# MyCatFinancial Account Management CUSTOMER GUIDE

MANAGE YOUR ACCOUNT.
MANY WAYS.
ANYWHERE.
ANYTIME.



#### **LOG IN OR REGISTER**

#### IT'S EASY TO MANAGE YOUR ACCOUNT ONLINE.

This guide will provide you with an overview of online account management from Cat Financial. It offers helpful step-by-step instructions to register and manage your account anytime, anywhere, and on any device, 24/7.

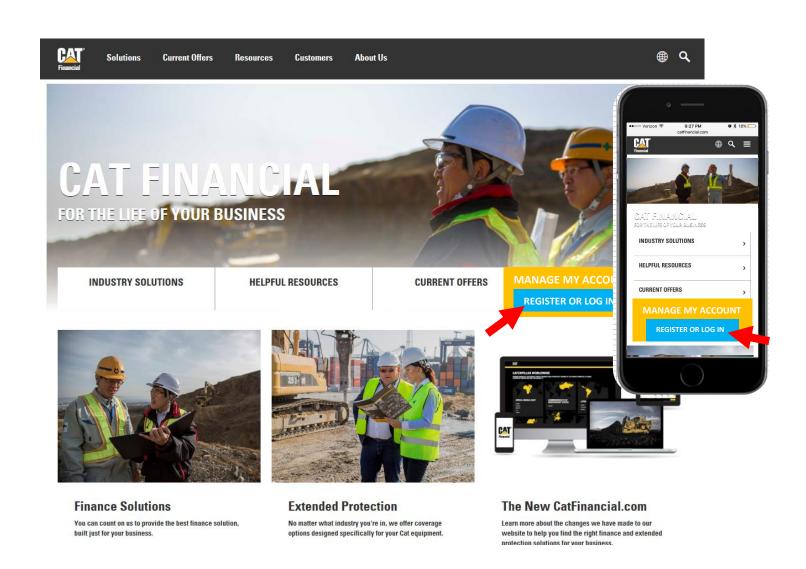
Our new online account management has a responsive design, which means you can easily view and access all the functions of your account on your desktop, tablet or mobile phone.

- > Access all your accounts 24/7
- > View contract summaries
- > View payment history & open items
- > Request a buyout quote
- > Make changes to account information
- > Mobile-friendly, responsive design

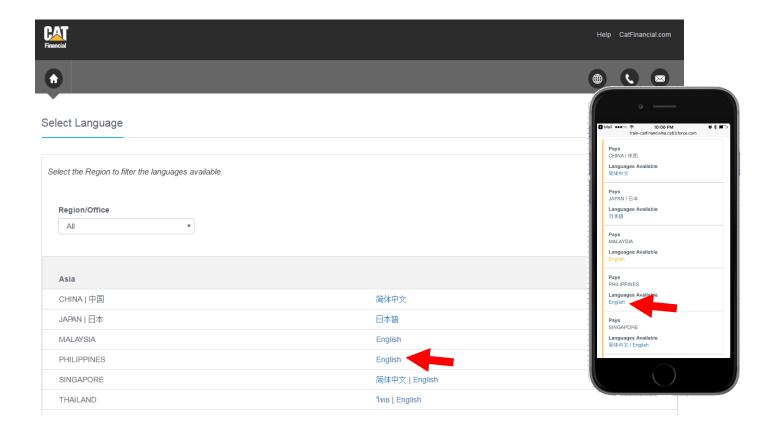


## **CREATE YOUR ONLINE ACCOUNT**

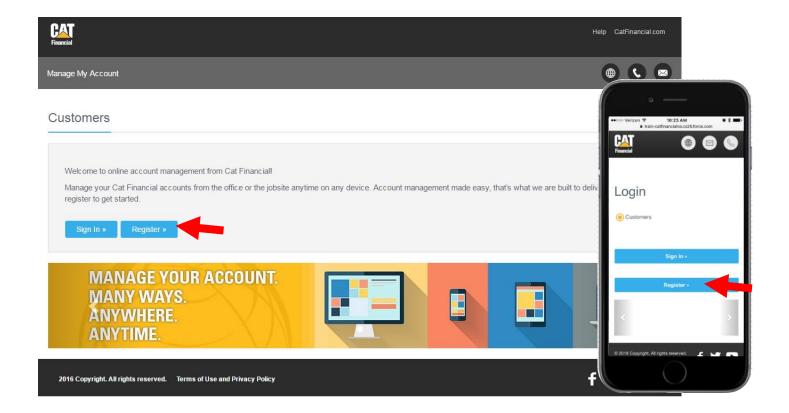
To create your MyCatFinancial online account, visit <u>catfinancial.com</u> and click **Log in** or **Register** in the blue box from your desktop, tablet or smartphone.



