Account or Credit Card) *Welcome to Sterling Web Forms, Registration - Payment Information* page displays. Go the section that matches the payment method selected.

Bank Account Payment Information

25A. The below page will only display if Bank Account was selected for the Select payment method field on the previous page.



The screenshot shows a web browser window titled "Webforms Registration - Microsoft Internet Explorer". The address bar displays "https://www.sterlingwebforms.com/Webforms/scripts/register/PaymentInformation.asp?page_id=8". The page content includes the Sterling Commerce logo and the text "Welcome to Sterling Web Forms Registration". Below this is the "Payment Information" section, which contains the instruction "Please complete all fields below. Click Next to continue." and five required input fields: "Bank Name:*", "Location of Bank:*", "ABA Routing Number (9 digits):*", "Account Number:*", and "Name on Account:*". The "Location of Bank" field has a dropdown menu with the text "Must be a US Bank" and "City, State, Zip/Postal Code". At the bottom of the form are two buttons: "<< back" and "next >>".

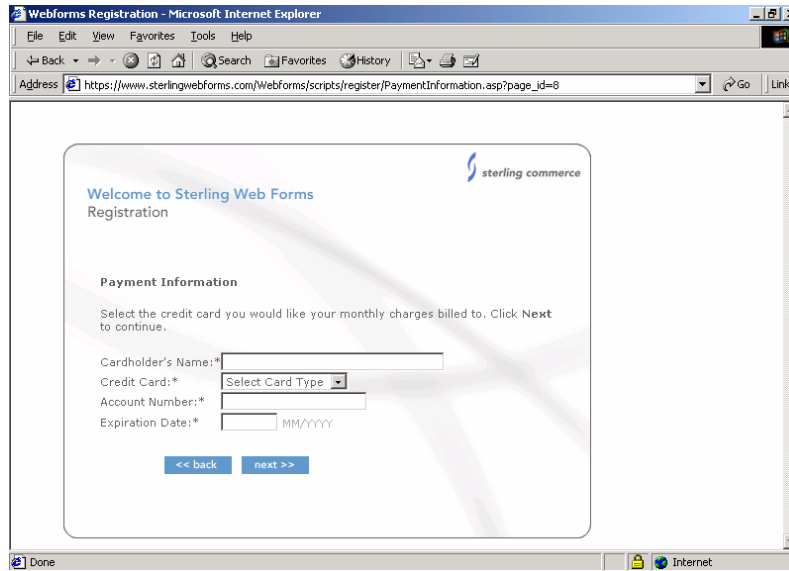
1) Enter the following fields – fields in bold are required:

- **Bank Name**
- **Location of Bank**
- **ABA Routing Number (9 digits)**
- **Account Number**
- **Name on Account**

2) When complete, press the **next** button. Go to the *Billing Summary* section in this chapter.

Credit Card Payment Information

25B. The below page will only display if Credit Card was selected for the Select payment method field on the previous page.



The screenshot shows a Microsoft Internet Explorer browser window displaying the Sterling Commerce Web Forms Registration page. The page title is "Webforms Registration - Microsoft Internet Explorer". The address bar shows the URL: https://www.sterlingwebforms.com/Webforms/scripts/register/PaymentInformation.asp?page_id=8. The page content includes a "Welcome to Sterling Web Forms Registration" header with the Sterling Commerce logo. Below this is the "Payment Information" section, which contains the following text: "Select the credit card you would like your monthly charges billed to. Click Next to continue." The form fields are: "Cardholder's Name:*" (text input), "Credit Card:*" (dropdown menu with "Select Card Type" selected), "Account Number:*" (text input), and "Expiration Date:*" (text input with a "MM/YY" format). At the bottom of the form are two buttons: "<< back" and "next >>".

