



WELCOME TO DAIKIN CITY

Discover a new realm of energy efficiency and see what saving you can achieve. Explore the city to see Daikin's integrated heating, ventilation and air conditioning solutions

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- HOTEL
- RESTAURANT
- OFFICE
- CONVENIENCE STORE
- BANK
- COMMS CENTER
- LOGISTICS CENTER
- RETAIL STORE
- SCHOOL
- ★ PROJECT OFFICE

- ★ LIBRARY
- ★ TRAINING CENTER

How to Sign Up in Daikin City



Register

PERSONAL DETAILS

First Name*	Email*
<input type="text"/>	<input type="text"/>
Middle Name	Mobile Phone Number
<input type="text"/>	<input type="text"/>
Last Name*	Password*
<input type="text"/>	<input type="text"/>
	Confirm Password*
	<input type="text"/>

BUSINESS DETAILS

Business Type*

Dealer/Contractors

Distributor

Engineer/Architect

Manufacturer Rep

Other

Account ID*

A1

USER ADDRESS DETAILS

Use Business Address

Country*

United States

Address Line 1*

19001 Kermier Rd

Address Line 2

City*

Waller

State/Province*

Texas

Zip Code*

77484

Office Phone Number

Web Address

Cancel Register

- Before Register, email to Daikin City Team (Daikincity@daikincomfort.com) for Account ID
 - Personal Details – Fill out all marked mandatory
 - All Daikin Employee must register with a Daikin email
 - Business Details –
 - Business Type – Daikin Employee
 - Account ID – Entered Account ID Daikin City Team provided
 - Click “Search” icon
 - Business Address – Check the “Use Business Address” box
 - Systematic address populated
 - Click Register
- Daikin City Tech Team will approve within 24hrs (business hours)
 - A systematic email send to user for notification “Access has been approved – welcome to Daikin City”

Manufacturer Reps / Distributors Super User



1. Daikin Sales Managers reach out to customers and determine who will be the main contact person to monitor Daikin City

Notes: It's the customers who gets to decide the admin person to managed their business in Daikin City
Daikin City Super User is the user who manages all the users and employee accounts within their business.

2. Email sales support team

Daikin Residential Support – residential.salessupport@daikincomfort.com
VRV/ Light Commercial Support – sales.support@daikincomfort.com

Information required:

Email Subject: Daikin City Super User

Business Name:

Address:

Main Contact Information (Super User)

Notes: A business may have more than one super user, need all users information

Name (First, Last):

Email Address:

Phone#:

3. Daikin City Trainer confirm webinar training date and send invitation

Notes: Invitation will included assigned Super User and Daikin Sales Managers
- Account ID will provide to Super User on Training Day

Employee of Manufacturer Reps/Distributors



Register

PERSONAL DETAILS

First Name*	Email*
<input type="text"/>	<input type="text"/>
Middle Name	Mobile Phone Number
<input type="text"/>	<input type="text"/>
Last Name*	Password*
<input type="text"/>	<input type="text"/>
	Confirm Password*
	<input type="text"/>

BUSINESS DETAILS

Business Type*

Daikin Employee

Dealer/Contractors

Distributor

Engineer/Architect

Manufacturer Rep

Other

Account ID*

A11000

USER ADDRESS DETAILS

Use Business Address

Country*

Address Line 1*

Address Line 2

City*

State/Province*

Zip Code*

Office Phone Number

Web Address

Cancel Register

Obtain your Daikin City ID from your Super User. If you are unfamiliar with your Super User, email either:

Daikin Residential Support:

residential.salesupport@daikincomfort.com

VRV / Light Commercial Support:

sales.support@daikincomfort.com

Once you receive your Daikin City Account ID, go to Daikin City to Register: www.daikincity.com

- **Personal Details** – Fill out all marked mandatory
- **Business Details** –
 - Business Type – select Manufacturer Rep or Distributor
 - Account ID – Please contact Distributor Super User for ID
 - Click “Search” icon
- **Business Address** – Check the “Use Business Address” box
 - Systematic address populated
- **Click Register**
- **An email send to Reps/Distributor Super User “A new user has been registered – Please click here to view approval requests”**
- **Reps/Distributor Super User will approve user with an Account ID provided**
 - A systematic email send to user for notification “Access has been approved – welcome to Daikin City”

Question - who is your business Super User, please contact Daikincity@daikincomfort.com

Engineers/Architecture/Dealers/Contractors Associated with Manufacturer Reps/Distributors