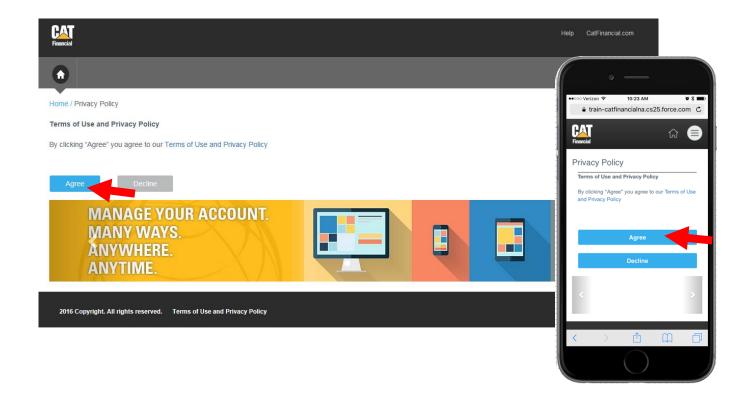
When you go to register your account, you will first have to select your country and language. If this page does not automatically pop up, you can access it by clicking the globe in the top right corner of the page.



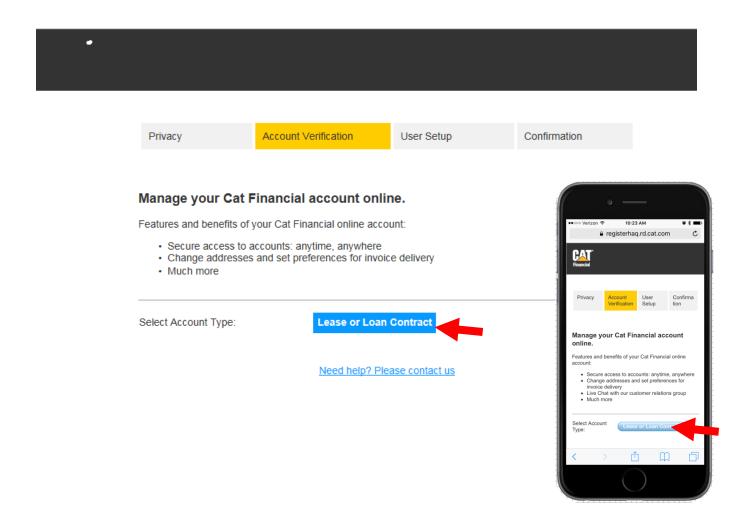
Once you have selected your country and language, you will be redirected to the MyCatFinancial homepage. If you are registering your account for the first time, click **Register** in the blue box.



The next screen will ask you to accept our online Terms of Use and Privacy Policy. This statement governs the collection and use of information through this Cat Financial website. Click **Agree** to proceed to MyCatFinancial.

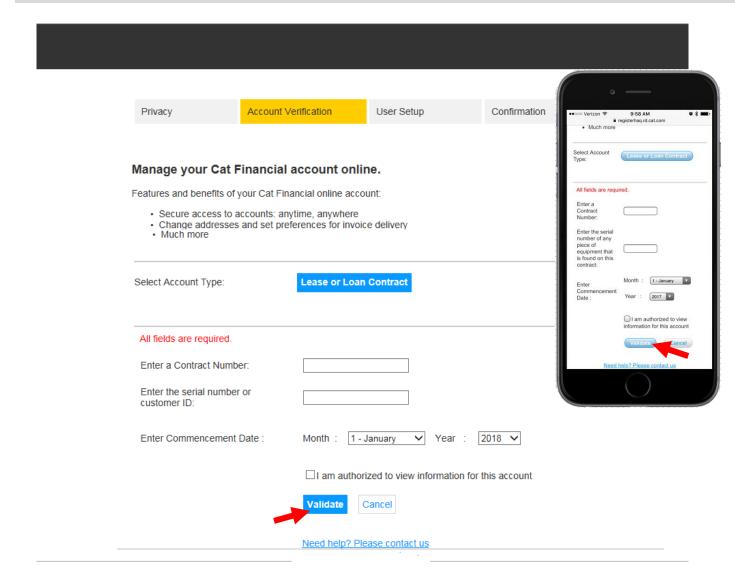


Once you have agreed to the Terms of Use and Privacy Policy, you may begin to register for your MyCatFinancial account. Under the heading Account Verification you will select your account type, **Lease or Loan Contract.** 



