



Cool Air International, Inc., in conjunction with your local distributor, has created a sales and information web site that works with contractors who will receive free advertising and generate new business at no expense to the contractor. Just follow these easy steps. If you have any technical questions contact Shawn Mack at 952-888-1929.

- ✓ Go to [www.unionaire.us](http://www.unionaire.us) “type this web URL into the address box after the http:” NOT into the search engine box.
- ✓ The Unionaire web site will open with Cool Air International in the upper left-hand corner and the Unionaire logo in the right-hand corner.
- ✓ Under the USERNAME/PASSWORD boxes on the left side click on “Register.”
- ✓ “Sign Up for an Account” page will open. Click on the button next to “Contractor.”
- ✓ Enter the business name that you wish to appear in the upper left-hand corner of the site when customers visit your site. Make sure to capitalize proper letter. Ex. John’s Heating Corporation. If you do not have a web site read below “without web site.”
- ✓ Enter your email address where you will receive quotes and comments from customers from your site. Ex. john@aol.com
- ✓ If you have a business web site enter the web site URL name in the “Your Web Site URL Box” Ex. johnsheatingcorp.com
- ✓ Fill out remaining requested information down to the USER INFO blue bar.
- ✓ Click on the “Copy from Distributor/Contractor Info” button to transfer redundant information from the top form to the bottom USER INFO form.
- ✓ When all information is filled in click on the “Sign Up” button.
- ✓ At this time you will receive a welcome email from Cool Air International, Inc. at the email address you entered on the form.

#### For contractors with existing web sites:

- ✓ The welcome email contains three Unionaire HTML (Web) links. You may choose the one you like best to place into your existing business website.
- ✓ When customers go to your web site and click on the “Unionaire Button” it will bring them to your personal Unionaire web site where they can receive pricing and product information. NOTE: All quotes from customers will now go directly to your entered emails.
- ✓ If a web company built your web site you can forward the welcome email to their email address. They may contact Shawn Mack.



#### For contractors without an existing web sites:

- ✓ You will need to utilize the “Your Unionaire Catalog URL” box in the registration form. Place your company name in the box with out any spaces or capital letters. Ex. johnsheatingcorp.
- ✓ This will create a business web site where you can send customers to receive quotes and product information. Ex. [www.johnsheatingcorp.unionaire.us](http://www.johnsheatingcorp.unionaire.us)
- ✓ Your customers will have to type in the web address and can add it to favorites.