



UTC Aerospace Systems

Email Preferences and Notifications Management

UTAS Customer Portal User Guide

www.customers.utcaerospacesystems.com



PORTAL EMAIL NOTIFICATIONS

The screenshot shows the UTC Aerospace Systems Customer Portal. At the top, there is a navigation bar with links for UTC, OTIS, UTC CLIMATE, CONTROLS & SECURITY, PRATT & WHITNEY, and UTC AEROSPACE SYSTEMS. A 'CUSTOMER PORTAL' button is visible in the top right. The UTC Aerospace Systems logo and tagline 'Where ingenuity takes off' are on the left. A search bar for 'Spare Parts Search' is in the center, with a prompt to 'Enter a part number or up to 5 parts separated by commas'. The main content area features a 'Welcome to the Customer Portal' message. A central login and registration form is overlaid. The 'Login' section includes fields for 'Username' and 'Password', a 'Remember me on this computer' checkbox, and a 'Login' button. A 'Reel Password' link is next to the password field. Below the login section is an 'OR' separator and a 'Register' section. The 'Register' section includes a 'Request Access' button and a description: 'Submit a request to view information about UTAS Parts, Spare and Repair Orders, as well as to search for Technical Publications.' At the bottom of the page, there are links for 'Privacy Policy', 'Terms Of Use', and 'FAQ And Customer Support'. Two orange arrows point from the text on the right to the 'Login' and 'Request Access' buttons.

Enter your user credentials to enter the site and see information tailored to your company.

If you are not registered user, you can click here to request access. There is another User Guide that can take you through the Registration process.

PORTAL EMAIL NOTIFICATIONS

PROFILE INFO

This page shows the information you entered at registration and allows you to set up your notification preferences

My Account

- Dashboard
- Profile**
- Address Book
- Spare Order History
- Repair Order History
- Quote Requests
- Account Statements
- Invoices
- My Publications

Profile

Profile Info		Email Preferences	
User Id	Company	<input type="checkbox"/> Receive Email Notifications	
sam.snell.61111@mailinator.com	CL_SAM_SNELL_ENTERPRISE S	<input type="checkbox"/> Spares Order Updates	
First Name	Last Name	<input type="checkbox"/> Repair Order Updates	
Sam	Snell	<input checked="" type="checkbox"/> Technical Publications Updates	
Country of Citizenship	Date of Birth	Change Type	
United States	01/20/1961	<input checked="" type="radio"/> All Changes	
Email Address	Function	<input type="radio"/> Shipments Only	
sam.snell.61111@mailinator.com	Company Owner	Notification frequency	
Street Address	City	<input checked="" type="radio"/> As Changes Occur	
4395 Test lane	Rockford	<input type="radio"/> Daily Summary	
State/Region	ZipCode	Matching the Following	
Illinois	61111	<input checked="" type="radio"/> All updates for my company	
Primary Phone Number	Fax Number	<input type="radio"/> Only my orders and/or tech requests	
815-979-1111		<input type="radio"/> Contains:	

[Manage Credentials](#)

Use scroll bar to view all options for email notifications

Click on the Profile link from any page on the site to return

How to manage credentials is covered in the User Profile Management User Guide

PORTAL EMAIL NOTIFICATIONS

PROFILE INFO

Change Type - Choose which updates you want to be notified about

Notification Frequency – Select how often you would like to receive notification of changes

Matching the Following – chose what updates you want to receive.

These selection are applicable to spares and repair orders only

Email Preferences

Receive Email Notifications

- Spares Order Updates
- Repair Order Updates
- Technical Publications Updates

Change Type

- All Changes
- Shipments Only

Notification frequency

- As Changes Occur
- Daily Summary

Matching the Following

- All updates for my company
- Only my orders and/or tech requests
- Contains:

Customer PO Number

Order Number

Part Number

[Remove All Notifications](#)

Select one or all three boxes to receive notifications on: spares orders, repair orders, or technical publications.

NOTE: The box beside “Receive Email Notifications” does not need to be selected.

For example, select Technical Publications Updates to receive email notifications for Technical Publications only.

To receive spares and/or repair order notifications, your account will need to be tied to a Sold To account under the Address Book navigation link.

Please refer to the separate user guide titled “User Profile Account Management”, for additional information.