

Quick Reference Guide

Omni Interactive

How to Set up a Username for your Customer

Each company should be assigned ONE username and password. If a company has multiple sales reps that need access, you will need to request additional Virtual MSP IDs. You can request a MAXIMUM of 3 Virtual MSP's per company. All reps will log-in using the company username and password, and then choose their assigned Virtual Pool for demos. Omni Interactive must ONLY be given out to Totally Hayward Builders. Any special requests must go through your RSM.

Step 1: Go to **www.haywardomnilogic.com** and click "Register new user." Instruct your customer to create a user name and password.

Step 2: Send a request for a Virtual MSP to **interactive@haywardnet.com** Include in the email:

- -Company Name -Company Address
- -Company User name
- -# of Virtual MSP's needed

Step 3: You will receive your Virtual MSP(s) within 48 hours. To set up the first MSP, sign into haywardomnilogic.com with the company username and password. Once you reach the MSP registration page, fill out the information and click save.

Step 4: To set up additional MSP's, sign into the company account and from the "sites" drop down, and click "Register MSP." Complete the registration form with the additional MSP. This is your opportunity to label the "Backyard" with a sales rep name.