First time user and business - Sign Up

Register

PERSONAL DETAILS

First Name*

Middle Name

Last Name*

Email*
Enter your business email account

Mobile Phone Number

Password*

Confirm Password*

BUSINESS DETAILS

Business Type*

Do you have a Daikin account?
 Yes No

Business Name*

Distributor/Manufacturer Rep Name*

BUSINESS ADDRESS

Country*

Address Line 1*

Address Line 2

City*

State/Province* Zip Code*

Office Phone Number

Web Address

- **First time user and the business - Sign Up**
 - **Personal Details** – Fill out all marked mandatory
 - **Business Details** –
 - Business Type – select Engineers/Architecture or Dealers/Contractors
 - Do you have Daikin account?
 - Select “No”
 - Business Name – Type in Business Name
 - Reps/Distributors Name – example type in “Wi” a list of Reps/Distributors start with “Wi” display in drop down
 - **Business Address** – Fill out all marked mandatory
 - **Click Register**
- **Daikin City Tech Team will approve Dealers/Contractor within 24hrs and move user under Reps/Distributor group**
 - A systematic email send to user for notification “Access has been approved – welcome to Daikin City”
 - A new Business created in Daikin City for Engineers/Architecture/Dealers/Contractors – Reps/Distributor to share the Daikin City Account ID with Engineers/Architecture/Dealers/Contractors for user within the business to register
- **Daikin City Tech send an email to Reps/Distributor Super User for notification “New user has been approved and now is under your management”**
 - Notes: Any user register with a generic email (gmail, yahoo, outlook, hotmail, etc.) will be automatic reject
 - If contractor or dealers register using generic email as their business, MUST select Reps/Distributor Name to approve access in Daikin City

Second users within a Business Sign Up

Register

PERSONAL DETAILS

First Name*

Middle Name

Last Name*

Email*

Mobile Phone Number

Password*

Confirm Password*

BUSINESS DETAILS

Business Type*

Do you have a Daikin account?
 Yes No

Account ID*

Business Address
1234 Pech
Houston, Texas, 77044

USER ADDRESS DETAILS

Use Business Address

Country*

Address Line 1*

Address Line 2

City*

State/Province* Zip Code*

Office Phone Number

Web Address

- **If the business and one of the user within the business has been sign up**
 - Reps/Distributors must provide a Daikin City ID (Example: DC1000) before register – This Daikin City ID will link to Distributor for Approval Access
- **Personal Details** – Fill out all marked mandatory
- **Business Details** –
 - Business Type – select Dealer/Contractors
 - Do you have Daikin account?
 - Select “Yes”
 - Account ID – Please contact Distributor Super User for ID
 - Click “Search” icon
- **Business Address** – Check the “Use Business Address” box
 - Systematic address populated
- **Click Register**
- **Reps/Distributor Super User will approve user with a Daikin City ID provided**
 - A systematic email send to user for notification “Access has been approved – welcome to Daikin City”

COD Branches (GDI/GCC) or Dealers/Contractors Associate Directly with Daikin Residential Sales Manager



Please reach out to Daikin Residential Sales Manager

1. Daikin Sales Managers reach out to customers and determine who will be the main contact person to monitor Daikin City

Notes: It's the customers who gets to decide the admin person to managed their business in Daikin City
Daikin City Super User is the user who manages all the users and employee accounts within their business.

2. Email sales support coordinator or sales support team (residential.salessupport@daikincomfort.com)

Information required:

Email Subject: Daikin City Super User

Business Name:

Address:

Main Contact Information (Super User)

Notes: A business may have more than one super user, need all users information

Name (First, Last):

Email Address:

Phone#:

3. Daikin City Trainer confirm webinar training date and send invitation

Notes: Invitation will included assigned Super User and Daikin Sales Managers

Other Business Type



Register

PERSONAL DETAILS

First Name*	Email*
<input type="text"/>	<input type="text"/> <small>Enter your business email account</small>
Middle Name	Mobile Phone Number
<input type="text"/>	<input type="text"/>
Last Name*	Password*
<input type="text"/>	<input type="password"/>
	Confirm Password*
	<input type="password"/>

BUSINESS DETAILS

Business Type*
<input type="text" value="Other"/>
Do you have a Daikin account?
<input type="radio"/> Yes <input checked="" type="radio"/> No
Business Name*
<input type="text"/>

BUSINESS ADDRESS

Country*	
<input type="text"/>	
Address Line 1*	
<input type="text"/>	
Address Line 2	
<input type="text"/>	
City*	
<input type="text"/>	
State/Province*	Zip Code*
<input type="text"/>	<input type="text"/>
Office Phone Number	
<input type="text"/>	
Web Address	
<input type="text"/>	

Other Business Type (ie, college, professor, home owner, affiliates outside of the US):

- **For education purpose, user must register with a school email account**
- **Any generic (gmail, Hotmail, etc.) email will take additional approval.**
 - **Personal Details** – Fill out all marked mandatory
 - **Business Details** –
 - Business Type – select Other
 - Do you have Daikin account?
 - Select “No”
 - Business Name – Enter Business Name
 - **Business Address** – Fill out all marked mandatory
- **Click Register**
- **Daikin City Tech Team will approve within 24hrs (business hours)**
 - A systematic email send to user for notification “Access has been approved – welcome to Daikin City”
 - For generic email registration – an email will be sent out to identify an associate Daikin Representative.



Daikincity@daikincomfort.com

HELP US HELP YOU!

Until then, **HAPPY SELLING!**