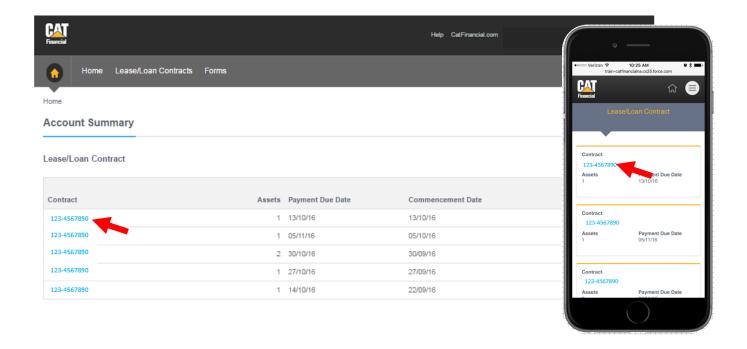
To register your account, you will need your contract number, equipment serial number and the commencement date. This information can be found in the welcome letter you should have received via mail, or in a welcome email from Cat Financial, sent after contract booking.

If you cannot locate your current contract number, please contact our Customer Service team at +632-683-2006 Monday – *Friday 8.30am* – *5.00pm*.

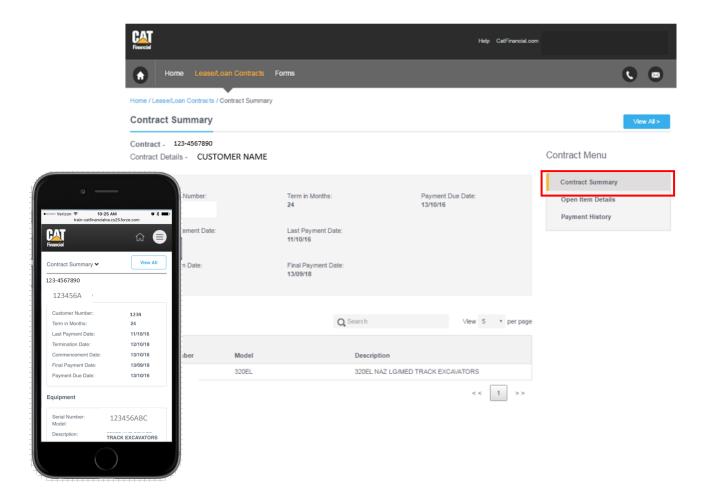


# **MANAGE YOUR ACCOUNT**

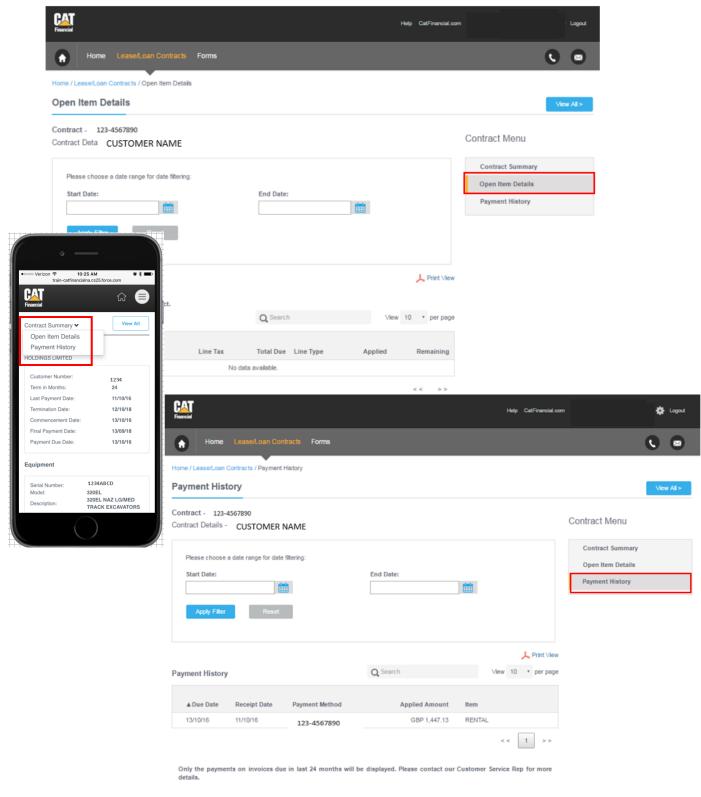
Once you have successfully registered your MyCatFinancial account, you will see your contract(s) listed on your Account Summary page.