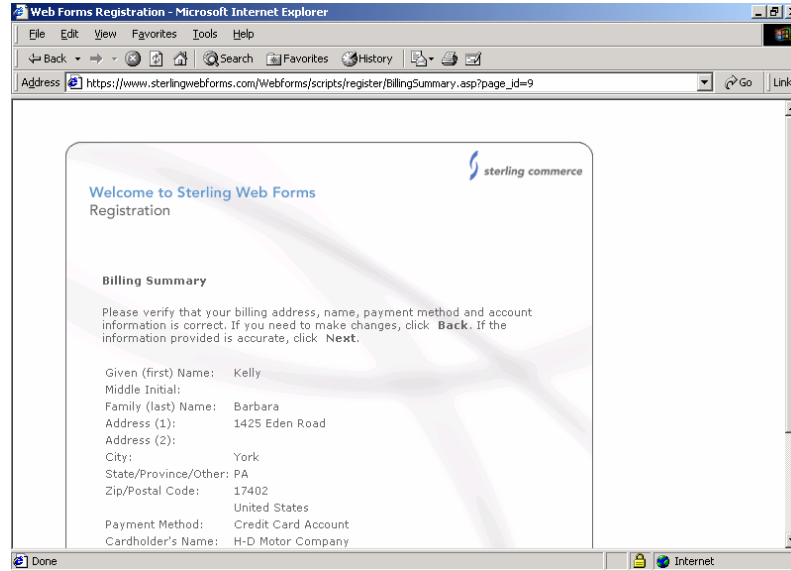
1) Enter the following fields – fields in bold are required:

- **Cardholder's Name**
- **Credit Card** – Choices are American Express, Master Card or Visa
- **Account Number**
- **Expiration Date**

2) When complete, press the **next** button. Go to the *Billing Summary* section in this chapter.

Billing Summary

26. The *Welcome to Sterling Web Forms Registration – Billing Summary* page displays.

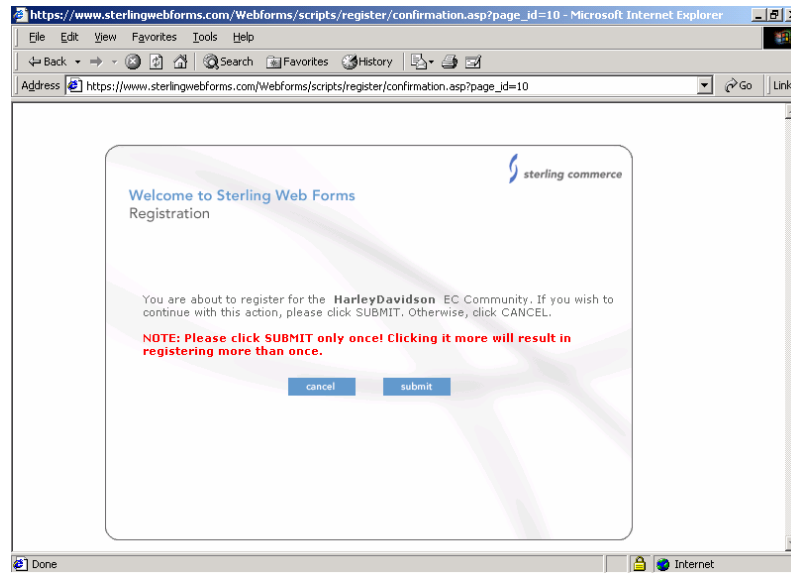


27. Verify that the information displayed on the page is correct.

Note: If the information displayed is incorrect, press the **back** button and correct the information.

28. When the summary page displays your information accurately, press the **next** button and the *Welcome Sterling Web Forms Registration – Submit* page displays.

Submit Registration



29. To submit the registration, press the **submit** button and the registration confirmation page displays, which states:

“You are now a member of the Harley-Davidson EC Community. Your business partner has been notified of your registration and will take the necessary steps needed for you to begin sending and receiving electronic forms.

Once Harley-Davidson has notified you, you will be able to start. Please contact Kelly Barbara at (717) 852-6526 for information regarding the status of your registration.”

Note: To cancel the registration, press the **cancel** button and the Sterling Web Forms login page displays.