



**Here's how to fill out
the form at the portal:
PARTS**

1

- **USE THE BROWSER TO ACCESS THE LINK.**

(<https://curtis-css.com/>)

- **LOGIN TO YOUR ACCOUNT.**

ID: (Your email address associated with the ticket.)

PW: 12345678



curtis-css.com

Sign in to your account
CURTIS
INTERNATIONAL LTD

Email address

Email Address

example@example.com

Password

[Forgot password?](#)

12345678

Sign in




Sign in with Google

CRM		Hi! test1 test2									
		Tickets									
Ticket ID	Fullname	Email	Resolution	Issue	Status	IsUpload	Created At	action			
PS240624000006	Test23 Test24	regine@empireonegroup.com	Parts	Damage Parts	OPEN	PENDING	June 25, 2024 2:52 AM				

2

• The following screen will give you further information about the ticket.



Created At	action
June 25, 2024 2:00 AM	<div>View Ticket Details</div> 

3

- Simply click the "View Ticket Details" button to begin uploading the files.



TRANSLATE

Description of the part/s that you're looking for.

Save

4

• Fill out the "**Description of the part/s that you're looking for**" area then click "**Save**".



5

• Click the "**Upload**" button and complete the form.



Incomplete Information

CRM

Hil test1 test2

Tickets



Clear Picture of the Model#

+

Upload

Clear picture of the part/s you need.
Clear photo of the unit in which the missing/damaged part is located.

+

Upload

Clear copy of your receipt showing the date of purchase, item description and amount

+

Upload

Clear Picture of the Serial#

+

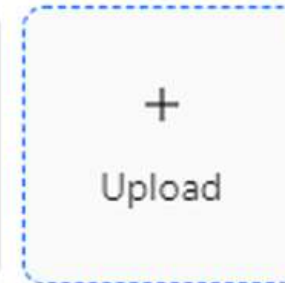
Upload

6

- **Upload multiple pictures** by clicking the **"Upload"** button again.
- Then simply click **"Upload Photos"** when finished.



Clear Picture of the Model#



UPLOAD PHOTOS