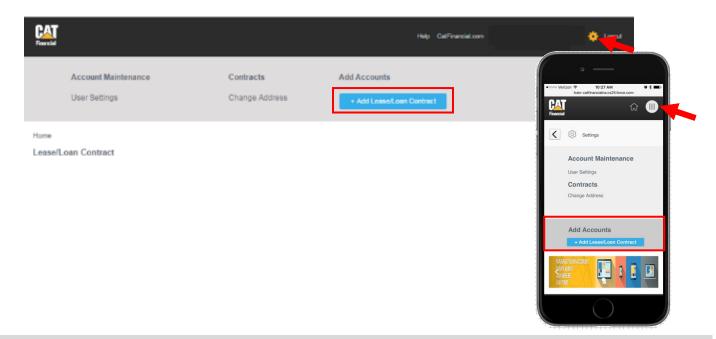
When you click on one of your listed contracts, you will see the individual contract summary. Here you will find information such as terms, payment dates and the termination date for the equipment listed at the bottom of the page.



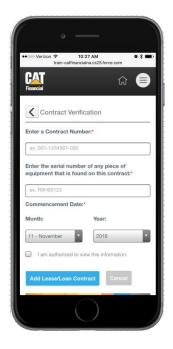
The page navigation enables three different account features. You can view Open Item Details and Payment History (both pictured below), in addition to your contract summary, by clicking the boxes highlighted below.

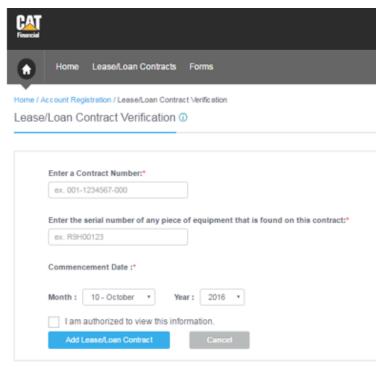


To add additional contracts to your online account, click the settings gear in the top right corner.

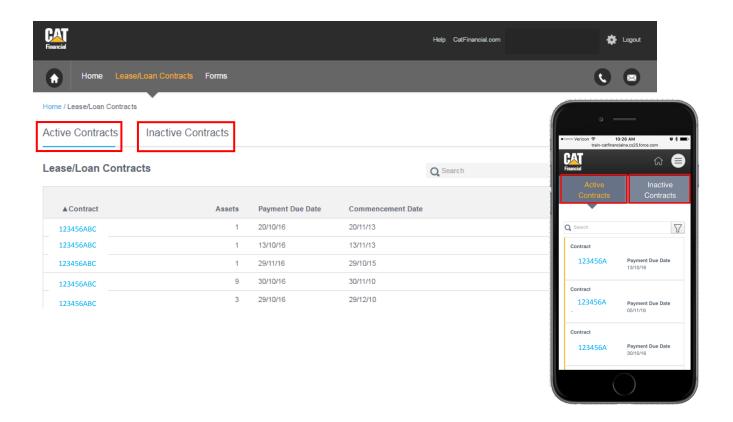


You will be asked to enter the contract number, a serial number listed on the contract and the commencement date. You will need to manually add additional contracts once you have registered your account. These will not automatically update when you book a new contract.



