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## Dealer Instructions: How to Register a Mower

1. Open up your web browser and go to: [purchase.wrightmfg.com](http://purchase.wrightmfg.com)
2. Enter your user name and password
3. On the left sidebar, click on “Register Mower”
4. Select the serial number of the mower you are selling by putting a check in the checkbox on the right-hand side of the screen.
  - Enter the sale price
5. Scroll to the bottom of the page:
  - Enter the Invoice Details (date sold to the customer and the invoice #);
  - Enter the Invoice Terms (pick correct Funding Source from drop down menu; if not financed through one of the options listed - WMI sponsored financing - choose “cash”); and
  - Enter Rebate Type. If you have any questions, there is a “Help” message for each section indicated by a “?”
6. Click on “Move Selected”. If your customer is already on the list of registrants, click on them, then click on “Select Buyer”
7. Otherwise, click on “Create New Registration” and then click on “Select Buyer”
8. Fill in the purchaser’s information, then click on the “Submit” button