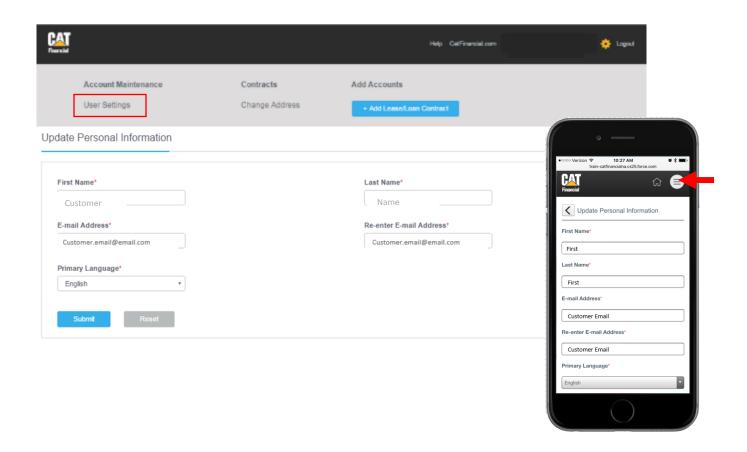


You can view both active and inactive contracts by clicking Lease/Loan Contract in the navigation. Only contracts you have previously registered will be displayed in these lists.

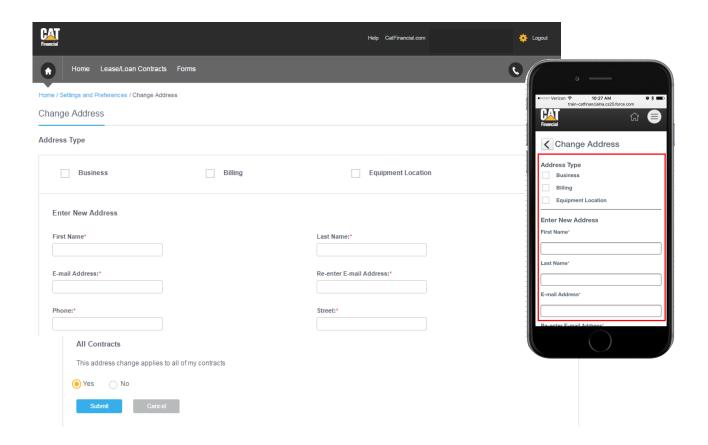


## **UPDATE YOUR PERSONAL INFORMATION**

To make updates to your personal information, click the settings gear at the top of the page. Click **User Settings** to update your personal information and email.

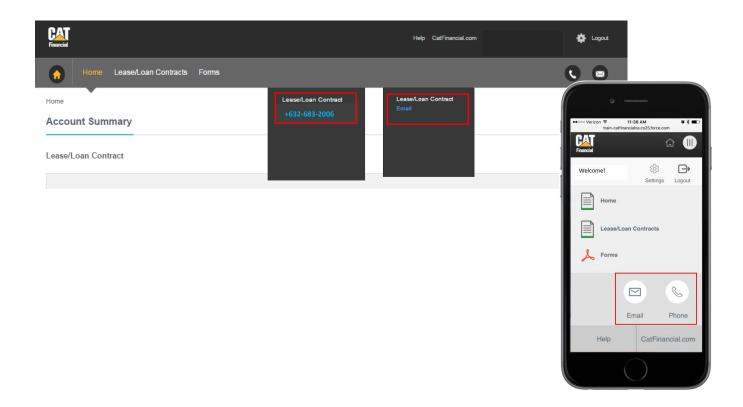


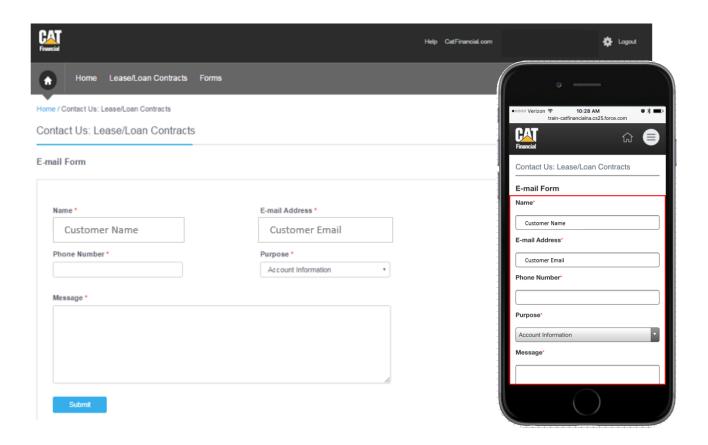
To change your address, click **Change Address** in the navigation and complete the form below.



## **CONTACT US**

If you have questions or experience issues accessing your account information, please contact us by phone at **+632-683-2006** or email us by clicking the email icon in the upper right corner.





You can also review frequently asked questions by clicking the **Help** link at the top right of the screen. If you have any questions not answered by this guide, please call our team at **+632-683-2006**.

